Examination Centre

Centre Number

* Complete all sections, **including the details overleaf.**
* Give details in the space provided below.
* Email a copy of the completed form to [breaches@nzqa.govt.nz](mailto:breaches@nzqa.govt.nz?subject=Examination%20Breach)
* Put the signed copy and any additional materials into a plastic bag. This then goes inside the green E-pak.
* Put the candidates answer booklets in the green E-pak to send to the marker as usual unless the breach involves authenticity.

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| Examination and standards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Type of Examination | | | | | |  | Paper | | | | |  | | Digital | | | | |  | | Composite | | | | | | | | | | | | | | |
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| Examination | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
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| Level | | | | | |  | | Level 1 | | | | |  | | Level 2 | | | | |  | | Level 3 | | | | | | |  | NZ Scholarship | | | | | |
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| Standard numbers of booklet(s) provided (eg. 90851) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SAC candidate? | | | | | |  | | Yes | | | | |  | | No | | | | | | | | | | | | | | | | | | | | |
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| Candidate details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Candidate First Names (given names) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
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| Candidate Surname (family name) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
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| National Student Number (NSN) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
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| Multiple Candidate Breach (Please provide candidate’s NSNs). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Candidate #2 | | | | |  | | | | Candidate #3 | | | | | | |  | | | | | | | Candidate #4 | | | | | | | |  | |  | | |
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| Candidate #5 | | | | |  | | | | Candidate #6 | | | | | | |  | | | | | | | Candidate #7 | | | | | | | |  | |  | | |
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| ***A copy of this report may be sent to the candidate(s)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Time of incident | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
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| What happened: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Continue over page if needed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| What happened (continued): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Were other candidates disadvantaged by this incident? If yes, please indicate to what extent. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Action taken | | | | | | | | | | | | | | | | | | | | | | | | | (use separate page, if necessary) | | | | | | | |  | |
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| Materials included with this report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | |  | Any notes or additional materials taken from candidate/s. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | |  | Information retrieved from electronic devices (liaise with PN) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | |  | Student scripts (where possible breach involves authenticity) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | |  | Examination room plan (who was sitting where), where applicable | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Check the candidate has the correct NSN, name and examination centre code on each booklet then place this form on top of the completed answer booklet facing outwards. Put everything into a plastic bag and seal the top. Place the plastic bag inside the green E-pak. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | Centre Manager / Supervisor – Name and Signature | | | | | | | | | | | | | | | | | | | | | | | |  | Date | | | | |  | | |
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