**CHEATING INCIDENT REPORT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester:** | |  |  | **Final** |  | **Mid-term** | | |  | **Quiz** |  | **Major** |
| I. **Student’s Name:** | |  | | | | | **ID:** |  | | | | |
|  | | | | | | | | | | | | |
| **Major:** |  | | | | | | **Dept:** |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II. **Course No:** |  | | | **Title** |  | | **Exam Session** |  | **Activity** |  |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| **Type of Cheating:** | |  | Copying from paper or any related material. | | | | | | | |
|  | | | | | | | | |
|  | Talking to Colleagues. | | | | | | | |
|  | | | | | | | | |
|  | Looking at the others Answer Sheets. | | | | | | | |
|  | | | | | | | | |
|  | Attempting to Copy form other Materials. | | | | | | | |
|  | | | | | | | | |
|  | Other (Please State): | | |  | | | | |
|  | | | | | | | | |
|  | (Note: use additional sheets if required). | | | | | | | |

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| III. **A student adheres to the following instruction when asked.** | | | | | | | | | | | | | | | |
| - | Hands over all materials related to cheating | | | | | | | Yes | |  | | No |  |  | |
|  | | | | | | | | | | | | | | | |
| - | Complies with exam admin regulations | | | | | | | Yes | |  | | No |  |  | |
|  | | | | | | | | | | | | | | | |
| - | Avoids disturbance or noise | | | | | | | Yes | |  | | No |  |  | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| IV. **Comments of:** | | | | | | | | | | | | | | | |
| - | **Proctor:** | To be awarded category ( ) listed below OR: | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| - | **Test Supervisor:** | | To be awarded category ( ) listed below OR: | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Proctor’s Name: | | | |  | Signature: |  | | | Dept: | |  | | | |
|  | | | | | | | | | | | | | | | |
| Test Supervisor’s Name | | | |  | Signature: |  | | | Dept: | |  | | | |
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| VI. **Decision by JIC Deputy, Education & Training Affairs:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| A |  | | The student’s grade is to be nullified in this particular exam. | | | | | | | | | | |
|  | | | | | | | | | | | |
| B |  | | A mark of (V) is to be written down on his “Answer Sheet” | | | | | | | | | | |
|  | | | | | | | | | | | |
| Name : | | | | |  | | | Signature: |  | | |
|  | | | | | | | | Date: |  | | | |
|  | | | | | | | | | | | |
| CC: | | 1 | | College Registrar (original) | | **Office of the Registrar** | | | | | |
|  | | 2 | | File | | Received & Entered by: |  | | | Date : |  |
|  | |  | |  | |  | | | | | |