Exam Incident Report

This form may be used to report cheating, suspected instances of cheating, and personation. Submit the completed form along with any confiscated materials to the Dean’s Office of the faculty offering the course at the conclusion of the exam. Fill out as much information as possible.

Date: ___________________________  Time: ___________________________

Location: ____________________________________________________________________________

Course: ___________________  CRN:_______________  Section #: ___________

Student Name: _________________________________   (to be verified with photo ID)

Student ID #: __________________________

Detailed Report

Time behavior first observed: __________________________________________________________

Subsequent times observed: __________________________________________________________

Page #/question(s) student was working on at time of observation: _________________

What did you observe? (use a blank piece of paper and attach if more room is needed)
______________________________________________________________________
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______________________________________________________________________
Unauthorized Materials/Aids Confiscated During Exam
(Include confiscated materials with report or provide photo)

☐ Notes
☐ Electronic Device (seen in use).
☐ Electronic Device (seen, but no evidence it was in use).
☐ Other (describe below)

____________________________________________________________________
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Note: Return all electronic devices to student at the conclusion of the exam. Photos of the device may be included with your report.

Report completed by (full name): _________________________________

Phone: ____________________________ Email: ____________________________

Signature: _______________________________

Names of others who witnessed the incident:

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