

6.10.6a Notification of Assessment Malpractice Investigation

Finding

NAME

COMPANY NAME (if applicable)

ADDRESS 1

ADDRESS 2

ADDRESS 3

Date: <dd/mm/yy>

Subject: Assessment Malpractice Investigation Finding

Dear Mr/Ms < Name > ,

Cork ETB has completed its investigation into the alleged assessment malpractice in accordance with the Cork ETB *Procedures for Managing Assessment Malpractice*. I wish to inform you that the finding of this investigation is that the malpractice allegation is <unsubstantiated/substantiated> (*delete as appropriate*).

(In the case of substantiated malpractice)

<As a result of the investigation Cork ETB has decided to impose the following sanction: _____>

Please note that you may initiate an appeal of the finding of this investigation, in writing, within 10 working days from the date of this letter. An application form for the appeal of the assessment investigation finding is enclosed with this letter>.

If you require any further information, please do not hesitate to contact me.

Yours sincerely

<Name>

Principal/Centre Manager