



6.10.4b Investigative Report into Alleged Assessment Malpractice Template

STRICTLY PRIVATE AND CONFIDENTIAL

SECTION 1: GENERAL

Cork ETB Centre or Training Provider Details			
Cork ETB Centre			
Address			
Course reference number/ contract number/ course code (as applicable)			
Contact name		Position	
Contact number		Email address	
Assessment Details			
Award details (Type/Level/Title)		e.g. Level 5 Minor Computer Applications	
Title of assessment			
Assessment location			
Description of Alleged Malpractice			
Date of alleged malpractice		Time of alleged malpractice	
Description of alleged malpractice. (Specify the assessment procedure/rule that has allegedly been breached. Include details of mitigating factors, if any).			
Number of learners impacted		Number of learners implicated (if any)	
Nature of impact on learners			
Certification status at time of allegation notification (insert X as appropriate)			



Certificates not requested and will not be progressed until process is concluded		
Certificates have been issued and are to be retrieved and held pending outcome of process		
Certificates have not been issued and will be held until the process is concluded		
Certification will not be impacted		
Notification of malpractice allegation		
Name of relevant principal/campus or centre manager		
Notified by (name)		
Notified verbally or in writing (Please insert X)	Verbally	In Writing
Date of notification		
Party to be investigated notified in writing	Yes	Date
Name(s) of Investigator(s)	Contact no	Email address
Comment		
Notification to quality assurance office (input X)	Yes	No
		Date

SECTION 2: INVESTIGATION REPORT

If this section is not applicable, please insert X.

Investigation	
Name(s) of person(s) spoken to/met	
Documents reviewed	
Evidence reviewed	
Investigation findings	
Investigation findings	



Supporting documents/ evidence/testimony			
Allegation substantiated	Yes	No	
Investigation report submitted to relevant principal/campus or centre manager	Date:		
Signed (Investigator)		Date	
Print Name			

SECTION 3: FINDINGS ADJUDICATION AND COMMUNICATION OF FINDINGS

If this section is not applicable, please insert X.

Findings adjudication by principal/campus/centre manager			
Malpractice allegation findings	Substantiated	Not Substantiated	
Sanctions imposed			
Comment			
Signed (relevant principal/campus centre manager)		Date	



SECTION 4

Communication of adjudicated findings				
Adjudicated findings	Communicated to: (as relevant)	Please insert X	Date	Informed by
	Learner			
	Relevant manager coordinator			
	Assessor/exam supervisor			
Other party informed (specify)				