# M1 - Report Form

**Before completing this form you should read the FutureQuals Malpractice and Maladministration Policy.**

This form may be used to report all suspected or actual cases of malpractice or maladministration on the part of a FutureQuals Approved Centre, Learner, Assessor or other person involved in the design, delivery or award of FutureQuals qualifications. It should include all details of the potential malpractice or maladministration as known at the time but centres should not undertake a full investigation until cleared to do so by FutureQuals.

**It is essential that this form is completed as soon as any potential malpractice or maladministration is reported or suspected.**

Please complete all sections of the form attaching any supporting documentary evidence and either email, post or fax to:

Quality Assurance, FutureQuals, EMP House, Telford Way, Coalville, Leicestershire LE67 3HE

Email: qualityassurance@futurequals.com | Tel: 01530 836662 | Fax: 01530 836668

**Please use additional sheets if required.**

## Date: Click or tap to enter a date.

## Centre number and name:

## Click or tap here to enter text.

## Qualification(s) affected - number and name including unit code (if applicable):

## Click or tap here to enter text.

## Name(s) of learner(s) involved (if appropriate):

## Click or tap here to enter text.

## Name(s) and role(s) of Centre staff involved (if appropriate):

## Click or tap here to enter text.

## Name(s) of Futurequals staff or consultant(s) involved (if appropriate):

## Click or tap here to enter text.

## Date(s) of suspected or actual occurrence:

## Click or tap to enter a date.

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| --- |
| AREA OF CONCERN(Please provide details of the issue raised as potential malpractice or maladministration): |
| Click or tap here to enter text. |

**Details of person making the report\*:**

## Name: Click or tap here to enter text.

## Position: Click or tap here to enter text.

## Signature: Click or tap here to enter text.

## Date: Click or tap to enter a date.

## Telephone: Click or tap here to enter text.

## Email: Click or tap here to enter text.

*\*If you wish to protect your identity, Please refer to the FutureQuals Public Interest Disclosure (Whistle-blowing) Policy which can be found on the FutureQuals website*

**In the event that the notification received relates to a qualification regulated by SQA Accreditation, in accordance with principle 14, the Accountable Officer will notify SQA Accreditation of the suspected case and outcomes***.*