

**The University of Manchester**

**INVIGILATOR REPORT FORM (to be completed by Invigilator PRINT CLEARLY)**

<b>Incident raised by Student or Invigilator:</b>	
<b>Name of Candidate:</b>	
<b>University ID Number:</b>	
<b>Date of Examination:</b>	
<b>Examination session (am/pm):</b>	
<b>Candidate seat number:</b>	
<b>Examination Room:</b>	
<b>Time of Incident:</b>	
<b>Examination paper title:</b>	
<b>Examination code:</b>	

**REASON/S FOR USE OF INCIDENT REPORT FORM:**

(Please tick as appropriate)

Any disruptions: including electrical power cuts, failure of lights, clocks, noise, fire, mobile phones, etc	
Specific complaint from Student	
Errors or omissions on the examination paper	
Query on the examination paper (no error found)	
Any candidate illness and/or extended absence from the room	
Suspected exam misconduct e.g. notes found in a candidate's possession, writing on hands and other body parts, unauthorised scrap paper, annotated books, calculators when not permitted, use of any electronic and or application devices etc.)	
Any other	

Please provide a short report of the incident including details of:

- i) What happened (description of incident)
- ii) When (What time did the incident occur)
- iii) Who (was involved in the incident including Student(s); Invigilator(s); witnesses)
- iv) How (was the incident dealt with or what action taken)

**REPORT:****IMPACT OF INCIDENT ON STUDENT(S):**

(Please tick yes/no as appropriate and indicate volumes)

	YES	NO	VOLUME
Individual Student only			
All Student sitting identified paper			
All Students in the exam venue			
If all Students in venue, please state reference no of other papers:			

Name of Invigilator:	Signature	Date
Name of Co-Invigilator:	Signature	Date

**PLEASE NOTE:** For all incidents excluding 'suspected exams misconduct' please complete Invigilator Report and return in the Examinations Material Envelope.

For incidents of 'suspected exams misconduct' only please complete and bring to the Student Services Centre immediately after exam along with the Student.