# UniSA Examination Incident Report

## Exam Paper Issue

<table>
<thead>
<tr>
<th>Date &amp; time of incident:</th>
<th>Exam event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam date &amp; start time:</td>
<td>Exam time lost (if applicable):</td>
</tr>
</tbody>
</table>

## Venue Details *(please circle)*

<table>
<thead>
<tr>
<th>Ridley Centre</th>
<th>Banquet Room</th>
<th>Arena Sports Bar</th>
<th>Morphettville</th>
<th>AEA</th>
<th>AEAOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other: <em>(please specify)</em></td>
<td>Campus:</td>
<td>Room No.:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Course Details

Course Coordinator:

Course Title:

Course Sub/Cat or ID:

School:

## Reason for Incident Report *(please note details on reverse)*

- [ ] Missing or late examination exam paper or MCQ
- [ ] Exam paper content issue *(paper error or student query indicates paper error)*
- [ ] Non-standard exam paper coversheet *(indicating mandatory system coversheet has not been used)*
- [ ] Mismatch between exam paper questions and MQC
- [ ] No coversheet on exam paper
- [ ] Poor quality printing / diagrams
- [ ] Missing pages
- [ ] e-Copy or AEA reformatting issue
- [ ] Coversheet exam conditions conflict with materials permitted *(e.g. closed book with reference item permitted)*
- [ ] Coversheet detail conflicts with system reports *(indicates coversheet has been edited outside of system)*
- [ ] Other; please specify:

## Impact and Invigilator Details

<table>
<thead>
<tr>
<th>Improvement area: <em>(Please Circle as applicable and note detail on reverse)</em></th>
<th>Exams Team</th>
<th>School</th>
<th>Document Services</th>
<th>LTU</th>
</tr>
</thead>
<tbody>
<tr>
<td># of students affected:</td>
<td>Total enrolled:</td>
<td>External:</td>
<td>AEA:</td>
<td></td>
</tr>
</tbody>
</table>

General Invigilator: Signature:

Chief Invigilator: Signature:

## Office Use ONLY *(please tick)*

- [ ] Original sent to Course Coordinator
- [ ] Checked all required information is present
- [ ] Copy sent to LTU attn. Jayne Ayliffe *(if applicable)*
- [ ] Area of improvement confirmed
- [ ] Copy sent to Business Analyst: Exams and Results

Office Staff: Signature:
Was the academic staff member present at venue? (please circle) Yes / No

**Exam paper error correction (complete if applicable)**

- Did academic staff member request and/or communicate correction? (please circle) Yes / No
- Was academic staff member advised that this is not recommended due to issues of equity for other students sitting the exam paper elsewhere? (please circle) Yes / No
- Did academic staff member proceed with correction after receiving advice (please circle) Yes / No
- Did academic staff member state the correction would be taken into consideration for assessment? (please circle) Yes / No
- Correction did not proceed and students were advised to write their assumption of the question in their answer book specifying any difficulties encountered and answer accordingly (please circle) Yes / No