# Missing or incomplete results form

If you have received a missing or incomplete result for one or more students, please copy and paste the table below into an email. Once completed, send it to [eos@aqa.org.uk](mailto:eos@aqa.org.uk) with the subject line ‘Processing query.’

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| --- | --- | --- | --- |
| **Centre Details** | | | |
| **Centre number** |  | **Centre name** |  |
| **Phone number** |  | **Email address** |  |

|  |  |
| --- | --- |
| **Candidate Details** | |
| **Is a university place pending** | **Yes/No\*** |
| **Candidate name(s)** |  |
| **Candidate number(s)** |  |
| **Qualification Details** | |
| **Component Code**   * eg 8300/1F |  |
| **Qualification level**   * eg A-level, GCSE, Applied General, AS, ELC, FCSE, FS, L1, L2, L3, L1/L2, Tech Award |  |
| **Subject and Specification code**   * eg Mathematics 8300 |  |
| **Please describe the issue in as much detail as possible**   * eg missing result/incomplete result/unexpected symbol for missing result |  |
| **Did the student use a computer if yes:**   * please attach a copy * we require a letter of assurance signed by the Head of Centre confirming that any materials being sent have been held securely. | **Yes/No\*** |
| **Is the student a transferred candidate**   * if yes please give the home and host centre number | **Yes/No\*** |
| **Have you found a script or material that has not been previously sent to us if yes:**   * please provide details (we will contact you separately to recover the materials) * we will require a letter of assurance signed by the head of centre confirming that any materials being sent have been held securely | **Yes/No\*** |
| **Have you requested a review of marking**   * please provide details | **Yes/No\*** |
| **Do you have the seating plan and attendance list**   * please attach a copy * if you cannot attach a seating plan and attendance list, please explain if it will be possible to provide one later | **Yes/No\*** |

\* Please delete as appropriate