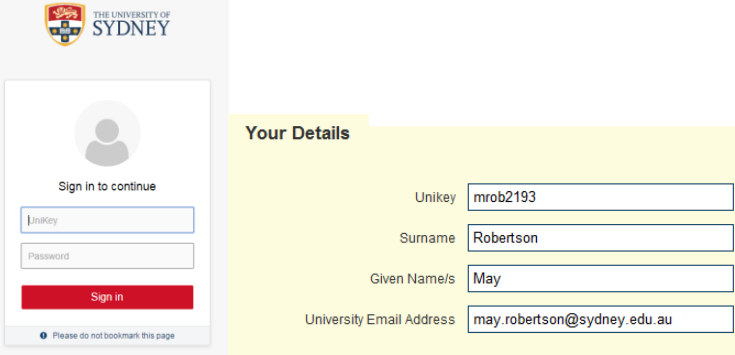
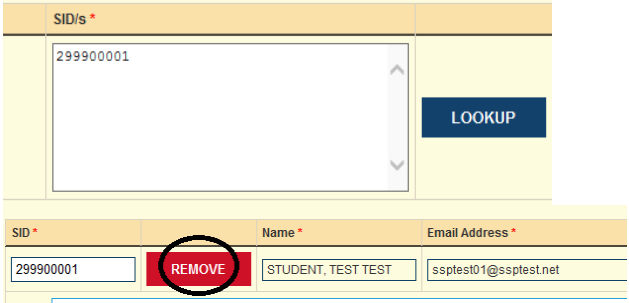
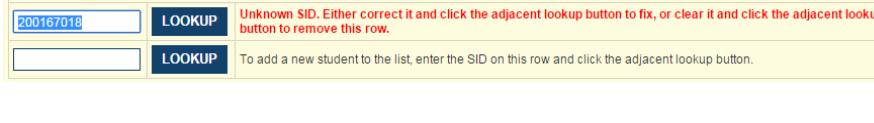


SCREEN	PROCEDURE
	<p><b>Your details</b></p> <ol style="list-style-type: none"> <li>1. Authenticate to the form using WASM.</li> <li>2. Type in your Unikey and password, WASM will populate your name and email details.</li> </ol>
<p><b>Academic Honesty &amp; Plagiarism (Coursework and Examinations)</b></p> <p>UoS Code can be found in the faculty handbooks <a href="#">online</a>. If you are not able to find a correct UoS Code, please contact the <a href="#">Office of Education Integrity</a>.</p> <p>Year * <input type="text" value="2016"/> To report cases for the current year. Cases can be reported for up to two years prior to the current year.</p> <p>UoS Code * <input type="text" value="AHCD1011"/> <b>LOOKUP</b></p> <p>UoS Name <input type="text" value="Biological Sciences Orientation"/></p> <p>Faculty <input type="text" value="Health Sciences"/></p> <p>Department <input type="text" value="Faculty Units (FHS)"/></p> <p>Unit of Study Coordinator <input type="text" value="Holt, Simone-Cherie"/></p>	<p><b>Academic Honesty and Plagiarism (Coursework and Examination) Details</b></p> <ol style="list-style-type: none"> <li>3. Year: This is a mandatory field, and is defaulted to the current year.</li> <li>4. Cases can be reported for up to two years prior to the current year.</li> <li>5. To report a previous years' case type over the default year with the desired year.</li> <li>6. Enter UoS Code and click <b>LOOKUP</b>.</li> <li>7. The Form should return relevant UoS details including the UoS Coordinator details.</li> <li>8. UoS Code can be found in the faculty handbooks <a href="#">online</a>. If you are not able to find a correct UoS code, please contact the <a href="#">Office of Education Integrity</a>.</li> </ol>
<p>Assessment Task * <input type="text"/></p> <p>(As advertised in Unit Outline)</p> <p>Weight of assessment <input type="text"/> %</p> <p>Mode of Assessment * <input type="radio"/> Individual Work <input type="radio"/> Group Work</p> <p>Was Turnitin utilised? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Are the assessment instructions incorporated into the UoS Outline? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Are the marking rubric/criteria included in the UoS outline or assessment instructions? * <input type="radio"/> Yes <input type="radio"/> No</p>	<ol style="list-style-type: none"> <li>9. Assessment task is a mandatory field. Please enter the name of the assessment as advertised in the Unit Outline.</li> <li>10. You may enter a value in the Weight of assessment – this is an optional field.</li> <li>11. Select either it is an individual work or group work. This is a mandatory field.</li> <li>12. Mandatory selection of Yes or No to indicate if the assessment instructions incorporated into the UoS Outline?</li> </ol>

SCREEN	PROCEDURE
	<p>13. Mandatory selection of Yes or No to “Are the marking rubric/criteria included in the UOS outline or assessment instructions.</p>
	<p><b>Student information</b></p> <p>14. Enter one student ID, click the <b>LOOKUP</b> button, to see if the name and email address get populated in the table in the form</p> <p>15. Once a student has been successfully found, click the red <b>REMOVE</b> button to remove this student.</p>
	<p>16. If a SID could not be identified, either correct it and click the adjacent lookup button to fix, or clear it and click the adjacent lookup button to remove this row.</p>

## SCREEN

## PROCEDURE

SID/s *	
<input type="text" value="299900001"/> <input type="text" value="430324486"/> <input type="text" value="195804588"/> <input type="text" value="199050199"/> <input type="text" value="199107826"/> <input type="text" value="200167019"/> <input type="text" value="200167019"/>	<input type="button" value="LOOKUP"/>

Note: When entering the "Reasons for Referral", please provide a brief description of the evidence at hand as well as procedural fairness, statements that could be regarded as evaluative to the potential determination and outcome of

SID *	Name *	Email Address *
<input type="text" value="299900001"/>	<input type="button" value="REMOVE"/> STUDENT, TEST TEST	ssptest01@ssptest.net
<input type="text" value="Please state the reason for this student's referral (Max 500 words)"/>		
<input type="text" value="430324486"/>	<input type="button" value="REMOVE"/> . KEERTHANA	ssptest01@ssptest.net
<input type="text" value="Please state the reason for this student's referral (Max 500 words)"/>		
<input type="text" value="195804588"/>	<input type="button" value="REMOVE"/> WHITI TRAT	ssptest01@ssptest.net
<input type="text" value="Please state the reason for this student's referral (Max 500 words)"/>		
<input type="text" value="199050199"/>	<input type="button" value="REMOVE"/> LOUISE MELANIE	ssptest01@ssptest.net
<input type="text" value="Please state the reason for this student's referral (Max 500 words)"/>		
<input type="text" value="199107826"/>	<input type="button" value="REMOVE"/> SHANNON,	ssptest01@ssptest.net
<input type="text" value="Please state the reason for this student's referral (Max 500 words)"/>		
<input type="text" value="200167019"/>	<input type="button" value="REMOVE"/> ALISON	ssptest01@ssptest.net
<input type="text" value="Please state the reason for this student's referral (Max 500 words)"/>		

17. If you have many students to report for a particular assessment under the same UoS code, you may either enter the students in a list (as seen on the screen capture), or one after the other separated with comma.
18. Click LOOKUP button to identify the student details
19. You must enter the "Reason for Referral" for each of the student identified. Please contain the text to 500 words. Word counter is available to give you an indication if the limit has been reached.
20. It is highly recommended that you complete the reason for referral before proceeding to the document upload sections below. If you fail to enter all required mandatory fields here, and proceed to document upload, you will be required to enter reason for referral, and attach the documents again.

## SCREEN

## PROCEDURE

SID	Name	Student's assessment	Student's Turnitin Report
299900001	STUDENT, TEST TEST	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
430324486	NU [REDACTED] INA	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
195804588	V [REDACTED] THEN	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
199050199	BR [REDACTED] ANIE	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
199107826	SH/ [REDACTED] V	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
200167019	FLEMING [REDACTED]	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen

**Unit of Study Documentation**

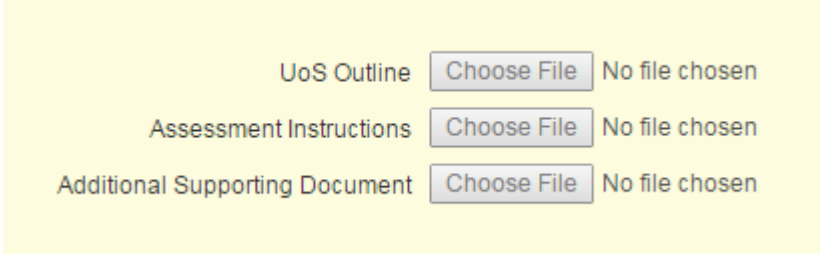
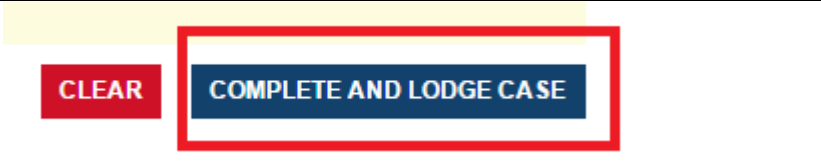
UoS Outline  No file chosen

Assessment Instructions  No file chosen

Additional Supporting Document  No file chosen

### Student Documentation

21. You may upload the student's assessment and the turnitin report by clicking the **Browse** or **Choose File** button.
22. Choose relevant documents from various sources from your computer including the shared network drives.
23. Please complete the reason for referral first before uploading any case documentation. If you upload any documents before you have filled out the mandatory fields progress will be lost and you will need to upload the documents again.
24. Supported types for upload: (DOC, DOCX, DWG, GZ, JPG, MOV, MP3, MP4, PDF, PPT, PPTX, ZIP are the only supported file types).
25. If you have additional documents to be uploaded, or have file formats which are not included in the supported file types above, please do either of the following:
  - 1) 'ZIP' or compress all documents into one document and attach it within the 'Student Assessment upload'. Please ensure one ZIP file per student, or
  - 2) Email additional documents (including unsupported file types) to your faculty's admin officer, who will attach and include them within the case file. Please click [here](https://intranet.sydney.edu.au/teaching-research/teaching-support/educational-integrity/contact-information.html) to find the relevant faculty admin officer for your faculty. <https://intranet.sydney.edu.au/teaching-research/teaching-support/educational-integrity/contact-information.html>

SCREEN	PROCEDURE
	<p><b>Unit of Study Documentation</b></p> <p>26. Use this to upload information relating to the teaching and assessment for this specific unit of study. Please do not use this to upload documents relating to a specific student.</p> <p>27. Click the Browse or Choose File button to upload relevant documents from various sources from your computer including the shared network drives.</p> <p>28. If you have reported multiple students within this form, please do not upload documents for individual students in the Unit of Study Documentation, as these documents will be included within each case folder for the students reported, resulting in a possible breach of privacy.</p> <p>29. Point 24 and 25 above are also applicable here.</p>
	<p>30. Click the <b>COMPLETE AND LODGE CASE</b> button to submit your case(s).</p>
<p>Thank you for referring this case (or cases) for investigation. Your referral has been submitted successfully. Your reference numbers are: DOC2016/xxxxxx. Once the faculty has received your case(s), you may be contacted for further information if required. You will receive a confirmation outlook email shortly for each student (case) you have referred and it will contain case ID information should you need to make an enquiry.</p>	<p>31. You will get a confirmation text once your case(s) has/have been successfully lodged.</p> <p><b>END</b></p>