POSSESSION OF UNAUTHORIZED ELECTRONIC DEVICE

To be used to report ALL instances of student possession of an unauthorized electronic device (e.g. cellphones, calculators).

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 above student 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, iPad, laptop, etc.): __________________________

BRAND NAME (if applicable – e.g. iPhone, Blackberry): __________________________

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 examination 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 Ms. Janis Jones in AA433. 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. If this is my first offence, I understand that I will receive a formal written reprimand for this offence from the Dean’s Designate for the Administration of the Code of Behaviour on Academic Matters. 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