

☐ Entered into Databee Exam Manager:

Incident No. .....



## Examination Incident 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 Incident Report (please note details on reverse)	
<input type="checkbox"/> ENTEXT Issue (see reverse for detail)	<input type="checkbox"/> Bomb Threat / Security Risk
<input type="checkbox"/> Problems with exam equipment(s) for example: laptop, printer, computer software	<input type="checkbox"/> No Access Plan
<input type="checkbox"/> Other (please specify)	

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 Business Analyst: Exams and Results
<input type="checkbox"/> Copy sent to LTU attn. Jayne Ayliffe (if applicable)	
Office Staff:	Signature:

## Incident Details and Action Taken

**Student ID:**

**ENTEXT issue:**

The student claimed ENTEXT entitlement despite absence of student ID card or ENTEXT red **e**

- ☐ The student's name and ID number were checked against our ENTEXT register.
- ☐ The student did not appear on our ENTEXT register.
- ☐ The student was advised to go to Campus Central as soon as possible to get their student records updated and a new student ID card issued.

ENTEXT time **was** / **was not** given (*please circle*)

**Late Arrival**

Student arrival time at venue ..... AM / PM

- ☐ Student was refused entry.
- ☐ Student informed to seek advice from the course coordinator as soon as possible.