# 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 with the subject line ‘Processing query.’

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

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| **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