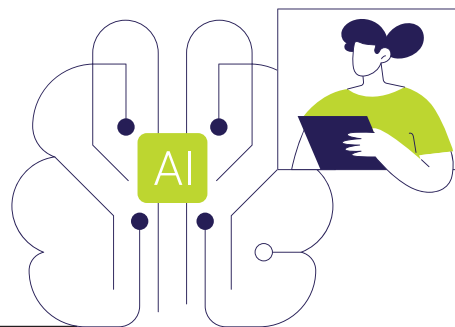
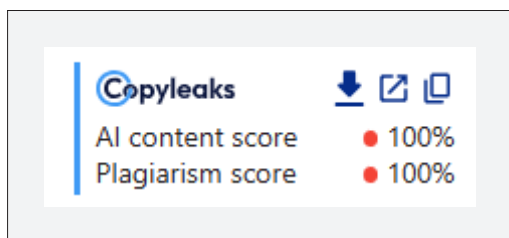


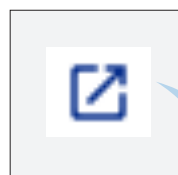
How to read a Copyleaks report:



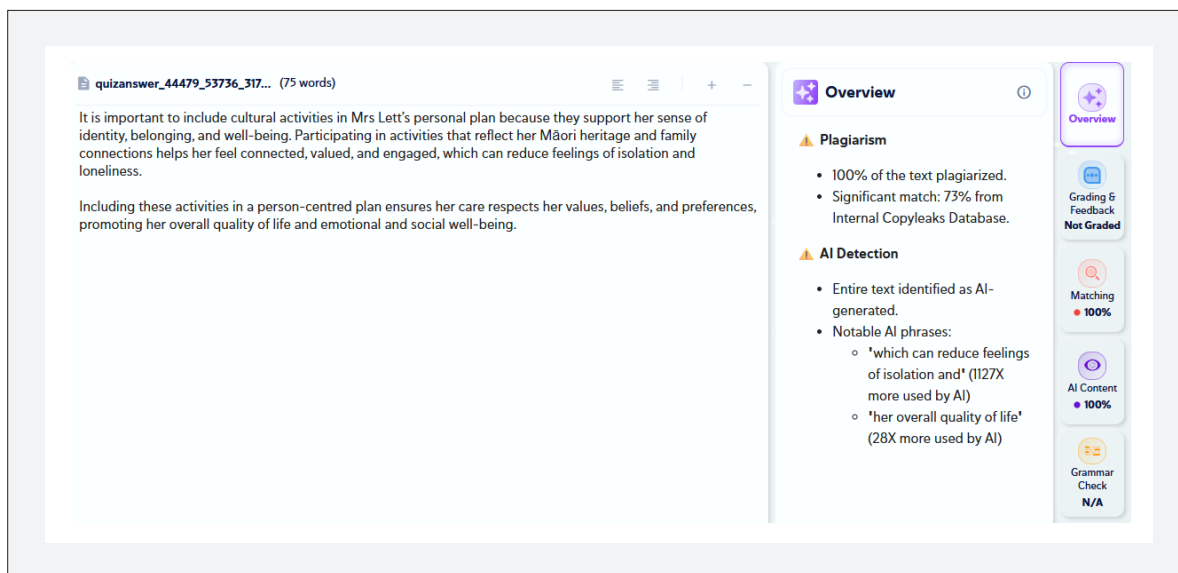
01



Click on this middle icon



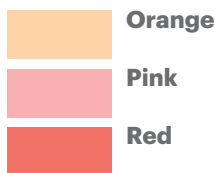
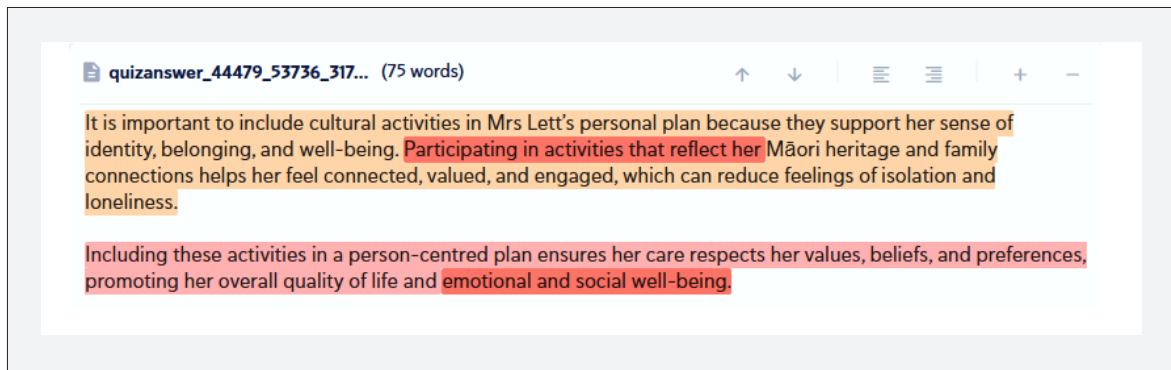
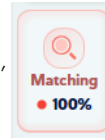
This will open the report in another screen.



Note the **'Overview'** panel which says there's a significant match from the **Internal Copyleaks Database** (other learners on Aka Toi). If it had come from internet sources this would be notified instead. We need to check both this, and the AI detection a little more closely.

02

We'll start with the **plagiarism** score. Click on the '**Matching**' icon on the right, and you will see this.



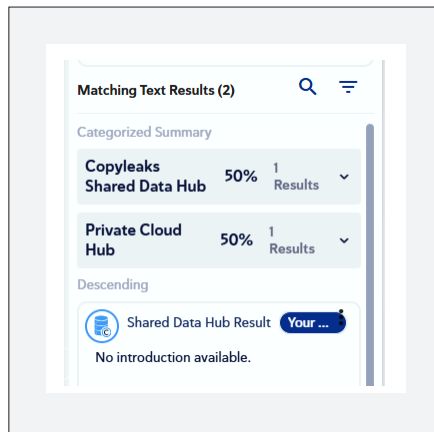
Orange Here the orange shading shows that the text has been paraphrased from somewhere else. This is acceptable (*however, do see the note at the end of this section**). The pink is also paraphrased however it is a lot closer to the wording used elsewhere. The red are words that are exactly the same as appearing elsewhere in Aka Toi.

When you read the words in red however, it's entirely likely that others will have used the exact same phrases which means, in this case, it is not a concern. The pink is the same – these are likely strings of similar words to others. Especially in this unit standard – 23920, and indeed in this series of unit standards where the same learner is likely to use the same words for multiple answers across the other dementia papers as well. So, in this instance it is not a concern.

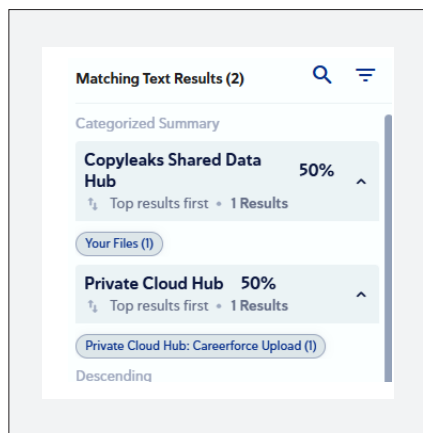
If, however, the entire section is dark red, then it is either a clear indication of them using the same content in a previous task/ assessment or they have plagiarised another learner's work. If this occurs and, the Matching Text Result displays in the "Copyleaks Shared Date Hub" (see graphic following), please complete the **Academic Misconduct** form in **iportal** to escalate to the **Quality Assurance Team**. The form can be accessed once you log in to **iportal**. The QA Team will review and be in contact.

**There have been a few instances where another learner's work has been copied and then paraphrased so even if it is orange and you are suspicious, please contact us. It's better that we take time checking than it is for learners to use others' work and miss out on the learning themselves.*

On the right-hand side of the 'Matching' screen you will see this:



If you click on the down arrows (the little v) you get the below:



And - apply the **SNIFF** test:

Sense/Sound – does the learners' work seem right?
Does it sound like the learner?

Narrative – is the learners' work consistent with previous assessments, are they talking about the same clients / workplace / colleagues?

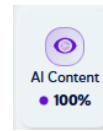
Integrity – is there a clear link between the learners' evidence and claims, check with observers / attestors / verifiers if you are unsure

Fit – does the assessment clearly fit the learners' work environment (i.e. no examples from community context from a residential learner)?

Focus – does the learner provide concrete examples that are focused on their work and not just vague and general statements?

03

AI content. Click on this icon on the right:



Note the AI Logic box on the right-hand side. There is a slide bar to the right. Move that down to see this screen:

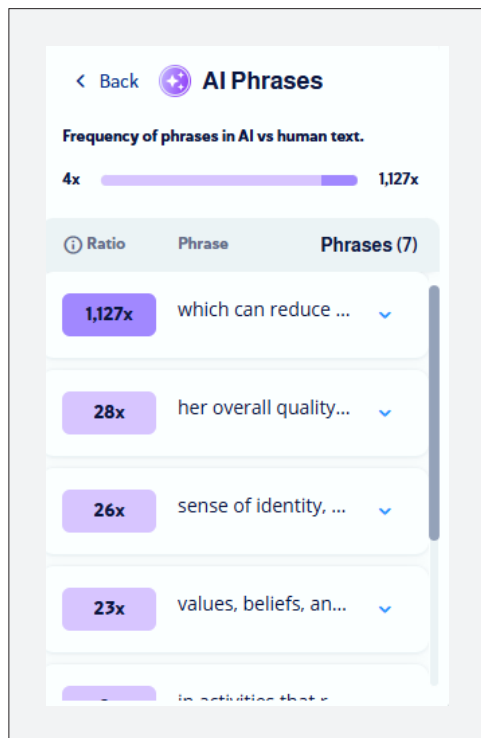
A screenshot of a document editor interface. The main text area contains two paragraphs. The first paragraph is highlighted in light purple. The second paragraph is highlighted in a darker purple. On the right side, there is a sidebar with several panels. The top panel is 'AI Content' with a 100% indicator. Below it is an 'Alerts' section with a warning icon and text: 'This Private Cloud Hub is Full Medium'. The next panel is 'AI Content Found' with a 100% indicator. Below that is an 'AI Logic' panel with a 0% indicator and a 'See phrases' button. A large blue arrow points from the text area towards the AI Logic panel.

Click on **'See phrases'**:

This has then changed the colours on the text to indicate which phrases are more concerning than others:

A screenshot of the same document editor interface as above, but with the text highlighted in different shades of purple. The first paragraph is highlighted in a light purple, and the second paragraph is highlighted in a darker purple. The sidebar is not visible in this screenshot.

The darker the colour the more Copyleaks believes there has been AI assistance.



And - apply the **SNIFF** test:

Sense/Sound – does the learners’ work seem right?
Does it sound like the learner?

Narrative – is the learners’ work consistent with previous assessments, are they talking about the same clients / workplace / colleagues?

Integrity – is there a clear link between the learners’ evidence and claims, check with observers / attestors / verifiers if you are unsure

Fit – does the assessment clearly fit the learners’ work environment (i.e. no examples from community context from a residential learner)?

Focus – does the learner provide concrete examples that are focused on their work and not just vague and general statements?



Notes

Copyleaks “Unauthorized” Error

When attempting to access a Copyleaks result or report in Aka Toi, you may occasionally see the message **“Unauthorized – you don’t have access to this page.”**

This is usually a browser specific issue, not a permissions problem. All Assessors should have access to Copyleaks results.

The error is often related to your browser’s cache, settings, or security configurations on your computer.

To resolve this, please try clearing your browser cache or opening the link in a different browser. In most cases, Assessors find the report opens successfully when using an alternative browser.

