# Examination Incident Report Form

## ACTION for Course Leader

Ensure that you consider the incident captured in this report when marking and moderating the exam. Confirm on the Course Review Form that an incident was reported and any action that was taken.

## ACTION for Invigilator

You must complete fully to record any non-academic misconduct or any other incidents that occurred during the examination. Please note that there is no need to complete this form if there are no incidents to report.

| **Incident recorded refers to:** *(please circle)* | **Single Student** | **Whole Cohort** |
|---|---|---|

| | | | |
|---|---|---|---|
| **Examination Title:** | | | |
| **Date:** | | | |
| **Course Code:** | | | |
| **Campus:** | | | |
| **Room:** | | | |
| **Start time:** | | **End time:** | |

| **Nature of Incident** | **Please Tick** |
|---|---|
| Student Illness | |
| Disruptive noise | |
| Issue with room | |
| Fire Alarm | |
| Issue(s) with Exam Paper | |
| Technical issue | |
| Student had no photo ID (other ID must be provided) | |
| Student Arrived Late (no additional time will be granted) | |
| Any other unusual incident | |

**I confirm the accuracy of the information submitted on this form:**

| | |
|---|---|
| **Invigilator Name** | |
| **Signature** | |
| **Date Form Completed** | |

| **Full details of incident and action taken must be recorded** *(e.g. Candidate was ill during exam, left to use toilet and then returned. Remember to record the student's name, candidate H number and time of incident):* |
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| (continue on back) |

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