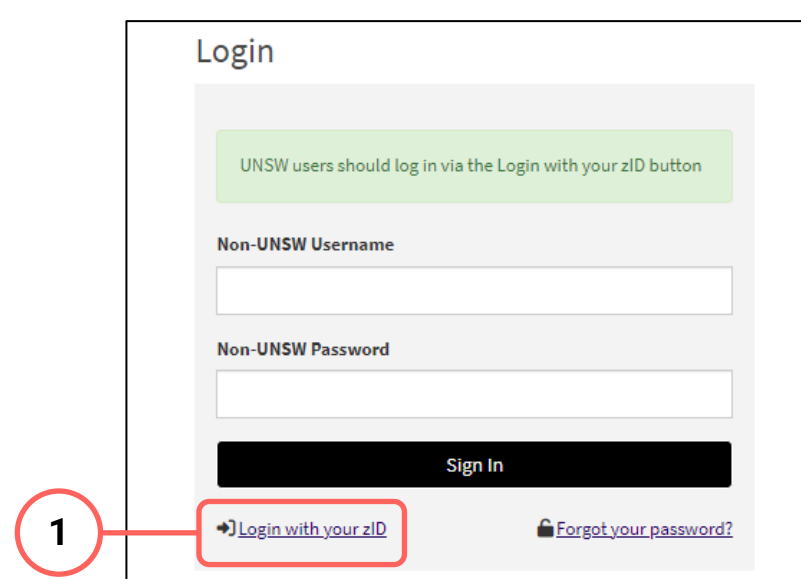# Adding a Student to the Plagiarism Register for Poor Scholarship or Non-Serious Plagiarism

This guide is intended for UNSW staff and shows how to record an instance of Poor Scholarship or Non-Serious Plagiarism to the Plagiarism Register via Case IQ.
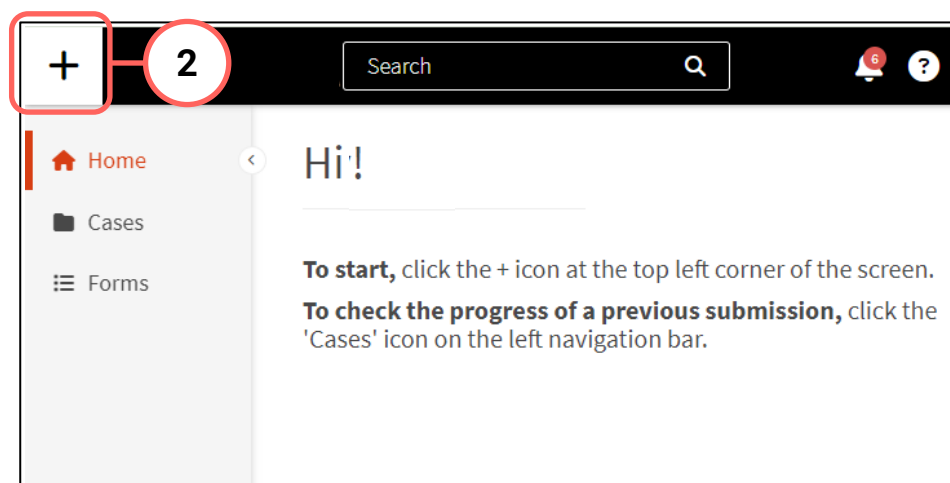
Logging in to Case IQ

1. Navigate to Case IQ and log in using your UNSW SSO credentials (zID@ad.unsw.edu.au) by clicking on **Login with your zID**.

   You will be prompted to use your Microsoft Authenticator app to confirm your login.
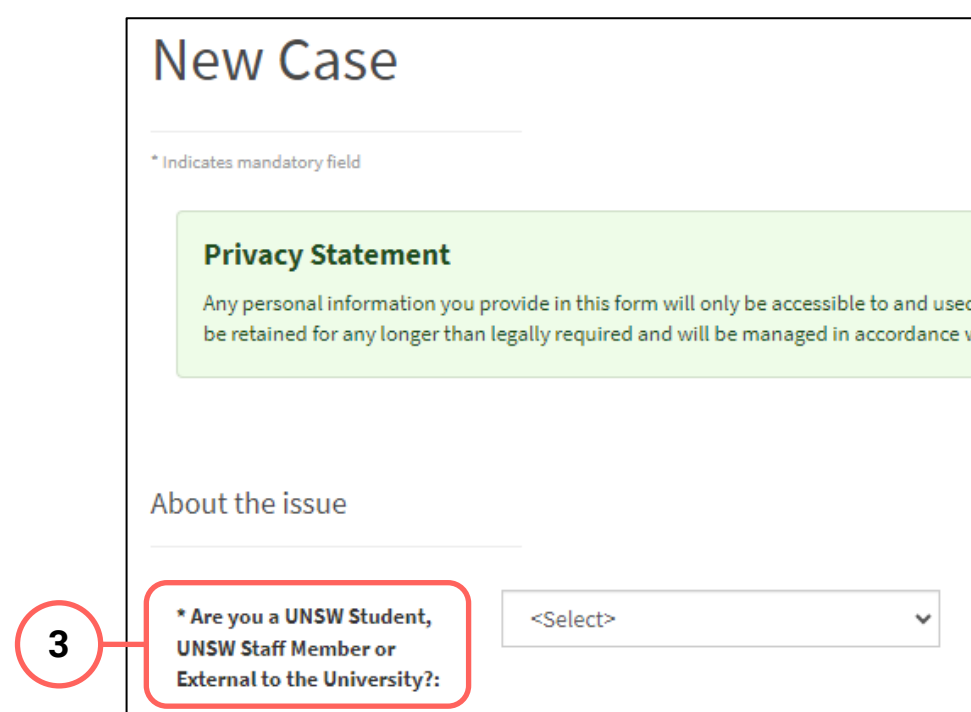
Creating a Case

2. Create a new case by clicking on the **+** (plus) sign in the top left-hand corner.

Completing the Webform

3. Select **Staff** as the response to the question about your relationship with UNSW.

   This question enables the types of issues in this webform for which you can submit.
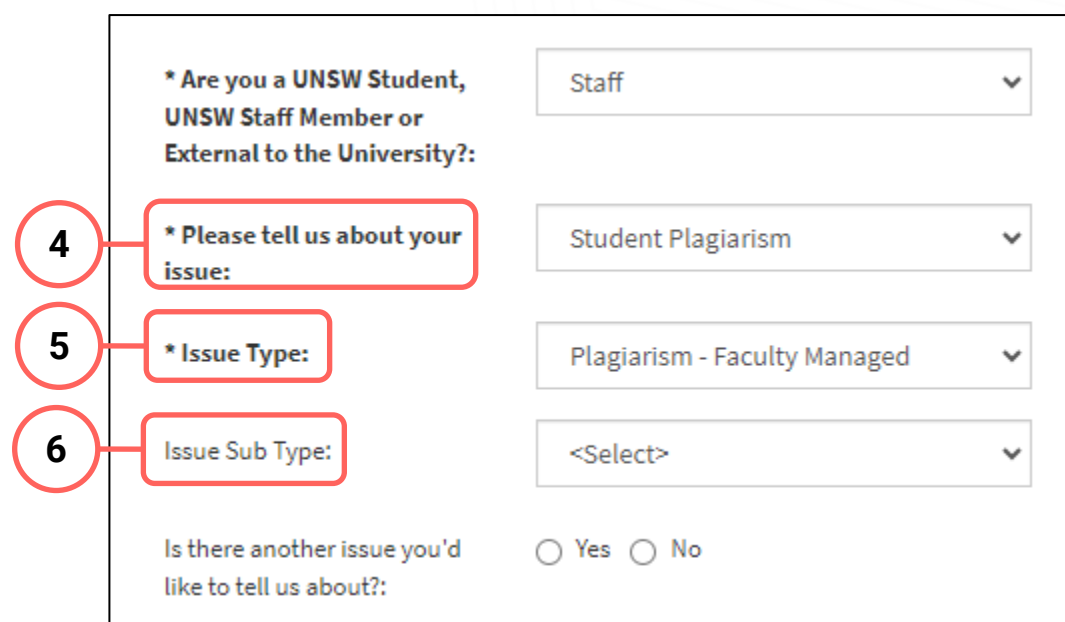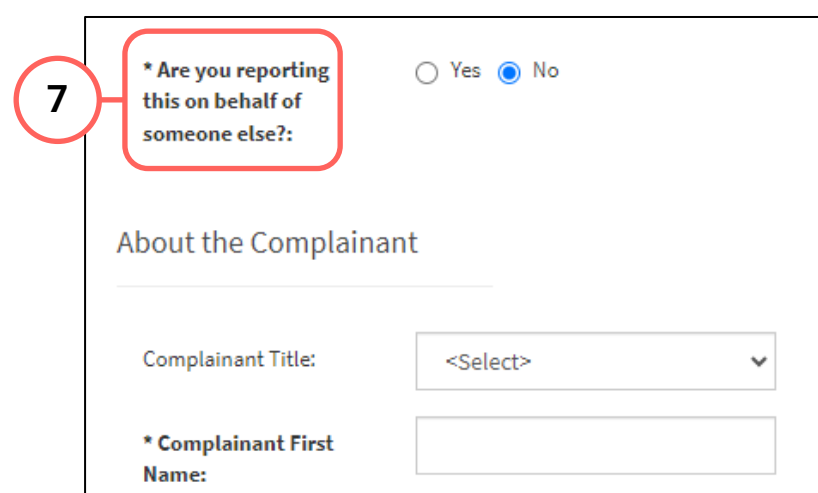
Selecting the Plagiarism Type

4. Select **Student Plagiarism** as the issue.

   The webform and its questions will adjust according to your selection.

5. Under **Type**, select **Plagiarism – Faculty Managed**.

6. Under **Sub Type**, further specify the type of plagiarism. This is not a mandatory question but will allow the Case Manager to provide more timely and adequate support.

Submitting as a Complainant or Reporter

7. If you are the **academic/lecturer/Course Authority** submitting this case for yourself, select **No** and provide your details (complainant).
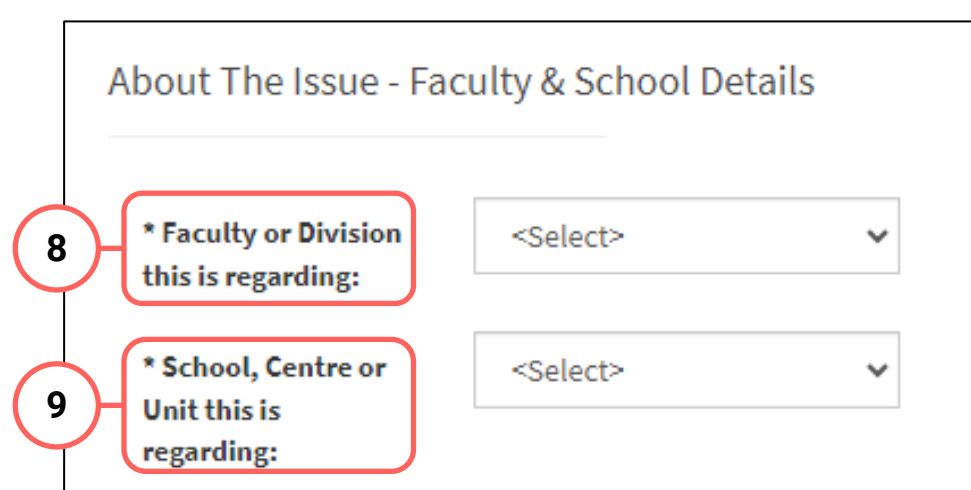
   If you are the **SSIA** submitting on behalf of the **academic/lecturer/Course Authority**, select **Yes** and provide both your (reporter) and the other person's (complainant) details.

Identifying the School and Faculty

8. Select the Faculty in which the instance of plagiarism occurred.

   If a Faculty is not available in the list or if unknown, select **Unknown or Not Applicable**.

9. Once a Faculty has been selected, the list of the Schools, Centres or units will adjust accordingly. Select the School in which the plagiarism occurred.

   Should your Faculty, School, Division or Unit not appear in this list, please select **Other** and manually enter the name. Please also contact the [Conduct & Integrity Office](#) (CIO) to update the lists.

Providing Details of the Plagiarism

10. Leave the **I am a local level complaint handler managing this case** blank. Provide details of the plagiarism: the severity of the plagiarism and the penalty(ies) applied.

11. Provide as much detail and information in the **Description** free text field. This will be retained in Case IQ and be used for reporting.

Providing Course Details

12. Provide details of the course in which the instance of plagiarism occurred.

13. If the course name or code is only partially known, the search function can be used by clicking the **magnifying glass**.

Attaching Files

14. If there are any files to attach, click on **Add File** in the top right of the **Files** table.

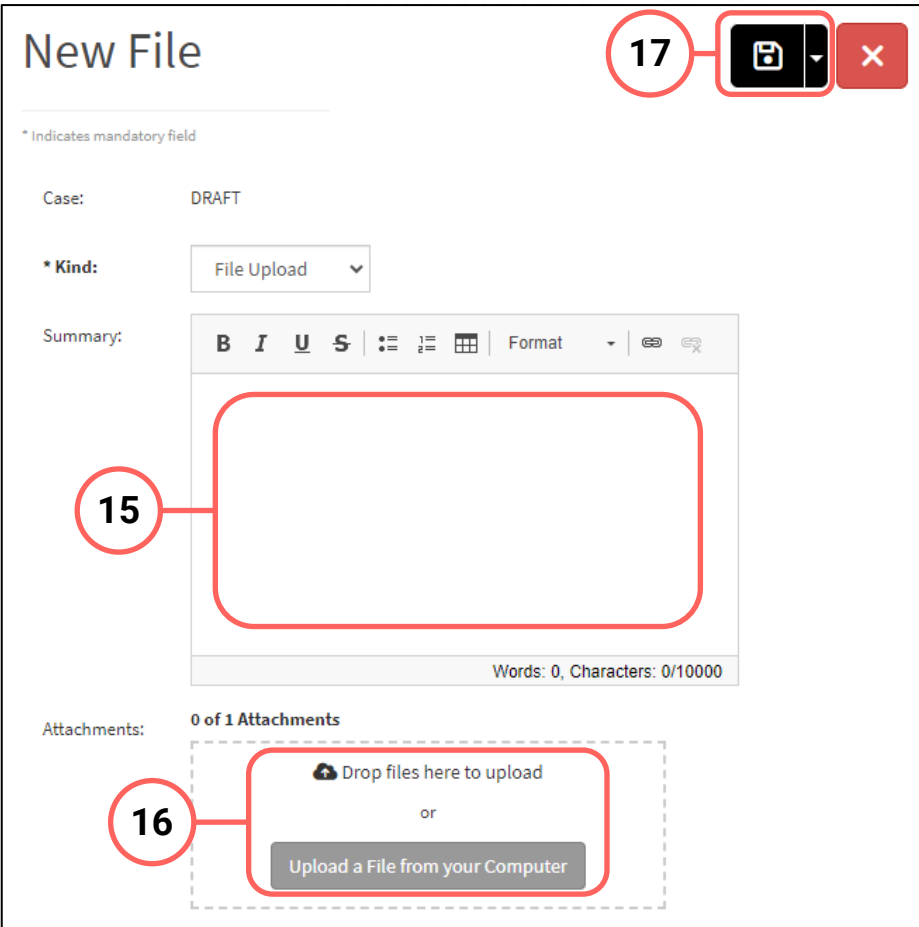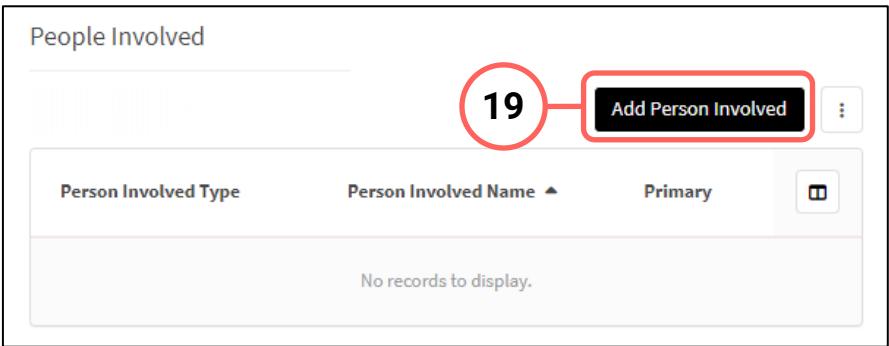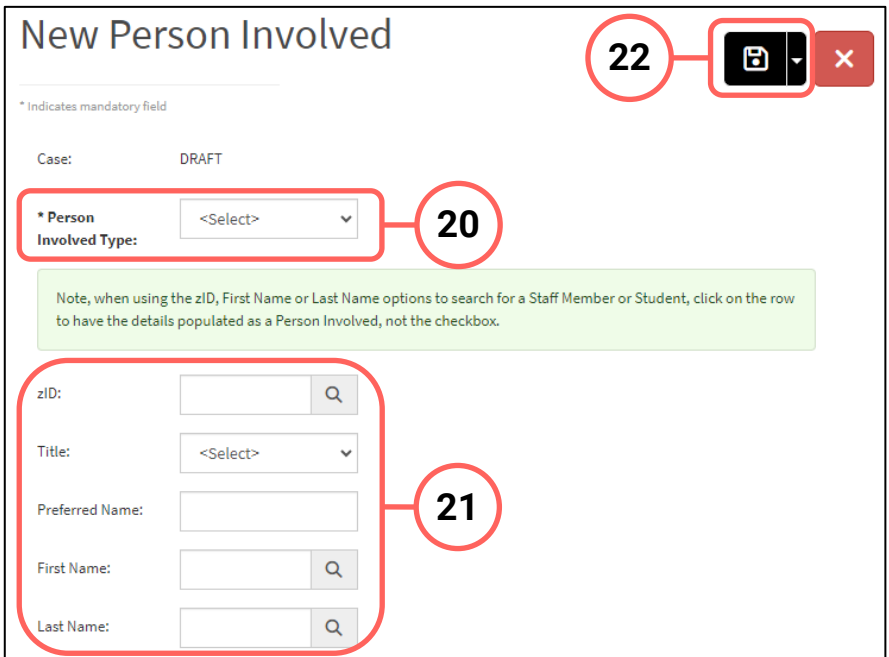15. In the file upload page, enter a description and include any contextual information to help understand the file and its contents.

16. Drag and drop the file into the attachment area or click on **Upload a File from your Computer** to upload via a file dialog.

17. Finish attaching the file by clicking on the **floppy disk button** in the top right-hand corner.

18. Repeat for any other file(s).

Adding People Involved

19. Add details of the person(s) involved with the plagiarism by clicking on **Add Person Involved** in the top right of the **People Involved** table.

20. Select the appropriate party type for the person you are entering.

21. Enter details of the person. If the person is a UNSW staff or student, the **magnifying glass** can be clicked to open a function to search that field.

22. Finish adding the person by clicking on the **floppy disk button** in the top right-hand corner.

23. Repeat for any other person(s).

Recording the Plagiarism

24. After all details have been provided, record the plagiarism by clicking on the **floppy disk button** in the top right-hand corner of the webform.