



What is an incident report?

The proctor incident report is how a proctor for your exam informs you that an incident occurred during your exam that was out of the range of normal exam behaviour. These reports may be about a situation that impacted all students (e.g. a fire alarm, missing exam page) or something specific to a particular student (e.g. sudden illness, inappropriate behaviour, possession and/or use of unauthorized materials).

Evaluate the Report

As an instructor it is **your responsibility to review the report** and determine if any further action is required. The table below will help you decide the appropriate next steps. Keep in mind that the Exams Office is providing you with information, but does not usually act on these reports themselves. Thus, it is up to you to do so.



Category	Examples	Next Steps	Need help?
Incident that impacts one or more students, but was not caused by a student.	<ul style="list-style-type: none"> • Missing page(s) from the exam • Fire alarm 	Consider how students are impacted. Communicate any adjustments. (e.g. if a page was missing remove the value of the associated questions from the exam's total score.)	Talk to your program director, department chair and/or Associate Dean on how you might respond.
Student incivility	<ul style="list-style-type: none"> • Verbally and/or physically abusing a proctor • Disrupting the exam by acting erratically 	Instructors do not investigate this type of incident so the next step is to refer the investigation to the appropriate group on campus.	Reach out to the Non-Academic Misconduct Office and/or talk to your program director, department chair and/or Associate Dean.
Potential academic misconduct not connected to a student	<ul style="list-style-type: none"> • Missing exam • Exam submitted by a student not enrolled in your course (no incident report) 	This is a sign that your exam may have been compromised. You may need to create a new exam for those writing after the date on which the exam was compromised.	Speak to the Exams Office, your Academic Integrity Administrator (AIA) and/or your Associate Dean.
Potential academic misconduct connected to one or more students	<ul style="list-style-type: none"> • Use of unauthorized materials • Failure to abide by exam rules 	See page two of this document for next steps.	Speak to your Academic Integrity Administrator (AIA).

If the report suggests a departure from academic integrity:

What to do

- Complete the [Notice of Investigation \(NOI\) form](#) and send it out *after* the student's last day of exams [do not send during winter break].
 - Attach the proctor's incident report to the NOI.
 - Attach any other relevant evidence (e.g. copies of both answers if suspected unauthorized collaboration).
- Decide *after* speaking with the student and/or receiving their written statement if there has been a departure.
 - If no, complete the [Dismissal Form](#).
 - If yes, check with your [Academic Integrity Administrator](#) to find out if the student has a prior finding and then complete the [Departure from Academic Integrity \(DFAI\) form](#).
- Once you have sent out the NOI, record the student's final grade as "GD".
- After the investigation is completed (i.e. when you send a dismissal form or the appeal period has ended after you sent the DFAI form) adjust the final grade accordingly.

What not to do

- Assign a sanction (e.g. grade deduction) without speaking to the student.
- Speak to the student informally instead of following the formal process of sending a NOI.
- Ignore the report and/or assume that it has been taken care of by someone else.

A note on attempts

If the proctor stopped the cheating before it occurred (e.g. confiscated unauthorized material at the start of the exam), this may still be a departure. Please follow the process under "What to Do." If it is the student's first offense, a written warning, which signals to students we are paying attention, may be the most appropriate sanction. It will also reduce the likelihood of repeated offenses.

Common types of academic misconduct in exams



- Failure to abide by academic rules (e.g. wearing a Smartwatch, using a cell phone while in the bathroom).
- Use of unauthorized materials (e.g. possession of study notes (even if not used), copying from another's exam with or without their knowledge).
- Facilitation (e.g. making exam paper visible for another student to copy).
- Unauthorized collaboration (e.g. students helping one another during the exam).

Who to contact for help

Each faculty/school has a designated [Academic Integrity Administrator \(AIA\)](#) who can answer any questions you may have about the process, direct you to additional resources, answer questions about appropriate sanctions, etc.

Teaching fellows and sessional adjuncts contact your AIA for appropriate support for an investigation that extends beyond your contract.

