Action is taken Examination supervisor/examiner/ other -Affected student is informed by the student notices examination supervisor that an offence report -Unauthorised aids is being written -Disruptive behaviour - Verification of student identity - Unauthorised collaboration - Possession is taken of any evidence or other attempts at deception -Report from examination supervisor is filled in and any evidence is attached Student Centre makes copies of the report for themselves and for an Administrative Officer who works with student law issues Report (original) and "evidence" are submitted to the Student Centre Original documentation is sent to examining teacher

The examiner/Dean of Faculty/Head of Professional Services or the person to whom the role has been delegated assesses the situation.

(see process description From report to decision)