

File no.: 19/4/11/1  
Investigating officer: Surname, initials

### Template for assessment irregularity investigation report

<b>School/examination centre name:</b>		
<b>Education district:</b>		
<b>Circuit number:</b>		
<b>Case number:</b>		
<b>Key dates related to the alleged irregularity</b>	<b>Date occurred:</b>	
	<b>Date captured:</b>	
	<b>Date assigned for investigation:</b>	
	<b>Date investigation completed and report submitted:</b>	
<b>Learner CEMIS number:</b>		
<b>Subject:</b>		
<b>Grade:</b>		
<b>Assessment type:</b>		
<b>Irregularity type:</b>		
<b>Phase identified:</b>		

1. **Summary of assessment irregularity**

2. **Investigation background**

3. **Investigative actions taken**

4. **Investigative officer's findings**

5. **Marker's findings**

6. **Investigative officer's recommendations**

Recommendation(s)		Decision	
6.1		Approved	Not approved
6.2		Approved	Not approved
6.3		Approved	Not approved

**Investigating officer's name and surname:** \_\_\_\_\_

**Investigating officer's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Circuit manager's comments:**

**Circuit manager's name and surname:** \_\_\_\_\_

**Circuit manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_