

Question paper packet opened in error

Read the guidance notes at the end of the form before you fill it in.

Centre number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Centre name	<input type="text"/>		
Reported by: Name	<input type="text"/>	Reported by: Job Title	<input type="text"/>		
Exam series	<input type="text"/>				
Syllabus/component code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/>	Syllabus/component title	<input type="text"/>

Centre report (see guidance notes for details of what needs to be recorded in this box)

Have you taken photographs of the open packet?	Yes	No
Is the content of the packet secure?	Yes	No
Have you resealed the question paper packet?	Yes	No
Has anyone opened or seen the content of the question paper? (If you answer 'Yes' please include a list of their names and job roles or candidate numbers in the 'Centre report' section above)	Yes	No

Agreed preventative actions (see guidance notes for details of what needs to be recorded in this box)

Signed (Head of Centre)	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Name	<input type="text"/>		

Please sign to confirm that you have resealed and secured the question paper packet according to the instructions on page 2 of this form.

If you submit this form electronically please tick the check box as an alternative to signing the form.

Returning this form

Return this form to info@cambridgeinternational.org Please include your centre number and 'Form 11 QP Packet opened in error' in the email subject line. Save a copy of the form for your own records. If you are an Associate Centre and work with us through a Cambridge Associate please submit this form directly to them.

Guidance notes

Completing this form and your responsibilities

- Please complete all sections of this form and return it to us as soon as possible.
- In the box marked '**Centre report**' please provide the following details:
 - why the packet was opened in error
 - who opened it and when they opened it
 - who has had access to the packet since it has been opened
- Please review your procedures for handling confidential exam materials and detail the actions you will take in the box marked 'Agreed preventative actions' to make sure this does not happen again.
- Provide photographs of the opened packet. Make sure the photos show the opening clearly and the label on the front. Also make sure you provide a photograph of the sealed packet, including the signatures over the seal.
- It is the responsibility of the Head of Centre to make sure all examination materials are secure from the moment you receive them, until the exam.
- On the day of the exam it is the responsibility of the exams officer to make sure all exam administration tasks are carried out effectively; that the correct question paper packet is removed from the secure room and that it is checked before it is given to candidates.
- You must keep your confidential materials secure according to our regulations in Parts 4 and 5 of the *Cambridge Handbook*.

Procedure for resealing the packet

To secure the question papers in the opened packet you (the exams officer) must follow the procedure below in the presence of the Head of Centre for each packet affected:

1. Take photographs of the packet as requested above.
2. Do **not** try to reseal the opened packet. Instead put each opened packet within a large envelope (or packet).
3. Mark this envelope with 'Question Papers', the correct syllabus and component code and the date and time of the relevant exam.
4. Seal the envelope or packet.
5. The exams officer and Head of Centre must sign over the seal to show you have both witnessed the packet being resealed.
6. Put a clear piece of tape over your signatures to protect them. Do **not** use masking tape.
7. Take a photograph of the signatures and the new seal as described above.
8. Store the question paper packet in your secure area.

You must complete and submit the form immediately after the incident has occurred.