

Missing 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"/>		
Syllabus and component code	<input type="text"/>	Syllabus/ component title	<input type="text"/>
Exam date (DD/MM/YY)	<input type="text"/>	Session	AM PM
Who discovered the question paper packet was missing?	<input type="text"/>		
Airway bill number (if known)	<input type="text"/>		

How and when was this issue identified?

What are your centre's procedures for receiving and checking confidential despatches?

Did you make late entries for this syllabus and component?	Yes	No
Have you conducted a full audit of all the confidential materials in your secure storage?	Yes	No
Are all your question paper packets stored in date order?	Yes	No
Have you spoken to the person who normally receives confidential despatches at your centre about the missing packet?	Yes	No

Signed (Head of Centre)

Date
(DD/MM/YY)

Name

Please sign to confirm that all possible searches have been conducted at your centre to locate the missing question paper packet.

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 Please include your centre number and 'Form 2 Missing Question Paper Packet' in the subject line of your email. 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.

Guidance notes

Completing this form and your responsibilities

- Complete all sections of this form and return it to us as soon as possible.
- Send a scanned copy of the despatch note with this form, indicating which question paper packets you have received.
- It is the responsibility of the Head of Centre to make sure all examination materials are secure from the moment you receive them until the exam.
- You must store your confidential materials securely according to our regulations in Parts 4 and 5 of the *Cambridge Handbook*.

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

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