



### 3 Produce Written Report

When you have concluded your investigation, you will need to prepare a report with your findings using the **Investigator's report template**. Remember that the report will be seen by the student and possibly by others who are involved in the complaint via a DPA request. If a student decides to take their complaint for external review to the Office of the Independent Adjudicator, once internal procedures have been exhausted, any documentation will be provided as part of the process.

The report should include a list of the meetings held, the documents reviewed and the dates.

Where possible, copies of relevant documentation should be attached as appendices.

You should identify the nature of the complaint and the outcome sought by the student.

The main section should address each element of the complaint