**NOTICE OF OUTCOME OF INVESTIGATION LETTER (SUBSTANTIATED)**

NAME

CENTRE NAME (if applicable)

ADDRESS 1

ADDRESS 2

ADDRESS 3

Reference Identifier:

Date: Click or tap to enter a date.

Subject: Alleged Assessment System Malpractice

Dear Mr/Ms < Name>,

I am writing to inform you about the outcome of the investigation into the malpractice allegation identified by reference above.

The allegation has been substantiated following an investigation. The following sanction will apply: <Insert Detail>

This sanction could potentially impact your award as follows: <Insert Detail>

Should you wish to appeal this finding or this sanction, you must complete the attached application form and return it to me within ten (10) working days from the date of this letter by Click or tap to enter a date.

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 the above reference number to complete the appeal form (if you are taking one) and in all your correspondence with the < Centre Name> with regard to this issue.

Yours sincerely

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Centre Manager/ Principal/ Programme Co-ordinator <Delete as appropriate>