|  |  |  |  |
| --- | --- | --- | --- |
| **Textual Signals** | **No Concern** | **Some Concern** | **High Concern** |
| Low text match to at least one single source (0 – 9%) |  |  |  |
| High text match to at least one single source (>10%) |  |  |  |
| Text match to multiple sources (>20%) |  |  |  |
| High text match (other student’s work) |  |  |  |
| Document properties (before opening, right click on the document):* Author
* Creation date
* Editing time
* Version number
* Properties blank/wiped
 |  |  |  |
| Language and/or style not appropriate to discipline area |  |  |  |
| Quality different to or above expectations  |  |  |  |
| Language use and ability |  |  |  |
| 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 falsifiedDoes 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 done badly |  |  |  |
| **Technological Signals** |  |  |  |
| Reference formatting uses software not available to the student  |  |  |  |
| IP addresses  |  |  |  |
| Have they accessed from the library 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”  |  |  |  |
| **Anything else that seems unusual or concerning?** |  |

**CHECKLIST FOR INVESTIGATING & SUBSTANTIATING SUSPECTED CONTRACT CHEATING**

**At the University of Manchester contract cheating is a disciplinary offence as explained in the** [**Academic Malpractice Procedure**](file:///C%3A%5CUsers%5Crheapoonevala%5CDownloads%5CAcademic%20Malpractice%20Procedure)**. Further guidance around contract cheating is available via the** [**Contract Cheating Toolkit**](https://www.staffnet.manchester.ac.uk/umitl/teaching-toolkits/contract-cheating-toolkit/)**.**

This checklist is intended to help examiners compile their thoughts as to why they think a piece of work may constitute malpractice. This checklist should be sent to the Authorised University Officer with any work and sources of concern.

Adapted from The University of Western Australia and www.cheatingandassessment.edu.au which drew on work from Felicity Prentice (La Trobe University, Melbourne) and was 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.