



FINAL EXAMINATION INCIDENT REPORT

The following Incident Report must be completed if a student is suspected/caught of being in breach of a University Examination Regulation.

This report is to be submitted to the Faculty Dean within 3 days of the incident.

Date of Final Exam: _____ Time of Incident: _____

Course Code/Section: _____ Instructor/Invigilator Name: _____

Witness (if any): _____

Contact Information for Witness: _____

Student Number (verify from Student ID Card): _____

Student Name: _____

Details of Incident:

Indicate the Examination Regulation in breach (e.g. cell phone found, cheat sheets, communicating with other students, etc):

Indicate any information relevant provided by the student to you when the regulation in breach was discussed with the student:

Outline specifics around what happened:

Other comments:

Instructor/Invigilator Signature: _____ Date: _____

RETURN TO THE FACULTY DEAN (WITHIN 3 DAYS OF THE INCIDENT)