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Bhutan Council for School Examinations and Assessment
Ministry of Education and Skills Development
Royal Government of Bhutan

bcsea

Malpractice Report Form A – Candidate Form

SECTION A: EXAM INFORMATION

Centre Name

Subject Name

Subject (Syllabus) Code

Paper (Component) Code

Examination Level

Centre Code

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

Examination Room No

SECTION B: CANDIDATE INFORMATION

Index number

Name

Statement provided

Was the Notice to Candidates displayed outside the examination room/hall?

Were the candidates briefed on conduct of examination?

Were the candidates properly frisked?

Were the malpractice-related announcements made to candidates in the examination room/hall?

Tick the box if the following actions have been followed:

1. The candidate has been informed about the nature of the suspected malpractice. ☐
2. The candidate has been given the opportunity to submit a written statement. ☐
3. The candidate has been made aware of the possible consequences of malpractice. ☐

SECTION C: DETAILS OF YOUR INVESTIGATION

Provide a detailed report on the incident, including any investigations conducted at your centre. The report should detail how, when, and by whom the incident was identified. Please include the names of all individuals involved in or who witnessed the suspected malpractice. Use the extra sheet if required:

Do not give opinions or assumptions

SECTION C (CONTINUED): ADDITIONAL SPACE FOR THE REPORT

SUPPORTING DOCUMENTS

Tick the box if you attached copies of all documents/items listed below when submitting this form:

1. A statement from candidate involved in the incident. ☐
2. A statement from invigilator/other officials involved in the incident. ☐
3. Any unauthorised materials/evidence involved in the incident. ☐
4. Seating plans, if applicable. ☐
5. Others (specify): ☐

Returning this form

Return this form in the miscellaneous box and email a copy to controller@bcsea.bt

Guidance notes

• If malpractice is suspected during an exam, the candidate should be allowed to continue writing unless it poses a risk to other candidates or to the integrity of the examination. The invigilator should note the incident, collect any evidence, and report it after the exam.

• Collect and enclose all candidate question-answer booklet in the respective subject envelope

SIGN-OFF

Signature

Signature

Name of the Supervising Examiner

Name of the Convenor

Date (DD/MM/YY)

Date (DD/MM/YY)