

## 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](mailto:info@cambridgeinternational.org). Do not send this form back 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 of exam (if relevant)   
(DD/MM/YY HH:MM)

Candidate number	Candidate name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If reporting more than five candidates, please provide further candidate details on an additional page.

Were the *Candidate Warning and Notice to Candidate* posters displayed inside and outside the exam room? Yes  No

Were the *What to Say to Candidates* 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 make any individual accused of malpractice aware, preferably in writing, of the suspected malpractice and possible consequences at the earliest opportunity. 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.

Please tick this box to confirm that any individuals accused of malpractice have been made aware of the information in section 5.6.5 of the *Cambridge Handbook*

**Names of invigilator(s)/teachers and/or other witnesses**

Name	Role at centre

**Please detail the nature of the candidate malpractice including how it was discovered, when and who by.**

**Please list the evidence you are submitting with this form. This might include statements from the Head of Centre, teacher/invigilators or candidates, and other evidence as detailed in section 5.6.3 (b) of the *Cambridge Handbook*.**

If statements from the candidate(s) have not been enclosed, please tick this box to confirm that candidates have been given an opportunity to provide a statement, but have chosen not to do so.

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 9c - Suspected candidate malpractice report' 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.