

Use this form to report issues that prevent a student from completing the exam (e.g. student became ill, fire alarm, lock-down procedure, family emergency, etc.) Once the invigilator has completed the form, it is signed by the instructor and forwarded to the Educational Administrator. Instructor and Educational Administrator will determine if further action is to be taken.

Collection Notice:

Your personal information is collected under the authority of sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for the purpose of reporting and investigating an exam incident. The information that you provide will be shared with CNC staff.

For questions about the collection, use of, or why we are asking for this information, please contact CNC's Privacy Office - 250-561-5888.

STUDENT INFORMATION		
Name:		CNC Student Number:
Date:	Time:	Campus Location:

EXAM INFORMATION	
Course Name & Section Number:	
Location of Exam (Room/Gym/Distance):	Instructor:

POTENTIAL WITNESSES	
Name:	CNC ID (if applicable):
Name:	CNC ID (if applicable):

INCIDENT DETAILS
Describe what you observed:

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Invigilator(s) Name:	Signature:	Date:
Invigilator(s) Name (if applicable):	Signature:	Date:
Instructor:	Signature:	Date:
Educational Administrator:	Signature:	Date: