



CONFIDENTIAL

Suspected candidate malpractice report

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

Please use Exam Day – Form 9d to report suspected candidate malpractice involving unauthorised materials.

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. Read section 5.6 of the Cambridge Handbook and the guidance notes of this form before completing it.

Section A: Exam information

| | | | |
|----------------------|--|-----------------------|--|
| Centre number | | Centre name | |
| Exam series | | | |
| Syllabus code | | Component code | |

Date and time of incident
(DD/MM/YY HH:MM)

Date and start time of exam (if relevant)
(DD/MM/YY HH:MM)

Section B: Candidate information

| Candidate number | Candidate name | Statement provided | | |
|------------------|----------------|--------------------|---|---------|
| | | Y | N | Refused |
| | | Y | N | Refused |
| | | Y | N | Refused |
| | | Y | N | Refused |
| | | Y | N | Refused |

If you are reporting more than five candidates, provide more candidate details on an extra 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 5.6.6 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 (including the opportunity to respond to points made in any centre staff statements which may be contradictory to their own account)
- be made aware of the possible consequences of malpractice; and
- 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 5.6.6 of the Cambridge Handbook.

Section C: Details of your investigation

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

Names of those involved with and/or witnesses of the suspected malpractice:

| Name | Role | Statement provided | |
|------|----------------|--------------------|---|
| | Head of Centre | Y | N |
| | Exams Officer | Y | N |
| | Supervisor | Y | N |
| | Invigilator | Y | N |
| | | Y | N |

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) **Centre name**

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>

Guidance notes

Collect and return all candidate scripts to Cambridge as normal (do not keep any scripts at your centre).

The centre report and statements must include:

- A detailed account of the incident or circumstances surrounding the suspected malpractice.
- Details of the investigation you have carried out.
- The guidance given to staff and candidates about exam conduct and Cambridge regulations. For example, confirmation that the candidate received their statement of entry containing the copy of the Notice to Candidates
- Any actions you have in place to reduce the risk of malpractice occurring (if appropriate).

You must also attach copies of the following documents:

- candidate statement(s)
- invigilator statement(s)
- photographs of any other evidence (if appropriate)
- a copy of your seating plan (if appropriate)

Please store the original documents securely at your centre.