Reporting malpractice/maladministration

**Please complete the fields below and return this form to:** **assessment @archaeologists.net**

**About you:**

|  |  |
| --- | --- |
| Your name |  |
| Your email address |  |
| Contact telephone number |  |
| Do you have a role in the assessment process? E.g. assessor, candidate |  |

**About the alleged malpractice/maladministration:**

|  |
| --- |
| 1. Does this allegation relate to a specific qualification? If yes, please state the name of the qualification.
 |
|  |

|  |
| --- |
| 1. Who are the people involved in the alleged malpractice/maladministration?
 |
|  |

|  |
| --- |
| 1. Please provide details about the alleged malpractice/maladministration. You may wish to include:
* Who was involved
* When it occurred
* Why you think the activity constitutes malpractice/maladministration
* Details of any evidence that you have to support the allegation
 |
|  |

*CIfA Qualifications use only:*

|  |
| --- |
| I have reviewed this report and can confirm that I will instigate the following actions:  |
|  |
| Name | Role at CIfA Qualifications | Date |
|  |  |  |