ST PETER'S COLLEGE ACADEMIC MISCONDUCT REPORT FORM

Before beginning this process the faculty member should consult with the Academic Misconduct Guidelines. The faculty member should use this form at the conclusion of the informal conference with the student to document the conference and to inform the Principal's Nominee of this incident. Any action taken because of the academic misconduct will be undertaken by the Principal's Nominee/Deputy Headmaster Curriculum.

1. Department Information:

Subject/Department:	
Date:	
Name of staff member making report:	
Evidence that is attached to this report form: *(e.g. – Turnitin report, student statement etc)*	

2. Student Information:

Student Name:	
NSN:	
Homeroom:	
Standard in question:	
Date(s) of incident:	
Date of conference with student:	

3. Report of Misconduct:

Type of Misconduct	Tick to indicate which breaches have occurred
1. Plagiarism	
2. Unauthorised collaboration/collusion	
3. Multiple submissions of a single assessment	
4. Impersonation	
5. Use of unauthorised materials	
6. Assisting others with academic misconduct	
7. Misrepresentation	
8. Purchasing assessment	
9. Falsification/Fabrication	
10. Breach of Ethics	
11. Breach of exam or test regulations	
12. Copying	
13. Ghost Writing	
14. Use of AI tools to write part/all of assessment	
15. Other academic misconduct or forms of academic dishonesty	

Incident Report:

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Actions Taken:

Action Taken by Faculty/Principal's Nominee	Tick to identify action taken
1. Referral for formal discipline	
2. Resubmit assessment/paper/project Due Date:	
3. Retake Exam Date: Time: Location:	
4. Complete additional assignment, course work, exam or paper	
5. Lower grade on assignment/exam/paper involved Grade received:	
6. Failing Grade: Not Achieved entered	
7. Other – explain:	

Signatures:

Teacher/HOF Signature: ....

Student Signature: ....

Principal's Nominee/Deputy Headmaster Curriculum: ....

❑   Copy of completed form to be filed by Principal's Nominee (Courtenay Kilpatrick)