

EXAM Incident Report Form

This form must be used to report all incidents that occurred before, during and after the examination. If possible, the report should be completed within no less than 24 hours of the incident.

Report Author Information		
Report Date:		
Report Time:		
Report Author:		
Contact Number & email:		
Job Position:		
Type of Incident:	<input type="checkbox"/> Possible Gross Misconduct? (e.g. colluding and or cheating in exams etc.)	<input type="checkbox"/> Possible failure to adhere to exam rules and regulations?
	<input type="checkbox"/> Possible continuous disturbance?	<input type="checkbox"/> Possible harmful behavior?
	<input type="checkbox"/> Other (clearly describe the incident)	

Witness Information		
Were there witnesses to the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, enter the witnesses name and contact number:		

Incident Information							
Incident Date:							
Incident Time:							
No. of Persons Involved:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7 +
Name(s) of Person(s) Involved:							
Details of Incident:							
Location of Incident:							
Evidence found: <i>(provide full details)</i>							

Other Information		
Name of Exam & Programme:		
Was any attempt made to correct or resolve the issue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, provide full details on any attempt that was made: <i>(provide full details)</i>		
Persons involved were informed of this Incident report:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, how were the people involved informed:	<input type="checkbox"/> Verbally	<input type="checkbox"/> Written
	<input type="checkbox"/> Email	<input type="checkbox"/> Other <i>(explain)</i>
Did the person(s) involved in the incident respond or give a comment? <i>(provide full details (name etc.) or a recording of what each person said)</i>		
Incident was reported to: <i>(provide job position and full name)</i>		
Additional Comments / Notes:		