

CONFIDENTIAL

Suspected candidate malpractice report - unauthorised materials

Use this form to report instances where candidates have brought unauthorised materials into the exam room or have accessed unauthorised materials during the exam. This includes timetabled exams or other assessments. Section 5.1.8.2 of the Cambridge Handbook provides examples of unauthorised materials.

If you are reporting any other form of suspected candidate malpractice, please complete Exam Day - Form 9c.

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	

Type of unauthorised materials discovered: Mobile Phone Smart Watch Notes

Other(detail)

Date and time that the unauthorised materials were discovered
(DD/MM/YY HH:MM)

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

After being discovered, was the device checked for evidence of use? Y N

Are you including images with this report? Y N

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

Please provide a summary of the incident and any investigation that has been completed at your centre. You must include the names of all involved with and/or witnessed the suspected malpractice.

You must attach copies of all documents/items listed in the below table when submitting this form. Failure to provide the requested documents listed below may result in a delay in the conclusion of your case.

Please confirm using the tick boxes below that each item has been provided.		Additional information from Centre (optional)
<p>A statement from each candidate involved in the incident.</p> <p>This statement must include confirmation as to whether the candidate(s) were in possession of the unauthorised materials, and full details of whether and/or how the unauthorised materials were used.</p>	<p>Yes</p> <p>No</p>	
<p>A statement from each invigilator involved in the incident.</p> <p>This statement must include whether they observed the candidate(s) using the unauthorised materials or whether they observed the unauthorised materials in the candidate's possession.</p>	<p>Yes</p> <p>No</p>	
<p>A statement from the Head of Centre.</p> <p>This statement must include details regarding your centre's processes for ensuring unauthorised materials are not brought into the exam room, including any instructions given to candidates regarding unauthorised materials.</p>	<p>Yes</p> <p>No</p>	

Images of the unauthorised materials found in the candidate's possession.	Yes No	
If relevant to the incident, a copy of the notes found in the candidate's possession.	Yes No	
If relevant to the incident, photographs of any other evidence (for example, items being accessed on an electronic device).	Yes No	
If relevant to the incident, a copy of the seating plan of the exam room where the incident occurred.	Yes No	

Please store the original documents securely at your centre.

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 9d 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).