

## Damaged or Open Question Paper Packet

Read the guidance notes at the end of the form before you fill it in.

Centre number	<input type="text"/>	Centre name	<input type="text"/>
Reported by: Name	<input type="text"/>	Reported by: Job title	<input type="text"/>
Exam series	<input type="text"/>		
Airway bill number	<input type="text"/>	Date received (DD/MM/YY)	<input type="text"/>
Syllabus/component code	<input type="text"/>	Syllabus/component title	<input type="text"/>
Syllabus/component code	<input type="text"/>	Syllabus/component title	<input type="text"/>
Syllabus/component code	<input type="text"/>	Syllabus/component title	<input type="text"/>
Syllabus/component code	<input type="text"/>	Syllabus/component title	<input type="text"/>

**Centre report** (see guidance notes for details of what needs to be recorded in this box)

- |  |            |           |
|--|------------|-----------|
| 1. Is the outer packaging damaged? If you answer 'Yes' go to question 2. If you answer 'No' go to question 3.  | <b>Yes</b> | <b>No</b> |
| 2. Is there any indication that the package has been inspected by customs?   | <b>Yes</b> | <b>No</b> |
| 3. Have you attached photographs of the packet(s)?   | <b>Yes</b> | <b>No</b> |
| 4. Can you access the contents of the packet because of the damage/opening? If you answer 'Yes' go to question 5. If you answer 'No' go to question 6. | <b>Yes</b> | <b>No</b> |
| 5. Does the packet(s) contain the right number of question papers?   | <b>Yes</b> | <b>No</b> |
| 6. Have you resealed the question paper packet(s) according to the instructions on the next page?  | <b>Yes</b> | <b>No</b> |

Signed (Head of Centre)  Date (DD/MM/YY)

Name

Please sign to confirm that the question paper packet(s) have been re-sealed and secured in accordance with the guidelines set out on page 2 of this form. If you submit this form electronically please tick the check box as an alternative to signing the form.

## Returning this form

Return this form to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) Please include your centre number and 'Form 3 Damaged or Open QP Packet' in the email subject line. Save a copy of the form for your own records. If you are Associate Centre and work with us through a Cambridge Associate please submit this form directly to them.

## Guidance notes: Completing this form and your responsibilities

- Please complete this form if you receive question paper packets that have been damaged, opened in transit or damaged whilst opening the outer packaging. If you open a question paper packet in error please complete '[Exam Day - Form 11](#)' instead.
- In the box marked '**Centre report**' please provide the following details:
  - who discovered that the question paper packet was damaged or opened
  - when they discovered it
  - how the damage or opening occurred (if known)
  - where the packet(s) have been stored and who has had access to this area
- Provide photographs of the damaged or opened packet. Make sure the photos show all the visible damage (or the opening) and the label on the front. Also make sure you provide a photograph of the sealed packet(s), including the signatures over the seal (see procedure for resealing the pack).
- Follow the procedure for resealing the packet detailed below.
- You must store your confidential materials securely according to our regulations in Parts 4 and 5 of the *Cambridge Handbook*.

**Remember** only check the contents of the packet if it is open or damaged to the extent that you can access the question papers.

### Procedure for resealing the packet(s)

To secure the question papers in the damaged or opened packet(s) you (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 'Question Papers', the correct syllabus and component code and the date and time of the relevant exam.
4. Seal the envelope or packet.
5. You (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 area.

**You must** complete and submit the form immediately after the incident has occurred.

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.