University of Toronto Scarborough
EXAM INCIDENT REPORT – ILLNESS/BEHAVIOURAL
To be used to report ALL instances of physical or mental health/behavioural illness, occurring during an exam.

Submit this report to your Departmental Office at the conclusion of the exam.

This form will be required by the Office of the Registrar as supporting documentation to properly adjudicate a petition to defer the affected exam.

DATE: ______________________ TIME: ______________________
LOCATION: ___________________________________________________________
COURSE CODE: __________________ INSTRUCTOR: ___________________
EXAM LENGTH: __________________

REPORT OF PRIMARY WITNESS (Please include ALL the following information):

OVERVIEW REPORT (Please complete all appropriate lines)

Student Name: ____________________________________________________________
Student #: _________________________________________________________________
Time illness/behavior first observed/reported by student: __________________________
Subsequent times observed/reported by student:
_____________________________________________________________________
_____________________________________________________________________
Time student left the exam room: __________________ Page #/question student working
on at time of leaving exam room: __________________

Student was notified of the following prior to leaving the exam room:

☐ They cannot return to the exam.
☐ They will need to petition to request to defer the final exam.
DETAILED REPORT
(Please provide as much detail as possible about the incident, observed behaviour of the student and any discussion with the student prior to their leaving the exam room).

Report Completed By (please print your full name): ___________________________________________

Signature: ____________________________  Position:  □ Instructor  □ Invigilator  □ TA
Email: _________________________________  Your Cellphone #: ___________________________

NAMES OF ANY OTHER INVIGILATORS WHO WITNESSED INCIDENT (please print)

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<th>Title: (Instructor, TA, etc.)</th>
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