

**QA 6.10.3a Template Letter – Notification of Investigation of
Assessment Malpractice**

NAME

ADDRESS 1

ADDRESS 2

ADDRESS 3

Date: <dd/mm/yy>

Subject: Alleged breaking of our assessment rules (**malpractice**)

Dear Mr/Ms < Name>,

It has come to our attention that you may have broken the rules of our assessment system (malpractice) relating to: *(delete as appropriate)*

<Assessment Title> held at <Location> on <date>.

<Assessment Event> held at <Location> on <date>.

<other - specify what the alleged malpractice relates to, when and where it is alleged to have occurred if known>

Next steps

We are going to investigate this alleged malpractice. Our investigator will contact you soon. I want to assure you that we will carry out this investigation in a **discreet, confidential¹ and fair manner**. Our investigation will follow the Cork ETB **QA 6.10 Procedure for Managing Assessment Malpractice**. I attach a copy of this procedures document.

If you require any further information, please contact me.

Yours sincerely,

<Name>

Principal/Centre Manager

¹ Except in exceptional circumstances where there is an obligation to report an incident to the Gardaí for example.