**Document AQP08**

Recording of candidate misconduct: EISA

In cases of obvious misconduct or irregularity on the part of a candidate, while writing the EISA paper, the invigilator(s) must immediately notify the candidate of the offence. The invigilator must shortly describe the offence and have the candidate, along with the invigilator, sign it after the session.

In case the candidate refuses to sign, the invigilator must make a note to that effect on the register.

In case the candidate wishes to launch a complaint against the alleged charge of misconduct, he/she is free to do so on a complaint form

**I, the undersigned, hereby acknowledge that I was charged with the act of misconduct as described below at the EISA** on ................................................ (date)

Assessment site: ……………………………………………………………

Description of the alleged act of misconduct:

Exact time of incident: ..................................

Point on the question paper involved (question number) ...............................................

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Candidate’s full name .........................................................

Student registration nr ………………………… D nr .............................................

Signed ............................................... Date ………………………………

Invigilator ........................................

Note by Invigilator:

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Signed ............................................... Date ………………………………