



# Record of Suspected Academic Dishonesty

Policy Reference: AC.3.3.1

**Student Services**  
AA211, Heritage Hall  
1301 - 16 Avenue NW  
Calgary, AB T2M 0L4  
Phone: 403.284.7248  
Toll-free: 1.877.284.7248  
Fax: 403.284.7112  
Email: advising@sait.ca

Please complete sections A to D and submit to the Academic Chair/Earned Revenue Coordinator of the student's program.

## A) Personal Information

SAIT Student ID Number _____		
Last Name _____	First _____	Middle _____

## B) Exam Information

Course/Exam _____	Program (if known) _____
Room _____	Date _____ Time _____

## C) Potential Witnesses

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

## D) Details of the Events

Invigilator Name (print) _____	Signature _____	Date _____
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### If academic dishonesty is suspected, the invigilator shall:

- Make careful observations and, if possible have another invigilator confirm those observations;
- Allow the student to complete the examination;
- Make notes indicating day, time, room, student name, student ID number, class, possible witnesses and details of the events;
- Report the incident(s) and provide his/her notes as soon as possible to his/her supervisor and to the Academic Chair/Coordinator of the student's program, if different from the invigilator's supervisor.

### If academic dishonesty is clearly apparent, the invigilator shall:

- Make careful observations and, if possible have another invigilator confirm those observations;
- Confiscate evidence where feasible, confiscate the examination, and have the student leave the examination room once 30 minutes have passed since the start of the examination;
- Make notes indicating day, time, room, student name, student ID number, class, possible witnesses and details of the events;
- Report the incident(s) and provide his/her notes as soon as possible to his/her supervisor and to the Academic Chair/Coordinator of the student's program, if different from the invigilator's supervisor.

The personal information you provide on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to investigate suspected academic dishonesty. If you have any questions about the collection or use of this information, contact the Student Services' FOIP coordinator at 403.284.8069.