



CONFIDENTIAL

Notification of suspected centre staff malpractice

This form must be used by the Head of Centre to report an instance of suspected centre staff malpractice to us before an investigation starts.

Read section 5.6 of the *Cambridge Handbook* before you complete this form.

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. Do not return this form in the script packet or with the coursework sample.

Centre number		Centre name	
Exam series			
Syllabus code		Component code	
Date and time of incident (DD/MM/YY HH:MM)			
Date and time incident reported to Head of Centre (DD/MM/YY HH:MM)			

Name of centre staff involved	Role at centre

Tell us about the suspected malpractice, including how it was discovered, when and who by.

Tell us how the Head of Centre is investigating this suspected malpractice. Please include details of the evidence you will gather. This might include statements from the Head of Centre or teachers/invigilators and other evidence. See section 5.6.3 (b) of the *Cambridge Handbook* for examples.

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

Signed (Head of Centre)

Date
(DD/MM/YY)

Name

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

Guidance notes

Returning this form

Return this form to info@cambridgeinternational.org. Include your centre number and 'Exam day: Form 9a Notification of suspected centre staff malpractice' 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.

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

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