



Record of Suspected Academic Misconduct

Policy Reference: [AC.3.3.1](#), [AC.3.4.3](#)

Please complete sections A to D and submit to the Academic Chair/Coordinator responsible for the course.

A) Personal Information

		Student ID Number	
Last Name	First Name	Middle Name	

B) Program/Subject Information

Course/Exam		Program (if known)	
Room	Date	Time	

C) Potential Witnesses

First Name	Last Name	Student ID Number
First Name	Last Name	Student ID Number
First Name	Last Name	Student ID Number

D) Details of the Events

Instructor/Invigilator Name	Signature	Date

If academic dishonesty is suspected, an instructor/invigilator shall:

- Make careful observations and, if possible, have another faculty/staff confirm those observations.
- Either allow the student to complete the examination or confiscate the examination and require the student to immediately end the examination and leave the examination. This will depend on the instructor/invigilator's judgment as to which option creates less disruption to other students in the examination location. Regardless, the instructor/invigilator must, where feasible, confiscate any physical evidence of academic misconduct.
- Make notes indicating day, time, room, student name, student ID number, class, possible witnesses and details of the events, and submit using SAIT's Academic Misconduct form or this form.
- Take reasonable measures to prevent further academic misconduct during that examination. This might include, for instance, relocating students in the examination location.
- Report the incident(s) and provide notes as soon as possible (and no later than two business days at most) to the invigilator's supervisor (if applicable) and to the student's academic chair/coordinator. Note that if the situation arises through Testing Services, that invigilator will contact the instructor for direction and inform them of the suspected academic misconduct.
- In the case of an online examination, a recording of an examination is not automatic proof of a student's academic misconduct; the recording should, however, be reviewed where the student's behaviour during the examination raises academic integrity concerns and it may become evidence in proceedings under procedure AC.3.4.3 Student Academic Conduct or AC.3.4.4 Student Non-Academic Conduct.