

## Notification of suspected centre staff malpractice

This form is to be used by the Head of Centre to report an instance of suspected centre staff malpractice to Cambridge International **before** an investigation starts.

The Head of Centre must complete each field in this form and make sure the information is accurate before signing and sending it to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org). Do not send this form back in the script packet or with the coursework sample.

Centre number	<input type="text"/>	Centre name	<input type="text"/>
Exam Series	<input type="text"/>		
Syllabus code	<input type="text"/>	Component code	<input type="text"/>
Date and time of incident (DD/MM/YY HH:MM)	<input type="text"/>		
Date and time incident reported to Head of Centre (DD/MM/YY HH:MM)	<input type="text"/>		

**Name(s) of centre staff involved:**

Name	Role at centre

Please provide details of the nature of the suspected malpractice including how it was discovered, when and who by.

**You must refer to section 5.6 of the Cambridge Handbook and use it to detail the steps the Head of Centre will be taking to investigate this matter. Please include details of the evidence you will gather. This might include statements from the Head of Centre or teachers/invigilators and other evidence as detailed in section 5.6.3 (b) of the Cambridge Handbook.**

The Head of Centre must sign to confirm that they have completed and understood this form and that they have checked to make sure it is accurate.

**Head of Centre name**

**Date**

(DD/MM/YY)

## Returning this form

Return this form to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org). Please include your centre number and 'Form 9a - Notification of suspected centre staff malpractice' in the email subject line. Save a copy 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.