**NOTICE OF ALLEGATION OF ASSESSMENT MALPRACTICE TEMPLATE LETTER**

**To be completed on KCETB / Centre Headed Paper and issued to the learner who is the subject of the allegation.**

NAME

CENTRE NAME (if applicable)

ADDRESS 1

ADDRESS 2

ADDRESS 3

Reference Identifier:

Date:

Subject: Alleged Assessment System Malpractice

Dear Mr/Ms < Name>,

I wish to inform you that it has come to our attention that an assessment system malpractice may have occurred relating to:

<Insert details of Assessment Type, location (Centre) and date (if applicable)>

< Centre Name> intends to conduct an investigation into the alleged malpractice in accordance with the KCETB Academic Integrity Policy available on [www.kcetbqa.ie](http://www.kcetbqa.ie).

The investigation will be conducted by a person(s) with no conflict of interest pertaining to the case.

I wish to assure you that the investigation will be carried out in a discreet and confidential manner, and will have due regard to the principles of natural justice for all parties concerned.

If you require any further information please do not hesitate to contact me. Please keep this letter, and all documentation related to this issue, as you will need to quote the reference identifier above in all your correspondence with the < Centre Name> with regard to this issue.

Yours sincerely

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Centre Manager/ Principal/ Programme Co-ordinator