

Notification of lost centre assessed work

Awarding Body		Examination series	
Centre No		Centre name	
Candidate No		Candidate name	
Spec code		Component/unit no	
Component/unit name			
Please complete Section 1 and either 2, 3, 4 or 5 of this form			
Section 1			
Work lost within the centre		Assessment objectives/evidence covered	
Section 2			
The work was marked before it was lost within the centre and the mark can be submitted to the awarding body in the normal way.			
The candidate's total raw mark for this component/unit is:			
Section 3			
The work was not marked before it was lost within the centre.			
The total estimated mark at the time it was lost is:			
Section 4			
Some of the work was marked.		The mark for this work only is:	
Some of the work was not marked.		The estimated mark for this work only is:	
Please attach a breakdown of the available marks, such as a copy of the candidate's record form(s).			
Section 5			
All of the work in the centre was lost or destroyed and estimated marks are attached on a separate sheet.			<input type="checkbox"/> Please tick box.
Declaration			
I can verify that the candidate's work was lost within the centre, 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.			
Head of centre/Exams officer		Date	
Name (Please print)			
Signature			

Notes on the completion of Form 15, Notification of lost centre assessed work

- Candidates are responsible for taking care of their work. **This form is to be used to notify an awarding body when work has been lost through no fault of the candidate.**
- **If the work was marked before it was lost within the centre**, the raw mark can be submitted to the awarding body in the usual way and recorded in **Section 2. Marked work must not be in the candidate's possession.** On the computer generated mark sheet the centre **must** indicate against the candidate's mark the code 'LCW15'.
- **If the work was not marked**, an estimated mark may be submitted, in **Section 3**, based on the teacher's knowledge of the work whilst it was being monitored for authentication purposes. Estimated marks **must not** be entered on mark sheets.
- **The mark must reflect the level of attainment actually reached in the work** and not what might have been achieved if the work had been completed.
- **If some of the work has been marked and some has not been marked prior to being lost within the centre**, the actual mark and the estimated mark **must** be entered in **Section 4**.
- **If all the unmarked work for the centre has been lost**, for example in a fire, a list of candidates showing the rank order, what was lost and the level of attainment known to have been reached in each case **must** be attached to the form.
- A copy of the form **must** be sent to the awarding body and to the moderator by the date for the submission of marks. **An application for lost work will not be accepted after the publication of results.**

NB AQA and OCR centres must not submit Form 15 – JCQ/LCW. Applications must be submitted on-line using AQA Centre Services or OCR Interchange as appropriate.