



2025 Academic Misconduct Report Form

SANCTA MARIA COLLEGE ACADEMIC MISCONDUCT REPORT FORM

Before proceeding with a conference with the student, the faculty member should consult with the Academic Misconduct Guidelines.

The faculty should use this form at the conclusion of the informal conference to document the conference and to inform the Principal's Nominee of this incident. Any action taken because of the academic misconduct will be undertaken by the Principal's Nominee and/or Deputy Principal of Curriculum.

1. Department Information:

Subject/ Department:	
Date:	
Name of Staff member making report:	
Evidence that is attached to this Report Form: (Example Turnitin report):	

2. Student Information:

Student Name:	
Student NSN:	
Homeroom:	
NCEA Standard Affected:	
Date (s) of Incident:	
Date of Meeting with student:	

This is the process that is followed when the authenticity of work is compromised:

Step 1: If there is a question about authenticity, then the class teacher shows the suspect work to the Curriculum Leader (Head of Department).

Step 2: The Faculty Leader (Head of Department) will collect all supporting data and collate and outline areas of discrepancy.

Step 3: The Faculty Leader (Head of Department) will interview the student after gathering the evidence and document this down in the 'Academic Misconduct Form.'

Step 4: The Head of Department will give the evidence to the Principal's Nominee.

Step 5: The Principal's Nominee will interview the student and decide about whether Academic misconduct has taken place and if so the level/severity of Academic Misconduct.

Step 6: The student, Faculty leader (Head of Department) and parents will be informed of the Principal Nominee's decision by written letter.

Step 7: Students may use the "appeal academic misconduct process" if they want to query a decision.

3. Indicate which academic misconduct is alleged: (Please Refer to Appendix B for Clear Definitions)

Type of Academic Misconduct	TICK FOR WHICH ACADEMIC MISCONDUCT
1. Plagiarism	
2. Unauthorised Collaboration/ Collusion	
3. Multiple Submissions of a single assessment	
4. Impersonation	
5. Use of Unauthorised Materials	
6. Assisting others in Academic Misconduct	
7. Misrepresentation	
8. Purchasing assessment	
9. Falsification/Fabrication	
10. Breach of Ethics	
11. Breach of Exam or test regulations	
12. Copying	
13. Ghost Writing	
14. Other academic misconduct or forms of academic dishonesty	
15. Use of AI or Chat GPT tools to write assessment.	

[illegible]

5. Actions taken by the faculty in consultation with Deputy Principal – Curriculum and/or Principal's Nominee:

ACTION TAKEN BY FACULTY / PRINCIPALS NOMINEE	TICK FOR WHICH ACTION
1. Referral for formal discipline Referral to: _____ Formal Discipline to Occur: _____	
2. Resubmit assessment / paper / project: Requirements: _____ Due Date: _____	
3. Retake Exam Date and Location: _____	
4. Complete additional assignment, course work, exam, or paper	
5. Lower Grade on Assignment/exam/paper involved. Grade received: _____	
6. Failing Grade: Not Achieved entered	
7. Other formal discipline: (please explain)	

6. Administrative Signatures

	Signature	Date
Head of Department:		
Principals Nominee:		
Deputy Principal (Curriculum)		

7. Student Signature

I understand that by signing this form I have been involved in a form of academic misconduct.

I understand and have sighted the action that will be taken due to my academic misconduct.

I understand that my parents will be notified regarding my academic misconduct.

I understand my name will now be placed on a confidential Academic Misconduct Register.

Name of Student:	
Signature of Student	
Date:	

Appendix A – Sancta Maria College Academic Misconduct Outcome Matrix

Level 3 Breach	Level 2 Breach	Level 1 Breach
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Recommended exclusion from Sancta Maria College			
Recommended suspension or stand-down from Sancta Maria College			
The cancellation of any pass or passes for any other part of the student's course undertaken in the same teaching period as the paper in which academic misconduct occurred			
A failure grade (Not Achieved) for the assessment in which the academic misconduct occurred			
A reduction in the overall mark for the paper			
A zero mark for the assessment affected by the academic misconduct			
Submission of a new or revised version of the assessment with a maximum of a "pass" for the assessment			
Award a mark based on the portion unaffected by the academic misconduct with zero marks awarded for affected portions.			
Issue the student with a warning that includes information about the Sancta Maria College's Academic Integrity Policy and resources that are available to support the policy			
Require the student to complete some form of community work/service that encompasses Sancta Maria College's Catholic Values			
Repeat the assessment with a reduced maximum grade			
Require the student to complete forms of detentions			
Require the student to undertake a supplementary, formative reflective assessment on academic integrity			



Appendix B – Sancta Maria College Academic Misconduct Definitions

Types of Academic Misconduct (CHEATING)

(1) Plagiarism:

Plagiarism, which is the copying or unauthorised use of the work of another within a piece of assessment without adequate acknowledgement of the copying or unauthorised use, thereby representing the work as your own. Plagiarism includes copying from such sources as textbooks, journal articles, websites, and the work of another student or person.

(2) Unauthorised collaboration or Collusion:

Collusion is working with another student on an individual assessment and submitting the work as your own. Examples of unauthorised collaboration include receiving professional assistance not from Sancta Maria College; example students who have left Sancta Maria College. Swapping assignments

(3) Multiple submissions of single assessment:

Submitting substantially the same work for multiple assessments; presenting work submitted previously at Sancta Maria College or another educational institution.

(4) Impersonation:

Getting someone else to participate in any assessment on one's behalf, including getting someone else to sit a test or examination on one's behalf.

(5) Use of unauthorised materials:

Using unauthorised material in the completion of an assessment unless expressly permitted to do so. Example: Notes, calculators, translators, computers, or any other electronic devices (e.g. cell phones or tablets, watches)

(6) Assisting others in academic misconduct:

Enabling the academic misconduct of others, which can include giving another student your own work that is then copied and submitted as the work of the other student, giving another student the output of any generative artificial intelligence tool that is the submitted as or otherwise used in the work of the other student, assisting another student to use a generative artificial intelligence tool in a manner that is not expressly permitted for the assessment, completing academic work for another student which is the submitted as the work of the other student, and sharing questions and answers for an active exam.

(7) Misrepresentation:

Feigning disability, temporary illness or injury or exceptional circumstances beyond one's control, and then claiming special conditions and/or special consideration.

(8) Purchasing assessment:

Submitting for assessment material obtained from commercial essays, assignment services, other students, or any other source. Using material obtained from commercial essay or assignment services.

(9) Falsification/Fabrication:

Falsifying or fabricating the results of one's research or laboratory assignments; presenting as true or accurate material that one knows to be false or inaccurate. For example, in laboratory reports or publications, or in quotations by interview subjects, or EOTC trips. Presenting data obtained improperly (e.g. data collected without permission and or prior approval of the relevant ethics committee).

(10) Breach of Ethics:

A breach of a duty of confidentiality, privacy, or the terms of any ethical approvals.

(11) Breach of Exam / Test Regulations:

Student usually obtains and uses work from another source.

- a. Using a cheat sheet, lecture notes and/or textbook folks on a closed book exam.
- b. Talking in a foreign language during an exam.
- c. Accessing digital devices when devices are banded for this assessment.
- d. Looking at appears assessment.
- e. Printing or emailing online test questions when not permitted.
- f. Stealing, copying, taking photos, deliberate sighting of an exam paper. From a teacher's desk. Or other methods of obtaining.
- g. Use of materials obtained by method F. and used in another person's assessment.

(12) Copying:

Copying from another person in an examination or other assessment activity.

This type of cheating is typified by the students obtaining work from another source:

- a. Copying from the web.
- b. Sharing ones work with another student.
- c. Taking work left on the computer, photocopier, and network.
- d. Copying from a textbook, USB, articles, and websites.
- e. Stealing someone else's work.

(13) Ghost Writing:

Ghost writing or contract cheating, which is causing or allowing another person to complete academic work for you and submitting it as your own.

(14) Other Academic Misconduct or forms of Academic dishonesty:

Actions that are deemed to contravene the values and accepted practices associated with academic integrity.

(15) Use of CHAT GPT or Other Artificial Intelligence tools: Academic Fraud

The use of generative artificial intelligence tools, including to generate text, code, equations, or other content, except where such use is expressly permitted and is declared or referenced by you in the manner required.