

CHECKLIST FOR REPORTING SUSPICION OF DECEPTION IN CONNECTION WITH WRITTEN EXAMINATIONS HELD ON CAMPUS

The report must be sent to the Registrar's Office for record-keeping and done using current digital form. Reports should include the following information:

1. Student's personal information

In the case of anonymous written examinations held on campus, the reporter must contact the Student Centre. That's where you can get help to find out from the code for the examination in question the student's personal information.

2. Information about the student's educational programme

3. Information about the offence

4. Description of the suspicions (e.g. unauthorised collaboration, unauthorised means.)

5. Explanation of why the reporter suspects attempted deception and how the suspicion has been aroused

(e.g. after a report from the examination supervisor or when correcting the examination)

6. The student's examination document must be attached to the report, as well as documentation of unauthorised aids (in the original). The latter will be returned to the examiner after the decision of the Vice-Chancellor/Disciplinary Board.

7. Examination instructions - refers to both written and oral information that has been provided to

students regarding the rules in force for the examination in question (e.g. on permitted aids)

8. Syllabus for the relevant course

9. Examination supervisor's report

10. Statement of any witness information and their contact details;

11. Relevant LADOK documentation

12. Information about the need for an interpreter or if the student is English-speaking

13. Presentation of the student's study situation in the near future

14. Other information that may contribute to the investigation

