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| CONFIDENTIAL |
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Suspected candidate malpractice report

This form is to be used by the Head of Centre to report instances of suspected candidate malpractice. This includes all instances of suspected candidate malpractice in timetabled exams or other assessments.

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 send this form back in the script packet or with the coursework sample.

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|--|----------------------|-----------------------|----------------------|
| 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 of exam (if relevant) (DD/MM/YY HH:MM) | <input type="text"/> | | |

| Candidate number | Candidate name |
|------------------|----------------|
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If you are reporting more than five candidates, provide more candidate details on an extra page.

| | | |
|--|-----|----|
| Were the <i>Candidate Warning and Notice to Candidate</i> posters displayed inside and outside the exam room? | Yes | No |
| Were the <i>What to Say to Candidates</i> announcements read to candidates at the start and end of the exam? | Yes | No |

As stated in section 5.6.5 of the Cambridge Handbook, the Head of Centre must tell any individual accused of malpractice, preferably in writing, about the suspected malpractice and possible consequences as soon as possible. Any individual accused of malpractice must also:

- be made aware of the nature of the suspected malpractice
- be given the opportunity to submit a written statement
- be informed of our appeals procedure.

Tick this box to confirm that you have told any individuals accused of malpractice about the information in section 5.6.5 of the *Cambridge Handbook*.

Details of your investigation

| Names of invigilator(s)/teachers and/or other witnesses | Role at centre |
|---|----------------|
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Tell us about the candidate malpractice including how it was discovered, when, and who by.

List the evidence you are submitting with this form. This might include statements from the Head of Centre, teachers/invigilators, or candidates, and other evidence (see section 5.6.3 (b) of the Cambridge Handbook for examples).

If you aren't sending us statements from the candidate(s), tick this box to confirm that you gave candidates an opportunity to provide a statement but they chose not to.

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.

Returning this form

Return this form to info@cambridgeinternational.org. Include your centre number and 'Exam Day: Form 9c Suspected candidate malpractice report' 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>