**NOTIFICATION OF INVESTIGATION LETTER TEMPLATE**

<FIRST NAME> <SURNAME>

<ADDRESS 1>

<ADDRESS 2>

<ADDRESS 3>

Reference Number: <Number>

<Insert date here>

Subject: Alleged Assessment System Malpractice

Dear <Title> < Surname>

I wish to inform you that it has come to our attention that an Assessment System Malpractice may have occurred 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>

The < Provision Name> intends to conduct an investigation into the alleged malpractice in accordance with the Limerick and Clare Education and Training BoardAssessment Malpractice Procedures(copy attached). You will be contacted by the Investigator appointed to investigate the alleged assessment malpractice in due course.

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 quote the reference number above in all your correspondence with the < Provision Name> in this regard.

Yours sincerely

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

<Name>

<Provision Co-ordinator>