**Procedure for reporting suspicion of cheating at exams**

When reporting an incident of suspected cheating at exams, please use the form letter provided by Educational Law.

To tailor the report to the details of the specific case, you should include your comments in the form letter where the text is marked in red.

**Name and student registration number**

In order to expedite the case, the name and student registration number of the student(s) involved must be included in the report. If you only have the student’s/students’ examination number, you can contact the exam administration service at your faculty for help in identifying the student(s).

**Description of the exam**

Please indicate the title and format of the exam. Where relevant, indicate the date and the time of the exam. This information is particularly relevant with regard to re-examination, as it may have consequences in relation to the decision that is handed down.

**Description of the case**

The description of the case must include its factual circumstances, including the nature of the suspected instance of cheating and its scope. In plagiarism cases, you must also indicate the passage(s) in the exam paper that are suspected instances of plagiarism as well as the sources from which it is suspected that they have been plagiarised.

Kindly do not include any direct links to plagiarism checkers in your report. Instead, we ask that you simply provide a reference to the tool in question. The reason for this is that a copy of the report will be sent to the student, and he or she may not necessarily know about or have access to such plagiarism checkers. Instead, Educational Law recommends that you include a plagiarism report (where relevant) as an appendix to the report.

**Informing the student(s)**

When you submit your report to the Educational Law, the student(s) must also be informed about the case. A form letter is available from Educational Law, and we recommend that you or the administration use it to inform the student(s) about the case.

**Appendices**

Please include any documentation for the suspected incidence of cheating as appendices to the report. In plagiarism cases, please include a copy of the entire exam paper in which the passage(s) that are suspected instances of plagiarism are marked, as well as copies of the source(s) from which they are suspected to have been plagiarised. The specific passages which are suspected of having been plagiarised must be clearly marked in the source(s). In cases in which the suspicion of cheating at exams is based on a plagiarism checker report, the report must also be attached.