



Vice Presidency for Academic Affairs – Standing Committee of Code of Conduct and Student Discipline

Violation Record (Student Cheating Documentation)

Your Excellency, Esteemed, Dean of College/ Deanship:

May Peace, Mercy and Blessings of Allah be Upon You,

Kindly, be informed that:

It is was on(day):	Date: / /02 - Date: / / 14	At (hour): (.....:.....) AM <input type="checkbox"/> PM <input type="checkbox"/>
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❖ During the administration of the following exam type:

- Mid Term/Continuous Assessment. Final. Alternative Exam (Mid-Term) Alternative Exam (Final)

❖ Semester:

- First Second Summer

Course Name		Course Code& Number
In Arabic		
In English	

❖ The following Student was caught:

Full Name (all four names)		Academic Department	
University ID		Level	
College/Deanship		Mobile No.	
<input type="radio"/> cheating.		<input type="radio"/> suspected at Cheating.	
<input type="radio"/> Impersonating someone else in the exam.		<input type="radio"/> Violating the exam discipline, its procedures and the quietness required for the exam.	
<input type="radio"/> Having a Mobile/earphones/smart watch.		<input type="radio"/> Capturing the exam paper.	
<input type="radio"/> Other (described accurately)			

❖ In doing so, the used cheating tool was: (the cheating tool, if exists, or a copy of it MUST be attached to the documentation form):

<input type="radio"/> A Crib Sheet.	<input type="radio"/> Writings on hand/leg/table.
<input type="radio"/> Mobile, headset or smart watch.	<input type="radio"/> Paper exchange.
<input type="radio"/> Talking to a peer.	<input type="radio"/> Looking at a peer's paper.
<input type="radio"/> Other (described precisely)	

Student's Signature:





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◆ **Referring to the exam proctor** (s/he writes down precisely a detailed narration of what s/he observed and how the student has been caught cheating).

Exam time	<input type="radio"/> (..... :) am <input type="checkbox"/> pm <input type="checkbox"/>	<input type="radio"/> Time the student was caught	<input type="radio"/> (..... :) am <input type="checkbox"/> pm <input type="checkbox"/>
When was the student caught while using the cheating tool?	<input type="radio"/> before the exam	<input type="radio"/> during the exam	<input type="radio"/> by the end of the exam
Where was the cheating tool when seen by the invigilator?	<input type="radio"/>		
Was the student caught while using the cheating tool?	<input type="radio"/>		
If the cheating tool was a device, was it on or off?	<input type="radio"/>		

◆ **Additional information related to the way the student was caught cheating?**

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◆ **Referring to the course instructor, the cheating tool proved that:**

- Scientific content is related to the exam course
- Scientific content is NOT related to the exam course
- In case the exam proctor was not able to view the scientific content as in the cheating tool, reasons should be expressed:

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Accordingly, the cheating tool was withdrawn from the student and (s)/ he was left to complete the exam, (with the necessity of capturing of the cheating tool)





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Based on the above-mentioned, this is to document and be signed as follows:

	Name	Signature
Exam Proctor		
Course Instructor		
Head of the Examinations Committee		

We kindly request your Excellency to comply with filling out all the fields as in the violation record (student cheating documentation) to enable the committee to finalize its procedures

