

Question paper packet opened in error

This form should be used to report if the incorrect question paper packet has been opened in the exam room. **If you have received exam materials that have been damaged or opened in transit, or you have damaged or opened exam materials on arrival please complete *Before the Exams – Form 3*.**

You must complete and submit the form immediately after the incident has occurred. This means on the same day, or not later than 12 midday the following working day.

If the candidates have seen any of the contents of the question paper, place the candidates under Full Centre Supervision. The exams officer or Head of Centre must immediately call Cambridge International Customer Services for advice.

Centre number	<input type="text"/>	Centre name	<input type="text"/>
Incident discovered by (name)	<input type="text"/>	Incident discovered by (job title)	<input type="text"/>
Exam series	<input type="text"/>	Details of who opened the question paper packet	<input type="text"/>
Date packet was opened	<input type="text"/>	Time packet was opened	<input type="text"/>
Syllabus/component	<input type="text"/> / <input type="text"/>	Syllabus name	<input type="text"/>

Please answer the following questions:	Centre Report	
Is the transparent inner bag damaged or opened? If yes, please confirm who has had access to the confidential exam material, including names and job titles.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any staff or other people <u>seen the contents</u> of the confidential exam material? If yes, please provide their names and job titles.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any candidates <u>seen the contents</u> of the question paper? If yes, you must immediately place the candidates under Full Centre Supervision and call Customer Services. Please provide: <ul style="list-style-type: none"> - the ticket number provided by Customer Services in relation to this incident - candidate names and numbers - confirmation of whether the candidates are under Full Centre Supervision. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How and when did the incident occur? Please include information about: <ul style="list-style-type: none"> - who checked the question paper packets before opening (names and job titles) - the date and time the incident occurred - the date and time the error was discovered - where the packet was opened - why the packet was opened. 		
Where has the packet been stored? Please confirm: <ul style="list-style-type: none"> - where the packet was opened. - where it was stored after it was opened - when the packet was put there - who has had access to this area - where the packet is currently stored. 		

<p>Have you resealed the question paper packet in accordance with our regulations, as detailed below?</p> <p>Please confirm:</p> <ul style="list-style-type: none"> - where the packet was resealed and who was present - the date and time it was resealed. 	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>	
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Please tick to confirm the following:		
<p>1. You have attached photographs of the:</p> <p>a) front and back of the blue packet</p> <p>b) label on the blue packet.</p>	<input type="checkbox"/>	<p>Yes</p>
<p>2. You have provided photos of the damage to the clear plastic wrap (if applicable). <u>Important! Please make sure that no exam text/confidential material is visible in the photograph.</u></p>	<input type="checkbox"/>	<p>Yes</p>
<p>3. You have attached photographs of the resealed question paper packets. Please make sure you include photographs of:</p> <p>a) exam details on the new envelope</p> <p>b) two signatures over the seal covered with clear tape.</p>	<input type="checkbox"/>	<p>Yes</p>

Name (Head of Centre)

Signed (by Head of Centre) **Date** / /

Please sign to confirm that you have fully completed and understood this form and that you have checked to make sure it is accurate. If you submit this form electronically, please tick the check box as an alternative to signing the form.

Procedure for resealing the packet(s)

To secure the question papers in the damaged or opened packet(s) 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 damage/opening as requested above.
2. Do **not** try to reseal the damaged packet. Instead put each damaged packet within a large envelope (or packet).
3. Mark this envelope with the type of material, for example '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 the Head of Centre should now 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 storage.

Returning this form

Email this form to info@cambridgeinternational.org. Please include your centre number and 'Form 11 Question Paper Packet Opened In Error' in the subject line of your email. 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.

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html> If you use an earlier version of Adobe Reader your data will not be saved.