**Lost file Notification form**

Before you complete this form, we recommend you read through our learner lost portfolio (assessment evidence) policy as this contains some very important information on the process you need to follow. This document can be found on our website [www.innovateawarding.org](http://www.innovateawarding.org)

**Completing the form**  
This form should be completed and submitted as soon as you are aware that a learner’s work has definitely gone missing.

* Please answer all the questions (if there isn’t room on the form to put all the information, then use additional paper)
* Don’t forget to attach any supporting evidence
* Please write in block capitals if completing the form by hand

Once completed email the form to [coordinators@innovateawarding.org](mailto:contactus@innovateawarding.org)

**Got a question?**If you are not sure how to complete any part of this form, or you have a question email us at coordinators@innovateawarding.org

|  |  |
| --- | --- |
| **Centre name** |  |
| **Centre address** |  |
| **Contact name** |  |
| **Contact job title** |  |
| **Daytime contact number** |  |
| **Email address** |  |
| **Date this form was submitted to Innovate Awarding** |  |
| **Date the file(s) were lost** |  |
| **Name of learner(s)** |  |
| **Quartz ID/ULN** |  |
| **Learner’s Date of Birth** |  |
| **Assessors name** |  |
| **Internal Verifiers name** |  |
| **Qualification title(s) and QAN** |  |
| **Progress learner(s) had made with qualification including units completed and approximate % completed (this has to be significant progress)** |  |
| **Description of Circumstances (how the portfolio became lost)** |  |
| **List of additional evidence of learning to show competence (see list included in procedure – please provide as many as possible)** |  |

I confirm that, to the best of my knowledge, the information within this lost file notification form is true and correct.

|  |  |
| --- | --- |
| Signed\* |  |
| Date |  |

\*Submission by email from a centre’s email address will be accepted in place of a signature.

Please print this form and post (with any attachments) to: Qualifications Team, Innovate Awarding, Block F, 291 Paintworks, Arnos Vale, BS4 3AW or email it (with any attachments) to: coordinators@innovateawarding.org