This report is to be completed by an Authorised Officer and given to the Student Matters Office (SMO). Please complete as close to the time of the alleged misconduct as possible.

1. An examination invigilator is an Authorised Officer of the University under the Student Misconduct Regulation 2014.
2. On receipt of this report, the SMO will refer to a Senior Officer who will either: a) decide on the matter or b) determine the need for the incident to be referred to a Student Misconduct Panel according to the Student Misconduct Regulation 2014.

**DETAILS OF THE STUDENT’S ALLEGED CONDUCT BREACH**

Please write in BLOCK LETTERS using a black or blue pen.

# 1. Nominee’s contact details

Family name:      Student ID:

Given name:

Course Code:      Location of incident:      Study year / Period:

International Student: YES NO

# 2. EXAMINATION details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam day** |  | **Exam date** | |  | |
| **Exam start time** | am/pm | | | | |
| **Unit of Study title** |  | | **Unit of Study code** | |  |
| **Exam venue / room** |  | | Seat number (if applicable) | |  |
| **Type of offence** (choose one) | Behaviour  Unauthorised material  Other incident(s) | | | | |
| **Time of incident** |  | | | | |
| **Type of unauthorised material (if applicable)** |  | | | | |
| **Material confiscated** | YES NO | | | | |

# incident details

Details of the incident to be completed by invigilator/examiner who directly observed the behaviour (please record relevant facts rather than offer interpretations or opinions):

|  |
| --- |
|  |

# 4. Authorisation

NAME OF INVIGILATOR / EXAMINER (MAKING THIS REPORT):

SIGNATURE OF INVIGILATOR / EXAMINER (MAKING THIS REPORT):

NAME OF INVIGILATOR IN CHARGE (CENTRALLY ADMINISTERED EXAMINATIONS ONLY):

SIGNATURE OF INVIGILATOR IN CHARGE (CENTRALLY ADMINISTERED EXAMINATIONS ONLY):

# 5. assessment of EXAMINER – WHEN CONTACTED IN RELATION TO alleged breach

Examiner’s section to be completed by / with relevant academic staff

Please assess the relevance of the material to the examination and potential for unfair advantage

|  |
| --- |
|  |

EXAMINER’S NAME:      PHONE:

EXAMINER’S SIGNATURE (IF PRESENT): DATE:

# 6. breach CHECKLIST FOR INVIGILATORS

NOTE: Invigilators are VU Authorised Officers as per the Student Misconduct Regulation

1. An Invigilator who suspects a student may be ‘cheating’ must report the matter to the Invigilator in charge to confirm a breach has occurred / is occurring.
2. The Breach of Examination form must be completed by the Invigilator/Examiner who observed the potential misconduct and the Invigilator in charge.
3. This Breach of Examination Report must be fully completed as soon as a suspected breach occurs.
4. Report the conduct to the Examiner/Unit Convenor as soon as possible after the breach has occurred; do not wait until the end of the examination session.
5. Encourage the student to complete their examination and see the Invigilator in charge at the end of the examination.
6. At the end of the exam the student’s ID card is returned and they are given the breach of examination notice and the Student Advisory notice.
7. Confiscated material must not be returned to the student (except for mobile phones) at the end of the examination. (The student can make arrangements to collect after the investigation and outcome).
8. If the examiner is present, they can complete their section of the Breach of Examination Report and consider any materials, OR

If the examiner needs to be phoned, photograph / scan and email them a record of the unauthorised materials. Then phone the lecturer and complete their section on the Breach of Examination Report, then scan and email them a copy.

1. Email the completed Br each of Examination Report to the Student Matters Office.

**PRIVACY INFORMATION**

The personal information we collect on this form is for the purpose of enabling you to enrol in your chosen course of study and for Victoria University to deliver that course and related services to you. We collect your personal information in accordance with the Privacy statement for the collection of student information (<https://policy.vu.edu.au/download.php?id=166&version=1&associated> ) and the University Privacy Policy (www.vu.edu.au/privacy).