

## REPORTING A SUSPECTED OFFENCE (CP1)

Suspected offences should be submitted using the online system available via the portal through Bannerweb self-service – guidance on how to access and use the system can be found here <https://www.gre.ac.uk/it-and-library/admin-systems/assessment-misconduct>.

**Please ONLY use this hard copy form if you do not have the required access to complete a CP1 online.**

<b>Name of Student</b>	
<b>Student ID Number</b>	
<b>Student's Programme of Study</b>	
<b>Student's Faculty and Department</b>	
<b>Academic Session</b>	
<b>Course Code and Title</b>	
<b>Assessment Component Reference Number(s) – CRN</b>	
<b>Any previous or concurrent cases or offences?</b>	Yes / No  If <b>Yes</b> , complete CP1 and refer to Faculty Academic Conduct Officer (FACO)
<b>Details of Allegation</b> (please provide a statement detailing all issues relating to the allegation)	
<b>Relevant Evidence/Materials impounded</b> (e.g. coursework, copy of Turnitin report, examination paper, notes)	

<b>Outcome</b> (Refer to Section 10.0 of the Assessment Misconduct Procedure)		
Nature of Offence	Action	Outcome (tick)
No offence proven	No penalty	
Category 1 Offence	Level 1 Penalty Applied (no penalty)	
	Level 2 Penalty Applied (Grade for assessment component reduced by 10 percentage points)	
Category 2 Offence	Refer to Investigative Interview	
Category 3 Offence	Refer to Investigative Interview	
Name of assessor/invigator <i>(please specify)</i>		
Name of Staff Witness (for time-constrained assessment / examination offences)		
<b>For Category 1 Offence ONLY: date of meeting with assessor:</b>		
<i>Copies of CP1 report to:</i> <ul style="list-style-type: none"> <li>• Faculty Academic Conduct Officer (FACO)</li> <li>• Student</li> <li>• Personal Tutor</li> </ul>		