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**Standard letter to students regarding suspected assessment irregularities**

The following template should be used to notify students of assessment irregularity allegations. Taught Programme Directors and Faculty Research Degree Directors may amend this text as appropriate for individual cases.

Subject: **Assessment Irregularities – [Module name(s) OR Project Report OR Exam/Paper/Date OR other assessment task].**

Dear [student first name],

In my role as Faculty Taught Programme Director/Faculty Research Degree Director, it is my responsibility to investigate assessment irregularities. Your assessed work for [Module name(s) OR Project Report OR Exam/Paper/Date OR other assessment task] has been brought to my attention in this regard.

Attached is an **Assessment Irregularity Record Form** detailing the alleged irregularity and my initial investigation; plus a copy of the School’s **Assessment Irregularities procedures** (from [Chapter 7 of the LSHTM Academic Manual](https://www.lshtm.ac.uk/sites/default/files/academic-manual-chapter-07.pdf)), which include relevant definitions and details of how these matters will be dealt with.

An Irregularity Investigation Panel will be meeting to discuss this on [date] at [time] in [room number, building name and full address]. The Panel will consist of [Programme Director or Module Organiser – name and title] and myself.

[London-based students only]: You are invited to attend this Panel meeting to explain or discuss this matter and provide any further relevant evidence. A friend or representative may accompany you. If you are unable to attend in person, your explanation and evidence may be given in writing; or directly via phone, video link or similar. If the date and time are not convenient then I will be willing to reschedule (I would like the Panel to meet within the next two weeks).

[Distance Learning students only]: You are invited to explain or discuss this matter and provide any further relevant evidence to the Panel. As a distance-based student, you are not required to attend in person but instead may give your explanation and evidence either in writing or directly via phone, video link or similar. If the date and time are not convenient then I will be willing to reschedule, (I would like the Panel to meet within the next two weeks). You would also be welcome to attend the Panel meeting in person, and may be accompanied by a friend or representative as per the Assessment Irregularities Policy and Procedure.

By return of email, please can you:

* Confirm whether you will attend the Panel meeting, participate remotely via another method or provide input in writing ahead of the meeting.
* If you wish to attend or participate but the date or time is not convenient, let me know that this is the case and suggest alternative dates. (I would like the Panel to meet within the next two weeks)

Yours sincerely,

[Name, title and correspondence details of Taught Programme Director]