

Malpractice Details

Please provide details of the suspected malpractice. (You may continue on a separate sheet)

Were the learner(s) made aware of the assessment regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the 'assessment in progress' sign displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were the invigilators' instructions read/explained to the learner(s), if applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were the learner(s) informed of assessment regulations at the start of the assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the learner(s) signed the confirmation of completion of worksheets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the learner(s) signed the completion declaration page of their portfolio?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the tutor signed the completion declaration page of the portfolio(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the assessor signed the completion declaration page of the portfolio(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the malpractice is plagiarism, please provide details and include copies if possible. (You may continue on a separate sheet)

If the malpractice involved disruptive behaviour, did this disturb another learner(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the malpractice involve the use of unauthorised material?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supporting Evidence Submitted

- Statement from centre co-ordinator
- Statement from tutor
- Statement from assessor
- Statement from invigilator (if applicable)
- Statement from learner(s)
- Learner portfolio(s)
- Unauthorised material removed
- Source copies of plagiarised material
- Assessment records
- Other supporting evidence (please specify)

Please indicate below the status of any statement(s) from those accused of malpractice.

- Statement(s) from those accused of malpractice are enclosed with this form
- Statement(s) from those accused of malpractice are not enclosed with this form; the opportunity to make a statement was given, but was declined by the accused

I confirm that the information supplied above is in support of the suspected malpractice that has been indicated on this form.

Name	
Position	
Signature	
Date	DD/MM/YYYY