

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.

Centre Number	
Centre Name	

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

Learner reg Number	Learner Name	Course Code	Unit code	Unit grade	Internal or External unit

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:

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.

External Assessments only (not required for internal assessments)

If your request is for late entries for External Assessments, along with this form and the Assessment plan, please provide the evidence for the learner and the evidence record form.

If your request is for more than 5 learners, please only provide evidence and records for 5 learners, if additional evidence is required, we will contact you.

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.