

# Using your BTEC learner tracking report – status list

The centre action column on your report will highlight any action you need to take using a short status. Each learner will have one or a combination of potential statuses:

<p>No current action</p>	<p>These learners are on track to get a result in August 2023. This means their claim has been made, and there is no information missing. A 'U' grade on an RQF qualification is a valid result outcome for a learner, and learners on track to receive a 'U' grade will be flagged as no current action.</p>
<p>Investigate Summer external unit absence</p>	<p>These learners have been flagged as absent for an external unit assessment. Follow <a href="#">JCO guidance</a> to determine whether a special consideration application is appropriate. The deadline to submit all special considerations is 7 days after the final external assessment of the series has been sat. If the special consideration application is approved, the learner's absence will be updated.</p> <p>If the learner does not meet the requirement of a special consideration application and the learner does want to complete their qualification, their only option is to sit the external assessment in the next available assessment window. Please change the estimated completion date for this learner to an appropriate future date.</p> <p>If the learner is no longer completing the qualification, then please contact us to see if the learner has sufficient achievement for a smaller qualification.</p>
<p>Investigate missing units</p>	<p>Action taken will depend on the type of units which are missing, which will be included under the column "missing unit type details" on your report.</p> <ul style="list-style-type: none"> <li>• <b>Externals Complete and Internals Missing</b> – These learners have completed their externally assessed unit(s) but are missing the required internal units. Please check with the relevant teacher or tutor and submit all remaining internal units on Edexcel Online.</li> <li>• <b>Externals Missing and Internals Complete</b> – These learners have all their required internally assessed units submitted but are missing their externally assessed unit(s). If you believe any of these learners have sat the external assessment, please contact us immediately. If these learners did not sit the required external assessment, they will need to sit this in the next available assessment window. Please change the estimated completion date for this learner to an appropriate future date.</li> <li>• <b>Externals and Internals Missing</b> – These learners are missing both their required external assessment and internal units. Please follow the advice above, investigating both their internal and external units. It may be that these learners are no longer on programme, and need to be withdrawn.</li> </ul>
<p>Submit claim</p>	<p>You need to submit a full award qualification claim for these learners to receive a qualification result in August 2023. After investigating missing units, it could be that learners need to be withdrawn, transferred or a fallback claim made. Any learners that are no longer expecting a qualification result in August 2023 will need their estimated completion date amended.</p>
<p>Investigate minimum pass rules for qualification</p>	<p>The qualification this learner is on has rules relating to the minimum requirement to achieve units at a certain level, and these learners have not met this requirement. If learners are unable to complete additional units at the required level, consider claiming a fallback or transferring to a smaller qualification. If these learners are no longer expecting an overall qualification result in August 2023, you will need to withdraw their registration or change their estimated completion date.</p>
<p>Learner is withdrawn</p>	<p>Our records indicate this learner is withdrawn.</p> <p>If you think this is incorrect you can reinstate their registration on Edexcel Online.</p>