



COMSATS University Islamabad, Wah Campus



E-018

Examinations Department

REPORT FORM (Use of Unfair Means during exams)

Student Name: _____ Father's Name: _____

Registration No. CIIT/_____-_____-_____/WAH Program : _____

Subject Code: _____ Title: _____

Date of Exam: _____ Time of Occurrence: _____

Venue/Block Name: _____ Room No: _____

Details of Incident: _____

The following material has been recovered from the student:

Cheating Material Answer Sheet Mobile Phone Electronic Gadget

Electronic Spell Checker Any other helping material _____

_____ Student Signature

Reported by:

Name of Invigilator: _____ Department: _____

Designation: _____ Date of Report: _____

_____ Invigilator Signature

Remarks by HoD: _____

Signature of HoD
Dated: / /201__

NOTE: Please submit this form in person to the HoD duly completed in all respects (along with Answer Book, Question Paper, any confiscated material or other evidence) immediately after the exams.

S #	Guidelines for Nature of Unfair Means:
1.	Writing on the desk before the start of the exam /Sitting contrary to seating plan, intentionally.
2.	Misbehave /Arguing with Invigilator/being rowdy after caught for using unfair means.
3.	Using pre-meditated chits containing helpful material or Possession / Use of external material, mobile phone, any other unauthorized device.
4.	Oral communication, whispering, looking around.
5.	Exchange of Answer Book / Question Paper with cheating material.
6.	Attempt to cheat outside exam room / seeking clarification from other student inside / outside the exam room.
7.	Getting / Giving assistance by exchange of personal items like calculators or Carrying mobile phone or any other electronic device.
8.	Solving Paper in Place of other Student.