

☐ Entered into Databee Exam Manager:

Incident No.



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Examination Incident Report Exam Paper Issue

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

Reason for Incident Report (please note details on reverse)

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

Impact and Invigilator Details

Improvement area: (Please Circle as applicable and note detail on reverse)	Exams Team	School	Document Services	LTU
# of students affected:	Total enrolled:	External:	AEA:	
General Invigilator:	Signature:			
Chief Invigilator:	Signature:			

Office Use ONLY (please tick)

<input type="checkbox"/> Original sent to Course Coordinator	<input type="checkbox"/> Checked all required information is present
<input type="checkbox"/> Copy sent to LTU attn. Jayne Ayliffe (if applicable)	<input type="checkbox"/> Area of improvement confirmed
<input type="checkbox"/> Copy sent to Business Analyst: Exams and Results	
Office Staff:	Signature:

Incident Details, Action Taken
(please include sufficient detail to allow for clear improvement determination)

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**