Student evidence kit

Kingy.ai | 5 November 2026

Keep your existing writing records organised when an assignment is questioned. This free starter kit gives you a preservation checklist, a blank evidence index and links to official guidance. You can use it without a detector account or Microsoft subscription.

Your institution's notice, current procedure and support staff are the sources for your deadlines and available response or appeal routes. This is general editorial information, not individual legal advice or a guarantee about a case. Do not send Kingy.ai your paper, correspondence or evidence.

Start with the notice

1. Save the notice, the exact file you submitted and its submission receipt. Keep any existing drafts, notes and source annotations.
2. Write down the deadline, time zone, recipient and submission method stated in the notice. If anything is unclear, ask the designated office or your institution's student support service promptly.
3. Keep the assignment instructions and the course rules that applied to your work. Use your institution's official sources to check the relevant procedure. Asking for information does not confirm an extension.

Preserve the originals

- Keep original files and cloud documents intact. Use separately named copies for annotations, cropping or redaction.
- If you export a PDF or download a file, label the date you made that copy. A new export is a snapshot, not the original drafting history.
- Do not restore an old cloud version over the current original as a way to export evidence. Ask institutional IT for help if the interface does not offer a safe separate copy or download.
- Keep screenshots in context. Record the visible document name, dates and editor labels, and note any time zone that is actually shown. Keep an unaltered capture before making a redacted copy.
- Do not manufacture earlier drafts, change timestamps or present a newly written account as an old record.

Make an evidence index

Use the blank TXT or CSV download on this page. Save it privately on your own device. Give each genuine item an identifier such as E01 and use the same identifier in the attachment filename.

For each item, record its description, original location, displayed event date, copy date, the point it supports and its limitations. Distinguish the date of the underlying event from the date you downloaded or captured it. Mark uncertain dates and missing information plainly.

A timestamp records an event in a system; it does not establish authorship by itself. A screenshot or excerpt may omit context. Explain what the record actually shows rather than promising that one item proves the whole case.

If you have no version history

Look for genuine existing notes, saved drafts, citation records, backups, feedback and submission receipts. Explain truthfully if you drafted offline or no longer have access to a service. Do not recreate a drafting sequence and present it as contemporaneous evidence.

You can write an account of your process now. Date it now and identify it as a retrospective account. Separate what the records show from what you remember. Describe any assistance accurately, including the task, tool or person, relevant passages and disclosures. Do not invent missing logs or deny assistance that occurred.

Use the platform's current instructions

For available menus and account restrictions, use the provider's official guidance:

- Google Docs version history.
- Microsoft guidance on previous versions of Office files.
- Microsoft guidance on OneDrive version history.

Read these instructions to understand the options your account offers. A provider page may describe restoration as well as viewing; preserve your current original and seek help before replacing it. School accounts and document libraries can have different permissions and retention settings.

Kingy observed Google Docs history viewing, a separate earlier-version copy and return to the unchanged original on one desktop sample account. We have not verified the Word/OneDrive account workflow. This starter links to Microsoft's instructions instead of offering a Kingy walkthrough.

Check before sharing

Open every attachment and check its filename against your index. Label redactions and retain the originals privately. Remove unrelated account details, documents and other people's information from copies you intend to share, while keeping the relevant context.

Use your institution's required channel and recipients. Ask how the receiving office can inspect a record without broad account access. Keep the exact material you submit and any receipt. Do not upload private papers or case files to Kingy.ai.

Find your institution's sources

The official-source directory links to selected institutional guidance and support. It does not determine which policy, deadline or appeal ground applies to you. Confirm your campus, programme, course and stage with the institution.

This starter contains no detector scores, rankings or humanizer links. Kingy has not published detector measurements for this project. Formal appeal templates and school-policy interpretations are outside this release. The resource has not received an external legal or education-policy review.