

Procedure for the Reporting of Lost / Damaged Work

If all or part of a candidate's work has been lost or damaged prior to moderation, centres must contact ASDAN in writing within 48 hours of discovering the loss / damage.

Centres must use the 'Notification of Lost / Damaged Work' form, providing as much detail as possible about the work and the circumstances in which it was lost or damaged. This will help ASDAN to assess the situation on an individual basis and suggest a way forward. In certain circumstances it may be possible to certificate all or some of the missing/damaged work; however evidence of completion and internal moderation of the missing/damaged work will be required.

ASDAN will provide a response within 10 working days of receiving the notification.

Centres will be able to appeal any decisions made in line with the ASDAN Policy and Procedures for Enquiries and Appeals.