University of South Australia | Teaching Innovation Unit

Investigating Academic Misconduct Checklist

Investigating Academic Misconduct – Checklist for markers

Textual Signals	No Concern	Some Concern	High Concern
Very low text match (0 – 5%)			
High text match (>30%)			
High text match (other student's work)			
Document properties: Author Creation date Editing time Version number Properties blank/wiped Evidence of non-disclosed artificial intelligence use			
Not appropriate to discipline area			
Quality different to or above expectations			
Language use			
Unreadable language, including jargon-filled sentences and misuse of words			
Reference list, but: • No in-text citations • Mismatch with in-text citations • Sources inappropriate/irrelevant • Access dates for internet sources predate enrolment • References are falsified *Does not meet criteria/requirements:* • Min/max required references • Required references/authors • Date range of references • Referencing style • Excludes key content; includes irrelevant content			
References in languages that the student does not speak			
Reflections are not appropriate to the context			

Technological Signals	No Concern	Some Concern	High Concern
References formatting is done by referencing software, e.g., Endnote, that is not available to the student			
Learning analytics - Short login times, no logins, no access to assessment resources/information except for submission			
IP addresses			
Have they accessed from the library or in course the materials that they have cited?			
Text readability statistics differences			
Conduct an internet search for the student			
Evidence of a template that is not from your institution – e.g., running head, extra white space, "insert name here", or other unusual quirks.			
Anything else that seems unusual or concerning?			

Based on: Rogerson, A. (2017). Detecting contract cheating in essay and report submissions: Process, patterns, clues and conversations. *International Journal for Educational Integrity*, 13(1), 10. (TEQSA guide to substantiate