

Missing question paper packet

This form should be used to report if any question paper packets listed on the despatch note are missing or if a question paper packet has gone missing at your centre. **If you are missing an entire box/despatch, please do not complete this form, instead send an email with the subject 'Missing confidential despatch'.**

You must complete and submit the form immediately after the incident has occurred. This means on the same day, or no later than 12:00, local time, the following working day.

If you have made late or very late entry amendments for this exam, please check the email regarding the late or very late entries approval to make sure this is not being sent via Digital File Despatch.

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|-------------------------------|----------------------|--|----------------------|
| Centre number | <input type="text"/> | Centre name | <input type="text"/> |
| Incident discovered by (name) | <input type="text"/> | Job title | <input type="text"/> |
| Exam series | <input type="text"/> | Date despatch received | <input type="text"/> |
| Airway bill number | <input type="text"/> | Date the missing packet was discovered | <input type="text"/> |
| Syllabus/component | <input type="text"/> | Syllabus name | <input type="text"/> |
| Exam date | <input type="text"/> | Exam session | <input type="text"/> |

| Please answer the following questions: | Centre report | |
|---|---------------------------------|--------------------------------|
| Please describe your centre's procedures for receiving and checking confidential despatches | <input type="text"/> | |
| Who is responsible for receiving and checking confidential despatches? Were they at your centre on the day this despatch was delivered? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| What date and time was the despatch checked? | <input type="text"/> | |
| Is there any damage to the outer (courier) packaging? Please confirm: <ul style="list-style-type: none"> - details of the damage - details of how the damage occurred (if known). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Where has the confidential despatch been stored? Please confirm: <ul style="list-style-type: none"> - who received it and where it was opened - where it was stored after it was opened and when it was put there - who has had access to this area. | <input type="text"/> | |

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| <p>Please provide details of the searches your centre has conducted.</p> <p>Please confirm that you have:</p> <ul style="list-style-type: none"> - checked behind or by the sides of the safe - checked for static by gently pulling the other packets in the despatch apart to check that the missing packet is not stuck to another packet - conducted a full audit of all the confidential materials in your secure storage. | |
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|---|--------------------------|-----|
| Please tick to confirm the following: | | |
| 1. You have attached photographs of the outer (courier) packaging. | <input type="checkbox"/> | Yes |
| 2. You will keep the outer (courier) packaging of the despatch. | <input type="checkbox"/> | Yes |
| 3. You have attached a copy of the despatch note for this delivery. | <input type="checkbox"/> | Yes |

Name
(Head of Centre)

Signed
(by Head of Centre)

Date

/

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Please sign to confirm that you have fully completed and understood this form and that you have checked to make sure it is accurate. If you submit this form electronically, please tick the check box as an alternative to signing the form.

Returning this form

Email 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.

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>