WRONG PACKAGE OPENED FORM

Incident Report

IMPORTANT - READ BEFORE COMPLETING THIS FORM

- If the candidates have seen any of the contents of the question paper, keep the candidates in the exam room and immediately contact BCSEA for advice. This allows BCSEA to assess the risk of the candidates potentially having prior knowledge of a future paper.
- You must complete and submit this form immediately after the incident has occurred. This means on the same day.

A EXAMINATION DETAILS

CENTRE NAME

CENTRE CODE

SUBJECT & PAPER CODE

DATE

SCHEDULED START TIME

B INCIDENT DETAILS

TIME OF INCIDENT

PACKAGE OPENED

CORRECT PACKAGE SHOULD HAVE BEEN

WHO CHECKED THE PACKAGE BEFORE OPENING

HOW DISCOVERED

C ACTION TAKEN

- [ ] Correct package provided
- [ ] Incident recorded
- [ ] Reported to BCSEA

D MANAGEMENT OF THE PACKAGE OPENED IN ERROR

Complete all questions. Provide full details where asked.

Has the package been resealed?

IF NOT RESEALED IMMEDIATELY: WHERE WAS IT STORED UNTIL RESEALED, AND WHO HAD ACCESS?

WHO WAS PRESENT WHILE IT WAS RESEALED?

WHEN WAS IT RESEALED? (DD/MM/YY HH:MM)

WHERE WAS IT RESEALED?

WHERE WAS IT STORED AFTER IT HAD BEEN RESEALED?

Have all the question papers been put in the resealed package?

WHO CHECKED THAT ALL QUESTION PAPERS WERE IN THE RESEALED PACKAGE?

☐ Photograph(s) of the resealed package attached as evidence.

E SUPERVISION & SECURITY CONFIRMATION

Candidates were supervised continuously.	
No breach of examination security occurred.	
Candidate had no access to other papers.	
Have any candidates seen any of the contents of the question paper?	

If Yes, provide the following:

CANDIDATE NUMBER(S) AND NAME(S)

TIME THE EXAM STARTED

TIME THE ERROR WAS IDENTIFIED

Confirm candidates were not unsupervised at any point.	
Did candidates have any access to electronic devices after the exam?	
Have any staff or other person(s) seen the contents of the confidential exam materials?	

IF YES, PROVIDE NAMES AND JOB TITLES

F DECLARATIONS

Invigilator

I confirm that the wrong question paper package was opened in error and all corrective measures were taken in accordance with BCSEA regulations.

NAME

SIGNATURE

DATE (DD/MM/YY)

Supervising Examiner

I verify that this incident has been handled according to examination regulations.

NAME

SIGNATURE

DATE (DD/MM/YY)

Returning this form

- Return this form in the miscellaneous box and email a copy to controller@bcsea.bt
- The form must be submitted on the same day as the incident

Notes

- Retain this form for audit and inspection purposes.
- Ensure candidates' scripts and security are fully protected.
- All incidents of wrong packages must be reported to BCSEA immediately.