

## ASDAN Notification of Lost/Damaged Work Form with Guidance

<b>Centre Name:</b>	<b>Centre No:</b>
<b>Candidate Name:</b>	
<b>Candidate Registration No:</b>	
<b>ASDAN Qualification / Award:</b>	
<b>All of the candidate's work was lost / damaged</b> <input type="checkbox"/>	
<b>Part of the candidates work was lost / damaged</b> <input type="checkbox"/>	
<b>Please give exact details of the work that was lost: i.e. names of units, challenges, controlled assessments etc and please attach a document used by the centre for tracking the candidate's work and/or evidence of internal assessment/moderation/sampling of the candidate's work</b>	
<b>Circumstances in which the work was lost / damaged*</b> (delete as applicable)	
<b>When is this candidate's work due to be moderated?</b> <i>(Please give exact date where possible)</i>	
<b>Senior Manager Declaration</b> "I can verify that the candidate's work was lost as detailed above and that it was monitored whilst in progress. I am satisfied that this loss was not a consequence of negligence on the part of the candidate. I support this application."	
<b>Senior Manager Name:</b>	
<b>Senior Manager Signature:</b>	<b>Date:</b>

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### Guidance on filling in Notification of Lost / Damaged Work Form

**IMPORTANT:** Please fill in this form within 48 hours of the discovery of work being lost / damaged. ASDAN will provide a response within 10 working days of receipt of this notification.

#### Box 1:

**Centre Name:** Please fill in the name of the centre to which the candidate belongs.

**Centre No:** This will have been sent to the centre following centre registration.

**Candidate Name:** Please fill in the name of the candidate whose work has been lost / damaged. You should fill in a separate form for each candidate affected by the loss / damage.

**Candidate Registration Number:** This number can be found on the list of registered candidates that was sent to the centre following submission of the candidate registration and submission form four weeks prior to moderation.

**ASDAN Qualification / Award :** Please enter the name of the ASDAN Qualification / Award that the candidate has been registered for.

#### Box 2:

Please tick the box which applies to this particular candidate's situation. This is required for monitoring purposes.

The centre **must** be able to verify that the work was done and that it was monitored whilst it was in progress. For this reason, please ensure that you give as much detail as possible regarding the work that was lost (names of units, challenges, controlled assessments, student books etc).

Centres must also provide a document used by the centre for tracking the candidate's work and/or evidence of internal assessment/moderation/sampling of the candidate's work. This will provide conclusive evidence that the work was completed and that it was monitored whilst in progress.

#### Box 3:

The loss **must not** be the consequence of negligence on the part of the candidate. Please provide as much detail as possible regarding how the work was lost / damaged to help ASDAN to assess the situation quickly and accurately.

#### Box 4:

The form must be signed by a senior member of the centre staff, such as a senior manager, head teacher etc. By signing the form, the senior manager is confirming that there is sufficient and valid evidence for a judgment to be made.