

## Overview – Chair, Assessment Board

The Student Academic Integrity Management System provides features that enable Chairs of Faculty Assessment Boards to manage and track concerns assigned to them. They are also provided with features to append appeal outcomes.

Chairs of Faculty Assessment Boards have access to the following features after accessing the system:

- Record investigation outcomes
- Record student actions
- Close a concern
- View, edit and send student letters
- View a concern's status
- Append appeal outcomes

### Navigation

To access the Student Academic Integrity Management System, log into Griffith Portal, and choose *Learning and Teaching*, *Managing your teaching*, *Academic integrity management*.

The Academic Integrity Management menu items will be displayed.

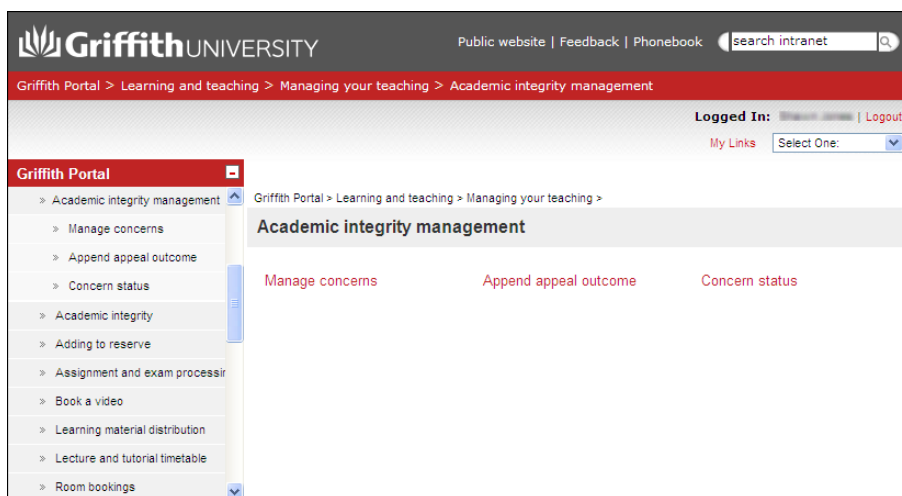


Figure 1 Accessing Student Academic Integrity Management from the Griffith Portal

## Navigation items

After accessing the system via the Griffith portal the following navigation items are displayed. Descriptions of the navigation items are provided in the following table.



Figure 2 Navigation items

Navigation Item	Description
Manage concerns	This navigation item enables the Chair to record investigation outcomes, record student actions to be taken and record when a student has completed the required actions. The Chair can also edit, send and view student letters.
Append appeal outcome	A student may appeal the decision given after an investigation of a concern. This navigation item enables the Chair to append an appeal outcome for Tier 1 appeals.
Concern status	This navigation item enables the Chair to view the status of a concern with which they have an association.  This feature allows the viewing of the concern in display only mode, the concern is not able to be edited.

Table 1 Navigation items descriptions

<b>Step after</b>	Refer to the job aid <i>Edit, send and view a concern letter</i> .
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### Related job aids

- Edit, send and view a concern letter.
- Glossary of terms.

### Additional learning tools / Sources of information

- See <https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff> for links to workbooks, job aids and self-paced tutorials.
- For assistance with Academic integrity process contact the Student Academic Integrity Coordinator. Phone 373 54275 or email [sai-coordinator@griffith.edu.au](mailto:sai-coordinator@griffith.edu.au)
- For assistance with technical difficulties phone EIS-Assist 373 55544.

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