

## WHY HAVE YOU BEEN GIVEN THIS DOCUMENT?

You have been given this document because one of the examination invigilators has raised concerns about your conduct during the examination. A fuller explanation of their concerns can be found on the other side of this document.

The University has a published Examinations Policy and Candidate Guidelines and students are expected to, and in entering the examination room are presumed to be agreeing to, abide by these.

You can read the Examinations Policy and Candidate Guide here:

<http://www.brunel.ac.uk/about/administration/exams>.

## WHAT HAPPENS NEXT?

A copy of this document will now be passed to your College to consider if your actions may mean you have committed an academic or non-academic offence as defined in Senate Regulation 6 (SR6):

<https://www.brunel.ac.uk/about/administration/governance-and-university-committees/senate-regulations>

Your College may refer this matter for formal action under SR6 if they consider that:

- the nature and severity of your actions means there is reason to believe you may be in breach of one or more of the University's regulations; and/or
- you have previously been found in breach the University's regulations in relation to your conduct in the examination room; and/or
- you have already received advice and guidance about your conduct in the examination room (e.g. a copy of this form at a previous exam or advice following a previous allegation under SR6).

If your College intends to investigate this matter further in accordance with SR6 they will normally advise you in writing within 21 days of the date of the examination.

If you do not hear from your College with 21 days, you should assume that the University does not intend to take any further action (unless there are concerns about your conduct in future examinations). However, please note that a confidential record of this matter will be retained until you have completed your studies, and may be used in the future if there are further allegations about your conduct in the examination room.

If you would like advice and guidance on what may happen next, or what you should do, please speak to the Advice and Representation Centre of the Students' Union. Their contact details can be found here: <https://brunelstudents.com/advice/>

Further sources of help and advice, including details of the University's Counselling Service, can be found here: <https://intra.brunel.ac.uk/s/studentcentre/welfare/Pages/default2.aspx>

You may also want to discuss this matter with your personal tutor.

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The SOS may be presented to a Panel or Board of Examiners to assist their consideration of the performance of any candidate. It may also be presented in evidence to the Appeals Committee or Disciplinary Board.

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**Original to be retained by the Examinations Office. Copy (both sides) to Student.**

Electronic copies of this form will be available to College administrators via the Examinations SharePoint Site

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