1. **Details of the applicant** – please complete in all cases

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| **Centre Name:**       |
| **ASDAN Centre Number:**       |
| **Name and position of the person requesting the Enquiry *(please print)*:**       |
| **Telephone Number:**       | **Email:**       |
| **Qualification:**  | **Moderation date:**  |

**2. Candidates affected by the Enquiry (if applicable)**

|  |  |
| --- | --- |
| **Candidate Name (or state “All”)** | **Candidate Number** |
|       |       |
|       |       |
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| **3. Date of the receipt of confirmation of external moderation decision, or other ASDAN decision:** |
|       |

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| Please detail below the nature of the Enquiry, including the contents and outcome of any investigation carried out by the centre relating to the issue, and attach any supporting evidence and send it to: compliance@asdan.org.uk within 35 days of the result being issued.      |

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