

### 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.

| 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"/><br>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"/><br>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"/><br>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"/><br>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"/><br>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"/><br>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"/><br>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"/><br>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 .....

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Please return the completed form to:

**vocationalqualitystandards@pearson.com**