**TLM R1 REPORT: Suspected candidate malpractice**

**Confidential**

This form is to be used by centres to report instances of suspected candidate malpractice.

**Date of incident** **Time (AM/PM session)**

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**Centre number** **Centre name and address**

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| **Centre e-mail address** | | | | | | | | | | **Centre telephone number** |
|  | | | | | | | | | |  |
| **Preferred method of communication** | | | | | | | | | | |
| By post  By e-mail  By telephone | | | | | | ☒  ☒  ☒ | | |  | |

**Candidate number(s) Candidate name(s)**

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**Examination/Assessment details**

|  |  |
| --- | --- |
| **Qualification**  **or specification code** | **Qualification or specification title** |
|  |  |
| **Component/unit code** | **Component/unit title** |
|  |  |

**Name(s) of invigilator(s) / assessment personnel or other witness/witnesses**

|  |  |
| --- | --- |
| **Name** | **Role** |
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**Complete Sections A, B, C and D as indicated.**

**Section A**

**Describe the nature of the suspected candidate malpractice including details as to how it was discovered, by whom and when.**

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**Section B**

**Describe how the candidates were made aware of the examination or assessment regulations.**

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**Section C**

**Examinations**

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| --- | --- | --- | --- |
| Was the *Warning to Candidates* displayed outside the examination room? (either by means of a projector or in hard copy paper format) |  | YES |  |
|  | NO |  |
|  |  |  |  |
| Had the candidate(s) been issued with a copy of the  *Information for candidates*? (either electronically or a paper version) |  | YES |  |
|  | NO |  |
|  |  |  |  |
| Were candidates reminded of examination regulations at the beginning of this particular examination? |  | YES |  |
|  | NO |  |
|  |  |  |  |

**Controlled assessments / Coursework**

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| --- | --- | --- | --- |
| Had the candidate(s) been issued with a declaration of authentication? |  | YES |  |
|  | NO |  |
|  |  |  |  |
| Had the candidate(s) signed the declaration of authentication stating that all work completed was the candidate’s own? |  | YES |  |
|  | NO |  |
|  |  |  |  |
| Was the *Information for candidates* issued to the candidate(s) prior to signing the declaration of authentication? |  | YES |  |
|  | NO |  |

**Section D**

|  |  |  |  |
| --- | --- | --- | --- |
| If the incident involves disruptive behaviour, did the candidate’s behaviour cause disturbance to other candidates? |  | YES |  |
|  | NO |  |
|  |  |  |  |
| If the answer to the above question is yes and you wish to request special consideration for other candidates, please submit an application for special consideration in the normal way. | | | |
|  | | | |
| If the incident involves the introduction of unauthorised material, is the unauthorised material enclosed? |  | YES |  |
|  | NO |  |
|  |  |  |  |
| If the answer to the above question is no, please give details below of the nature of the unauthorised material. | | | |
|  | | | |

If the case involves plagiarism please provide full details (i.e. title, author, edition, website, etc.) of the material plagiarised and include copies if possible.

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If there are any other details you feel are relevant to this allegation, including mitigating circumstances, please give further information below.

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**Supporting evidence**

**If submitting this form by e-mail, please ensure that all supporting documents are scanned and attached (preferably as PDF documents) to the same e-mail.**

|  |  |
| --- | --- |
| **Evidence submitted with this form** |  |
| Statement(s) from invigilator(s) |  |
| Statement from teacher/tutor/head of subject/assessor/internal verifier |  |
| Statement from examinations officer |  |
| Statement(s) from candidate(s) |  |
| Statement from employer |  |
| Seating plan of examination room |  |
| Unauthorised material removed from the candidate(s) |  |
| Copies of sources of plagiarised material |  |
| Assessment and Internal Verification or Moderation records |  |
| Other (please give details) |  |

**To be completed by the head of centre**

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| --- | --- | --- | --- |
| **Name**  **(please print)** |  | **Tel No.** |  |
| **Signature\*** |  | **Date** |  |

\* Submission by e-mail from the centre’s registered e-mail address will be accepted in place of a signature.