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

Malpractice Report Form B – Centre Staff Form

This form must be used by the Supervising Examiner to report an instance of suspected centre staff malpractice.

EXAM INFORMATION

Centre Name

Examination Paper

Examination Level

Centre Code

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

CENTRE STAFF INVOLVED

Name of centre staff involved	Parent School	CID/EID	Role at centre

Tick the box if the following actions have been followed:

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

DESCRIPTION OF THE SUSPECTED MALPRACTICE

Describe about the suspected malpractice, including how it was discovered, when and by whom. Use the extra sheet if required:

DESCRIPTION (CONTINUED): ADDITIONAL SPACE

EVIDENCE SUBMITTED

List the evidence submitted with this form. This might include statements and other evidence.

Returning this form

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

SIGN-OFF

Name of the Supervising Examiner

Date (DD/MM/YY)

Signature