Oral presentation report template

# Oral presentation report template

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| **Student Name** |  |
| **Student Number** |  |
| **Subject Details** |  |
| **Assessment number** |  |
| **Assessor Name** |  |
| **Areas of concern in the assessment** | *Plagiarism*  *Collusion*  *Contract cheating*  *Generative AI*  *Other* |
| **Record of Discussion** | *The student was able/not able to communicate relevant information from their assessment task*  *An adequate response to the assessment topic was/was not offered*  *The student was shown the material under discussion and was taken through the sources one by one.*  *The student was informed that this matter may be dealt with as student misconduct if they are not able to adequately speak to their assessment.*  *The student outlined some hardships in coming to submit this assessment. Special Considerations processes were discussed for cases in future.*  *The possible outcomes were discussed* |
| **Outcomes** | 1. *No further action – academic is satisfied that the assessment is the student's own work.* 2. *The outcome will be forwarded to an Academic Integrity Officer recommending recording the matter as Poor Academic Practice (PAP) Poor academic practice is where a student has colluded or committed plagiarism or self-plagiarism through carelessness or ignorance, and this is somewhat excusable because of their level of experience as a student.* 3. *An allegation of academic misconduct will/will not be submitted. This should be referred to an Academic Integrity Officer for further investigation. The student will be advised the assessment has been moved to the academic misconduct process.* |
| **Other comments/outcomes** |  |