

## Academic Misconduct Examination 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 this form fully and with as much detail as possible for recording any academic misconduct that occurred during the examination. A new form must be used for each student, and you must inform the student that the incident will be reported.

Please note that there is no need to complete this form if there are no incidents to report.

<b>Student Name:</b>	
<b>Student ID:</b>	
<b>Date &amp; time of incident:</b>	
<b>Course Title:</b>	
<b>Course Code:</b>	
<b>Campus:</b>	
<b>Exam Venue:</b>	

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

<b>Invigilator Name</b>	
<b>Signature</b>	
<b>Date Form Completed</b>	

<b>Nature of Incident (Examination Misconduct)</b>	<b>Please Tick (✓)</b>
Failing to obey instruction(s) from the invigilator(s)	
Talking with, or sharing information with, another candidate	
Disruptive behaviour	
Copying, or trying to copy, from another candidate	
A mobile device found on candidate or on their desk <i>(mobile to be confiscated until the end of the examination)</i>	<b>Switched on:</b>
	<b>Switched off:</b>
Unauthorised material found on candidate or on their desk <i>(please confiscate the material and return it with this report)</i>	
Unauthorised material written on candidate body (where possible please take a photo for supporting evidence)	
Any other unusual incident (please state clearly below)	

**Full details of incident and action taken must be recorded** (e.g. Candidate found with notes under desk at 10:15. Notes were removed and the candidate continued with exam). **Remember to record the student's name, candidate H number and time of incident. Where possible please take photos for supporting evidence:**

<i>(continue on back)</i>

