

## Request to amend previously reported outcomes BTEC & NVQ Units

Centre Number	
Centre Name	

This form can only be used to: 1) add unit success  
 2) amend or delete unit grades already reported to Edexcel  
 3) make an award application for the learner

To **add** a unit, tick the 'Add unit' box and add the new unit code and grade. To **delete** a unit already reported, tick the 'Delete unit' box and fill in the unit code and grade. To **amend** a grade, tick the 'Amend grade' box and fill in the unit code and revised grade. To make an **award application**, you must ensure that all the programme requirements have been met before entering a 'Y' in the 'Award Appl' box, followed by the learner completion date in the 'Award Date'.

Learner Reg Number	Learner Name	Tick (✓) reason for change		Tick (✓) action needed		Unit Code	Unit Grade	Award Appl	Award Date
		Clerical Error	Resubmission	Retake	Add unit				

**Declaration on behalf of centre: Where work has been resubmitted or a unit retaken I confirm it has been done in line with the relevant Centre Guide For Assessment available on [qualifications.pearson.com](http://qualifications.pearson.com)**  
 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. (For NVQs, this form must be confirmed by an appropriate qualified, and occupationally expert, Internal Verifier). I enclose all incorrect certificates requiring amendment.

Name..... Phone/Extension.....

Signature..... Date..... Position ..... Sheet  of

Please return the completed form to:

Pearson Account Services, The Lighthouse, 14 The Quays, Salford Quays, Manchester M50 3BF