**BTEC U-TAG late request or amendment form**

This form has been created to request a late U-TAG or to request an amendment to previously reported U-TAG.

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| **Centre Number** |  |
| **Centre Name** |  |

Ensure all fields below are completed and a copy of the Assessment Plan is submitted with this form.

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| **Learner reg Number** | **Learner Name** | **Pearson Course Code** | **Unit code** | **Unit grade** | **Internal or External unit** |
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| **Please provide us with the following information:** | | |
| **A full explanation as to when and how the error was identified and how it occurred:** | | |
| **Are there any other learners in this position on this programme?** | Yes | No |
| **Other comments/details:** | | |

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| **Assessment plan**  To complete this process, please send a copy of the Assessment plan with this form for the learners above.  **Tick here to confirm this been included.** |

**Declaration by Head of Centre**

I attest to the authenticity of the information and claim submitted on this form and confirm that I am authorised to make this statement on behalf of the centre.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Phone/extension |  | | |
| Position |  | | |
| Signature |  | Date |  |

Please return the completed form to **examsofficers@pearson.com**.