ELECTRONIC SUBMISSION FEEDBACK AND GRADING – ADMINISTERING ACADEMIC MISCONDUCT PENALTY ON BLACKBOARD, TURNITIN & RISIS

Contents

1. Introduction

Section 9 of the University Assessment Handbook (Academic Integrity and Academic Misconduct) provides policy and procedures in relation to Academic Misconduct and guidance on scale of offences and penalties in respect of academic misconduct. This can be found here:

http://www.reading.ac.uk/web/files/qualitysupport/9_Academic_integrity_and_academic_misconduct.pdf

This document provides further practical guidance for academic and professional staff on the administration of academic misconduct penalty for summative assessments on Blackboard (BB), Turnitin (Tii) and RISIS i.e. from the identification of academic misconduct to the final decision and consequent action.

2. Administration of academic misconduct penalty on Blackboard, Turnitin and RISIS

This process describes the steps taken when administering a penalty for coursework where academic misconduct has been identified and a decision agreed:

2.1 Mark entry before decision on academic misconduct/poor academic practice is agreed

Whilst the suspected academic misconduct is being considered, the mark entered on Blackboard/Turnitin and RISIS will be determined as follows:

i. If the academic staff member has marked the work and therefore a mark is available to be released to the student(s):

On Blackboard and/or Turnitin
The academic staff member should leave the *original mark* without penalty.

On RISIS
If the marks had been released and made available on RISIS to the student, the Senior Programme Administrator/ Programme Administrator should:
- Leave the *original mark* without penalty
- Enter the *holding Grade 'Y'* for suspected academic misconduct.

ii. If the academic staff member has not yet marked the work and therefore no mark is available to be released to the student(s):

On Blackboard and/or Turnitin

The academic staff member should leave the marks field on BB/Tii, *'blank'*.

On RISIS

If the marks had been released and made available to students on RISIS, the Senior Programme Administrator/Programme Administrator should:

- Leave the marks field on RISIS, *'blank'*
- Enter the *holding Grade 'Y'* for suspected academic misconduct.

Note: **To provide feedback but leave the Grade Attempt field for a Blackboard Assignment 'blank':**

To leave some feedback on a Blackboard Assignment (not applicable for Turnitin), the academic staff member (marker) should temporarily enter a numeric value in the Grade field to allow the feedback to be saved and then go back and delete the numeric value in order to leave the field *'blank'*. Full details available under 'How to clear a previously entered mark in Blackboard'

2.2 Mark entry after decision on academic misconduct/poor academic practice is reached

2.2.1 Academic misconduct

Once a decision on the academic misconduct allegation has been reached, the mark that is entered on Blackboard, Turnitin and RISIS will be determined as follows:

On Blackboard and/or Turnitin

- If the academic staff member had marked the work and the mark released to student(s) on BB/Tii, then the Senior Programme Administrator / Programme Administrator/ Academic staff member should leave the *original mark* without penalty.
- If the academic staff member had not marked/entered a mark for the work and therefore no mark is available on BB/Tii, then the Senior Programme Administrator / Programme Administrator /Academic staff member should leave the marks field *'blank'*

On RISIS

The Senior Programme Administrator/ Programme Administrator should:

- Enter the *agreed mark* after the outcome of the academic misconduct
- Add the *relevant grade (Y1-Y6)* if there is a case to answer and, where there is no case to answer, enters the *original mark* without penalty
- Where a penalty has been applied, create a note on the modular assessment and submodular assessment on the student's record providing details of the academic misconduct outcome or, in order to explain why the mark might be low
- SDTL/ Senior Programme Administrator/ Henley School Office should add the outcome to the RISIS Tutor card via the Academic Misconduct Portal if an outcome of academic misconduct is found.

2.2.2 Poor academic practice

If a case of poor academic practice is established, the mark that is entered on Blackboard, Turnitin and RISIS will be determined as follows:

On Blackboard and/or Turnitin

- Academic staff member should enter the appropriate mark (e.g. the mark after the work is re-marked excluding the offending passages).

On RISIS

The Senior Programme Administrator/ Programme Administrator should:

- Enter the *agreed mark* after the outcome of the poor academic practice
- Create a note on the modular assessment and submodular assessment on the student's record to state 'Poor academic practice found for this assessment'. This will explain why the mark might be low.
- SDTL/ Senior Programme Administrator/ Henley School Office should add the outcome to the RISIS Tutor card via the Academic Misconduct Portal if an outcome of poor academic practice is found.

3. Referral of academic misconduct case to the Senate Standing Committee on Academic Misconduct

The School Director of Teaching and Learning can refer the case to the Senate Standing Committee on Academic Misconduct (SCAM) if the case meets the guidance for referral provided in section 9: Academic Integrity and Academic Misconduct policy of the University's Assessment Handbook.

The procedures of the Senate Standing Committee on Academic Misconduct can be found under **section 9.4** of the policy. The supporting documentation required with the referral is also detailed in this section.

3.1 Mark entry after decision is agreed on academic misconduct by SCAM

Once an outcome is reached by the Senate Standing Committee on Academic Misconduct, the Secretary will email the outcome of the academic misconduct to the SDTL (copying in the Support Centre Programme Managers) and the student. The Support Centre Programme Manager(s) will inform the Senior Programme Administrator / Programme Administrator of the academic misconduct outcome from SCAM.

The mark that is entered/amended on Blackboard, Turnitin and RISIS is as follows:

On Blackboard and/or Turnitin

- If the academic staff member has marked the work and the mark is on BB/Tii, then the Senior Programme Administrator / Programme Administrator / academic staff member should leave the *original mark* without penalty.
- If the academic staff member has not marked/entered a mark for the work and therefore no mark is available on BB/Tii, then the Senior Programme Administrator / Programme Administrator /academic staff member should leave the marks field *'blank'*

On RISIS

- The Secretary of the Senate Standing Committee on Academic Misconduct will record the outcome on RISIS 'Academic Misconduct Recording'
- The Senior Programme Administrator/ Programme Administrator should:
  - ➢ Enter the *agreed mark* after the outcome of the academic misconduct
  - ➢ Add the *relevant grade (Y1-Y6)* if there is a case to answer and, where there is no case to answer, enters the *original mark* without penalty
  - ➢ Where a penalty has been applied, create a note on the modular assessment and submodular assessment on the student's record providing details of the academic misconduct outcome

4. Administering academic misconduct penalty process workflow diagram

The workflow diagram below details step-by-step how work is completed from start to finish, who is responsible for which activity and at what point in the process

To Be Process _ Electronic Submission, Feedback and Grading of Assignment (eSFG)_Administering Academic Misconduct penalties in Blackboard, Turnitin and RISIS process _Generic

SDTL / DoS/SCAM

11 SDTL/DoS invites the student for an interview to discuss the allegation *SPA/PA takes notes*

12 SDTL makes decision on Case *If no case to answer, advise student of outcome. No RISIS record is required*

13 Poor academic practice or academic misconduct?

Poor academic practice

14 SDTL requests academic staff member to give appropriate mark on BB/Tii

15 SDTL provides relevant advice and appropriately signpost the student to the Study Advice Team

16 SDTL adds a note that such advice and a warning have been given on the student's RISIS record

Academic misconduct

17 Refer case to SCAM?

Yes

18 Standing Committee on Academic Misconduct (SCAM) Process

19 SCAM Secretary records the outcome from the academic misconduct case on RISIS 'Academic Misconduct Recording'

20 SCAM Secretary communicates decision on academic misconduct case to student, SDTL, SASM & Support Centres Programme managers

Within 5 working days

No

21 SDTL imposes a penalty for offence of academic misconduct

22 SDTL communicates decision on academic misconduct case to student and inform relevant people (Follow internal process)

23 SDTL records the outcome from the academic misconduct case to the RISIS Tutor card (Follow internal process)

Support Centre/Programme Admin Team

08 Leave the original mark without penalty & enter the *holding Grade 'Y'* for suspected academic misconduct on RISIS

Yes

09 Leave the marks field, 'blank' & enter the *holding Grade 'Y'* for suspected academic misconduct on RISIS

No

07 Original/raw mark on RISIS?

24 Programme manager(s) informs the Senior Programme Admin/ Programme Admin of the academic misconduct outcome from SCAM

25 Add the relevant grade (Y1-Y6) if there is a case to answer and, where there is no case to answer, enter the original mark without penalty

26 Enter the agreed mark after the outcome of the academic misconduct/ poor academic practice on RISIS

27 Create a note on the modular and submodular assessment on that student's record providing the details on the academic misconduct/poor academic practice outcome

28 End

Academic Staff (Module convenor/Marker/Moderator)

10 Send email to SDTL/DoS to flag academic misconduct case(s) and copy in the Senior Programme Admin/ Programme Admin

Flag academic Misconduct case

05 Enter the original mark without penalty on BB/Tii

Yes

01 Start

02 Identify suspected academic misconduct

03 Update VLE

04 Original/raw mark available?

No

06 Leave the marks field on BB/Tii, 'blank'

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