

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 this form, along with the course syllabus, exam cover sheet and any material indicating the rules of the exam, to your Departmental Office at the conclusion of the exam for submission to the Academic Integrity Office after review.

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

DATE: _____ **TIME:** _____

LOCATION: _____

COURSE CODE: _____ **INSTRUCTOR:** _____

EXAM WEIGHT: _____

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 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 the Student Misconduct & Academic Integrity Officer (Ms. Nisha Panchal) in AA431. 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