

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.

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

Outcome (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/invigilator <i>(please specify)</i>		
Name of Staff Witness (for time-constrained assessment / examination offences)		
For Category 1 Offence ONLY: date of meeting with assessor:		
<i>Copies of CP1 report to:</i> <ul style="list-style-type: none"> • <i>Faculty Academic Conduct Officer (FACO)</i> • <i>Student</i> • <i>Personal Tutor</i> 		