

## INCOMPLETE /LOST/DAMAGED COURSEWORK

**LEVEL:** \_\_\_\_\_

Please read the notes overleaf before completing this form. If necessary additional sheets may be attached to this form

1. Examination (JCE or BGCSE)  Year

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**2. Candidate Details**

Centre Number  Centre Name   
 Candidate Number  Candidate Name

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**3. Syllabus and Components Affected**

Syllabus/Subject Code  Syllabus Title   
 Component(s)

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**4. Description of work lost/Damaged/Incomplete including reasons**

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**5. Details of work marked and marks awarded according to the assessment criteria (Attach on a separate sheet, neatly printed)**

6. Is supporting evidence attached? Yes  No

**7. Centre Details**

<b>Name of Subject Teacher</b> (Please Print name)	
<b>Signature</b>	
<b>Head of Centre</b> (Please Print name)	
<b>Signature</b>	
<b>Date</b>	

### Notification of Lost/ Damaged or incomplete Coursework

1. In a case of lost or damaged coursework, BEC may make an assessment without penalizing the candidate provided that:
  - (a) the loss is inadvertent;
  - (b) the case is supported by the Head of Centre;
  - (c) sufficient evidence of attainment is available from other work completed by the candidate and/or a record of marks for the work which is missing or damaged.
2. Provide details of the examination, the candidate and the component affected by completing all sections of the form.
3. If the work was marked before the loss or damage occurred, complete section 4 and arrange for the mark to be submitted in the normal way.
4. If the candidate's work was not marked before it was lost or damaged, the work should be described in section 4.
5. If part of the candidate's work was marked, the mark awarded and the maximum mark for this work only should be provided by completing section 5.
6. The completed form should be signed by the Head of Centre. It will be assumed that the signature confirms the accuracy of the information provided on the form and confirms the Head's support for the application.
7. Give details of any documents to be attached to the form (e.g. additional sheets) in the space provided below.

Once completed, this form should be sent by mail or fax to:

**The Executive Secretary,  
Botswana Examinations Council,  
Private Bag 0070,  
Gaborone  
Tel: 3650700  
Fax 3164203**