Address:

Date:

Dear

**Stage 1 Plagiarism offence**

Your assessor has discovered that your work contains instances of **direct copying without acknowledging sources**. You have submitted this work for assessment as your own. These represent acts of plagiarism.

Since this is your first offence and the nature of the plagiarism is minor we are prepared to allow you to re-submit your work for assessment.

Please ensure that you have taken every opportunity to develop your study skills in class and through private study. If you are uncertain about how to avoid subsequent allegations of plagiarism, discuss this with your tutor, who will be able to provide guidance.

Were there to be further allegations of plagiarism, more severe penalties could be imposed, including withdrawal from the course.

Please find attached a copy of our assessment malpractice policy for your reference.

A record of this action will be maintained on your learner record.

Yours sincerely

Title

cc.