

ASDAN Special Considerations Application Form

Please complete a separate form for each learner and send a completed copy to quality@asdan.org.uk no later than 20 working days before any planned external sampling activity.

Centre name:	Centre number:
Learner name:	Learner number:
Assessment date/session:	External sampling activity date:
Qualification title and level:	Unit name and level:

Section 1 – Relating to learner performance in an assessment

Assessment session details:	
Did not attend <input type="checkbox"/>	Attended but disadvantaged <input type="checkbox"/>

Summary of adverse circumstances affecting performance in an assessment:

Section 2 – Lost or damaged work (if applicable)

Lost or Damaged Work:
<p>All of the learner's work was lost / damaged <input type="checkbox"/></p> <p>Part of the learner's work was lost / damaged <input type="checkbox"/></p> <p>Please give exact details of the work that was lost: i.e. names of units, challenges, recording documents etc and please attach any document used by the centre for tracking the learner's work and evidence of internal assessment/moderation/IQA sampling of the learner's work:</p>
Circumstances in which the work was lost / damaged:

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Section 3 – Evidence (Mandatory)

<p>Please provide details of supporting evidence</p> <p>Evidence in support of the application This may include:</p> <ul style="list-style-type: none">• Medical or psychological evidence• Statement from the assessor• Emails – Courier communications

For Office Use:			
Status:		Reason:	
Approved / Not approved:		Date:	
QA Manager:			