



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).

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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Accordingly, the cheating tool was withdrawn from the student and (s)/ he was left to complete the exam,  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)**

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**

