**CHEATING INCIDENT REPORT**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 : |   |
|  |  |  |  |