

Appendix 2: Example template for documenting irregularities page 2

Assessment Discussion Points

Notes made during grading of assessment tasks to assist with student discussions

Subject **XXX911** Session: ~~Autumn/Spring~~ Trimester **2** Assessment: **1 - Reflective Essay**

Campus:

Discussion details: Date:

Time:

Location:

Present: Name: **STUDENT/A** Student Number: **999999**

Representative/Colleague attending:

A. Issues to be Discussed

High matches in Turnitin® (outside of quality references) **Yes/No**

High matches/similarity to another student's work **Yes/No**

Zero or unusually low score in Turnitin® **Yes/No**

Differences in English expression **Yes/No**

References misused or misrepresented intext **Yes/No**

References misused or misrepresented in the Reference List **Yes/No**

Other referencing/citation issues: **Yes/No**

Other (specify): **Yes/No** **Reflective workplace essay - cites nursing experience but in undergraduate degree studied geology??**
Nursing mentions match another student in school of nursing

B. Specific Examples of Issues

*** Matches - Turnitin 19% block match directly to another student - single match see page 6.**

C. Questions relating to the assessment writing process

How many sessions/trimesters studied to date?

If more than 1 session/what has been done since the last session/feedback?

What was the process of research for the assessment?