University of Toronto Scarborough

POSSESSION OF UNAUTHORIZED ELECTRONIC DEVICE

To be used to report ALL instances of student possession of an unauthorized electronic device (e.g. cellphones, calculators). Submit to your Departmental Office at the conclusion of the exam.

NOTE: ANY ELECTRONIC DEVICE CONFISCATED DURING THE EXAM MUST BE RETURNED TO THE STUDENT AT THE END OF THE EXAM.

DATE: ____________________________ TIME: ____________________________

LOCATION: ____________________________

EXAM: ____________________________ INSTRUCTOR: ______________

The student identified below was found in possession of the following electronic device. (If you require additional space, please write on back of form):

TYPE OF DEVICE (e.g., smartphone, calculator, etc.): ____________________________

BRAND NAME (if applicable -- e.g. iPhone): ____________________________

MODEL NUMBER (if applicable): ____________________________

VISIBILITY – WHEN THE DEVICE WAS FIRST OBSERVED, IT WAS (Check one):

☐ VISIBLE (specify where, e.g. on desk): ____________________________

☐ CONCEALED (specify where, e.g. purse): ____________________________

POWER - WHEN THE DEVICE WAS OBSERVED, THE POWER WAS (Check one):

☐ ON ☐ OFF

IN USE – WHEN THE DEVICE WAS OBSERVED, IT WAS IN USE (Check one):

☐ YES (If YES, complete an Exam Incident Report) ☐ NO

INSTRUCTOR/INVIGILATOR STATEMENT

The electronic device described above is an unauthorized aid and was confiscated for the duration of the examination. It was returned to the student after the end of the exam and after the student had signed the form below.

TIME COLLECTED: ____________________________ TIME RETURNED: ____________________________

Instructor/Invigilator Full Name: ____________________________

Instructor/Invigilator Signature: ____________________________
STUDENT ACKNOWLEDGEMENT
The following statement is to be signed at the END of the exam prior to the return of the confiscated item. If the student fails to sign the form, please bring the confiscated exam aid to the Student Misconduct & Academic Integrity Officer (Ms. Nisha Panchal) in AA436. Please do NOT use this form for more than one student. If more forms are required, please call the Exam Support Team Emergency number – 416-287-7534 immediately.

STUDENT STATEMENT
I agree that the above statements are correct and true and that, by bringing an unauthorized aid into a UTSC final examination, I have committed an academic offence under the University’s Code of Behaviour on Academic Matters, and am subject to a sanction. I acknowledge that the unauthorized aid was returned to me at the end of the examination.

__________________________________________
Student Number

__________________________________________
Student Full Name (print)               Date

__________________________________________
Student Signature                       Time