

### Request to amend previously declared outcomes

#### BTEC & NVQ overall grade

Centre Number	
Centre Name	

This form can only be used to:

- 1) amend overall estimated grade
- 2) amend a unit grade that will affect overall estimated grade
- 3) add or delete a unit grade that will affect the overall estimated grade

To **add** a unit, tick the 'Add unit' box and add the new unit code and grade. To **delete** a unit already considered, 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, revised grade, overall grade applied & adjusted overall grade. You can find a Word version of this form on our website: <https://qualifications.pearson.com/content/dam/pdf/assessment-hub/Request%20to%20amend%20previously%20declared%20outcomes.docx>

Learner reg Number	Learner Name	Required action		Centre Assessed Grade?	Course Code	Unit code	Unit grade	Overall grade applied	Adjusted overall grade
		Tick action needed							
		Add unit	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					
		Delete unit	<input type="checkbox"/>						
		Amend unit	<input type="checkbox"/>						
		Amend grade	<input type="checkbox"/>						
		Add unit	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					
		Delete unit	<input type="checkbox"/>						
		Amend unit	<input type="checkbox"/>						
		Amend grade	<input type="checkbox"/>						
		Add unit	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					
		Delete unit	<input type="checkbox"/>						
		Amend unit	<input type="checkbox"/>						
		Amend grade	<input type="checkbox"/>						
		Add unit	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					
		Delete unit	<input type="checkbox"/>						
		Amend unit	<input type="checkbox"/>						
		Amend grade	<input type="checkbox"/>						
		Add unit	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					
		Delete unit	<input type="checkbox"/>						
		Amend unit	<input type="checkbox"/>						
		Amend grade	<input type="checkbox"/>						
		Add unit	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					
		Delete unit	<input type="checkbox"/>						
		Amend unit	<input type="checkbox"/>						
		Amend grade	<input type="checkbox"/>						
		Add unit	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					
		Delete unit	<input type="checkbox"/>						
		Amend unit	<input type="checkbox"/>						
		Amend grade	<input type="checkbox"/>						
		Add unit	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					
		Delete unit	<input type="checkbox"/>						
		Amend unit	<input type="checkbox"/>						
		Amend grade	<input type="checkbox"/>						

**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:**

**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. (For NVQs, this form must be confirmed by an appropriate qualified, and occupationally expert, Internal Verifier).

Name.....

Phone/Extension.....

Signature..... Date.....

Position .....

Page \_\_\_\_\_ of \_\_\_\_\_

Please return the completed form to:

**vocationalqualitystandards@pearson.com**