

☐ Entered into Databee Exam Manager:

Incident No. .....



UniSA

## Examination Breach Report

Date & time of incident:	Exam event:
Exam date & start time:	Exam time lost (if applicable):

Venue Details (please circle)					
Ridley Centre	Banquet Room	Arena Sports Bar	Morphettville	AEA	AEAOC
Other: (please specify)	Campus:			Room No.:	

Course Details	
Course Title:	
Course Sub/Cat or ID:	School:

Student Details	
First Name:	Last Name:
Student ID:	

Reason for Breach Report (please note details on reverse)	
<input type="checkbox"/> Possible cheating	<input type="checkbox"/> Inappropriate behaviour
<input type="checkbox"/> Notes found in student's possession (see over)	<input type="checkbox"/> Unauthorised equipment or textbook brought into exam
<input type="checkbox"/> Discrepancy between student's appearance and student ID (or any other form of photo ID)	<input type="checkbox"/> Unauthorised electronic device brought into exam. (e.g. mobile phone, iPod/iPad, PDA)
<input type="checkbox"/> Departure and re-entry into exam venue	<input type="checkbox"/> Other (please specify)

<input type="checkbox"/> Student has been informed that the misconduct will be reported to their Academic Integrity Officer as stated in the Assessment Policy and Procedure Manual
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Invigilator Details			
General Invigilator:		Signature:	
Chief Invigilator:		Signature:	

Office Use ONLY (please tick)	
<input type="checkbox"/> Original sent to Course Coordinator	<input type="checkbox"/> Copy sent to Head of School
<input type="checkbox"/> Copy sent to Business Analyst: Exams and Results	<input type="checkbox"/> Copy sent to Academic Integrity Officer
Office Staff:	Signature:

## Breach Details and Action Taken

**Student ID:**

**Block ID:**

### Mobile phone breach

Phone switched **ON** / **OFF** *(please circle)*

Incident occurred in **Examination Room** / **Toilet Duty Check** *(please circle)*

- ☐ Phone in pocket
- ☐ Phone in pencil case
- ☐ Phone noise (e.g. Ringing / SMS alert / alarm / low battery)
- ☐ Student found using phone
- ☐ Student was advised that mobile phones were prohibited to be in student's possession during an exam as stated in the announcements.

### Notes breach

- ☐ Handwritten notes were found in students' possession;
- ☐ Pencil case / tissues / food / drink bottle
- ☐ In students' hand
- ☐ Written on students' hand / leg / arm
- ☐ On calculator / calculator cover
- ☐ Student was advised that notes are not permitted in exam.

### Annotated dictionary breach

- ☐ Annotated dictionary was found in students possession
- ☐ Student was advised that annotated dictionaries were not permitted in exam
- ☐ Dictionary was taken from student and student was advised to contact the course coordinator for retrieval.

- ☐ Student was advised a breach report would be filled out and sent to course coordinator and Academic Integrity Officer as stated in the Assessment Policy and Procedure Manual.