



ACADEMIC MISCONDUCT REPORT FORM (AMRF) Examination or Coursework

This report is required by the Academic Integrity Policy and the 2015 Examinations Regulation 35.20 of the University College. A notation of 'Suspected Misconduct' is to be made on the student's script and the student allowed to complete the examination/test. The Invigilator/Lecturer observing the behaviour shall complete the report. The Chief Invigilator/Lecturer shall collect any relevant evidence. The student shall read the report and give his/her statement in response overleaf. The report is to be submitted to the Assistant Registrar, Examinations Unit in the case of academic misconduct in an examination and to the Dean, through the Department Head of the course, in the case of a course test or other coursework.

**MISCONDUCT
OCCURRING IN:**

Examination Class Test Take-home assignment

TO:

Assistant Registrar, Head of Exams Dean of Faculty

FROM:

Name of Reporting Invigilator / Lecturer

**DATE AND TIME
OF INCIDENT:**

VENUE (if exam):

COURSE CODE/TITLE:

STUDENT'S ID NO.:

STUDENT'S NAME:

STUDENT'S DEPT.:

TYPE OF ACADEMIC MISCONDUCT:

- cheating plagiarism self-plagiarism / multiple submissions
 collusion falsification seeking an unfair advantage
 other _____

EVIDENCED BY: *(Please describe the student's actions as witnessed/reported or the evidence from coursework, attaching all relevant artefacts to this report. Continue overleaf or attach additional pages as necessary. Identify all witnesses as they may be called to address the Hearing Committee during an investigation.)*

REPORTING

INVIGILATOR/LECTURER:

Name

Signature

Date of Report

**CHIEF INVIGILATOR/
DEPARTMENT HEAD:**

Name

Signature

Date Received

STUDENT'S STATEMENT *(Please respond to the report presented above, indicating any and all aggravating or mitigating factors to be considered by the relevant authorities. Attach additional pages as necessary):*

STUDENT:

Name

Signature

Date of Report

DEAN OF FACULTY:

Name

Signature

Date of Report