

### APPENDIX C: EXAM INCIDENT REPORT

Use this form to report issues that prevent a student from completing the exam (e.g., student became ill, student was observed cheating, fire alarm, lock-down procedure, family emergency, etc.). Once the invigilator has completed the form, it is signed by the instructor and forwarded to the department head. Instructor and department head will determine if further action is to be taken (e.g. complete a *Student Misconduct Report Appendix A from Student Conduct Policy 2.4.4*).

<b>Student Name (First &amp; Last):</b>		<b>College Student Number:</b>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	

<b>Course Name &amp; Section Number</b>	<b>Location of Exam (Room/Gym/Distance):</b>	<b>Instructor</b>

#### POTENTIAL WITNESSES

<b>Name:</b>	<b>ID Number (if applicable):</b>

#### DETAILS OF THE EVENT

<b>Describe what you observed:</b>		
<b>Invigilator(s) Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Instructor:</b>	<b>Signature:</b>	
<b>Department Head:</b>	<b>Signature:</b>	