

13 Vocational Reporting of Learner Achievement

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13 Vocational Reporting of Learner Achievement

I Vocational Reporting of Learner Achievement

I.1 Responsibility

Centres are responsible for reporting the achievement in internally assessed units for each learner, in respect of assessment requirements for the programme for which he/she is registered, and for reporting success to Edexcel for interim or final certification. Where programmes also include external assessment the centre must ensure that appropriate assessments have been completed and that Edexcel has data related to achievement. Please refer to qualification specifications for further guidance.

I.2 Unit grades

Centres must report unit grades accurately according to the available assessment records for the programme, and in accordance with the grading rules stipulated.

BTEC Level 2-5 qualification units are always subject to grading except where otherwise indicated in the qualification specifications. Achievement should be reported using the grades below:

P — Pass
M — Merit
D — Distinction.

Please refer to specifications for each programme for full details. Centres must ensure that they correctly report grades according to the status of the unit.

I.3 Overall qualification grades of achievement

The following qualifications have overall grades based on reported unit achievement:

Pass, Merit and Distinction

NQF

- BTEC Introductory Certificates and Diplomas
- BTEC First Awards, Certificates and Diplomas
- BTEC National, Awards, Certificates and Diplomas
- BTEC Foundation Diploma in Art and Design.

Pass, Merit, Distinction and Distinction*

QCF

- QCF BTEC Firsts and Nationals – Certificates and Diplomas
- QCF Level 4 HNC & to Level 5 HND
- QCF Level 3 Diploma in Art & Design & to Level 4 Diploma in Art & Design

The overall grade is calculated automatically from the unit grades reported (except Level 3-4 Diplomas in Art & Design where you will need to report the overall grade through EOL, EDI or by SRF); the centre does not need to supply further information. Full details on how grades are determined are given in the specification for each programme.

1.4 Confirmation of learner achievement

It is essential that all centres issue annual reports of success to learners.

Centres reporting grades by EDI should issue their own centre report for learners, and centres using Edexcel Online should issue the learners with the Edexcel Online report provided. It is most important that centres accept the responsibility to provide learners with evidence of portfolio achievement in order that they have early official evidence of their success.

1.5 Reporting success to UCAS

In March/April each year, we undertake a matching exercise with UCAS to identify those BTEC Level 3-5 learners who have applied to UCAS for entry to higher education courses. During July/August, we provide UCAS with confirmation of these matched learners' achievements so that Higher Education Institutions (HEIs) have the latest information on each applicant.

Where a match cannot be found, because of incorrect spellings or incorrect centre details, we will still be able to inform UCAS of these learners' achievements if you notify Edexcel of the learner's UCAS personal ID number and UCAS scheme code by email to serviceoperations@edexcel.com.

Red UCAS SRFs will be issued in May for matched learners who are applying for higher education places and are following BTEC Nationals, Higher Nationals, Level 3-4 Diplomas in Art & Design as well as any Level 2-3 specialist courses accredited as part of the Diploma.

It is important that results are reported for these learners to Edexcel by 5 July. Where we receive results after 5 July and before 31 July, we make every effort to confirm the results to UCAS.

If you are reporting results to Edexcel by EDIFACT EDI, we would ask that you send a file earlier in July for your UCAS learners only, rather than include those learners in a larger file later in July.

Note: We are concerned by the number of problems which arise where centres do not have staff available in August to resolve queries from universities concerning results. Centres should ensure that staff are available to respond to university queries during this period and that results are sent to Edexcel as soon as possible.

1.6 Submission of results to Edexcel

Interim reporting

Results must be returned, or results reported via EDI or Edexcel Online, for every registered learner who has achieved unit success, and also where a learner has withdrawn from the programme. If he/she has already been deleted, then you do not need to report on them. Success on units should only be reported where all requirements have been met. All units are reported on the SRF, by EDI or through Edexcel Online.

Note: In all cases of interim reporting a Notification of Performance will automatically be produced.

Dates for grade reporting

In order to ensure that certification is received as soon as possible, please ensure that you adhere to the appropriate dates.

For learners completing programmes at the end of the academic year, if results reach Edexcel by 5 July, awards will be issued by 15 August unless there is an external verification certificate block or a query over the result. Certificates and results for success reported after 5 July may be issued after 15 August.

Note: Results should be submitted immediately at the end of each summer term, as the results submitted to Edexcel are used, in some instances, to create the performance and league tables. If you have not reported early enough to enable Edexcel to process the results by the end of July you may find your outcomes are incorrect in these tables.

1.7 Methods of reporting

There are three methods of reporting success:

- EDIFACT EDI transmission
- Edexcel Online
- Student Report Form (SRF)

Note: JCQ format EDI does not currently support the reporting of unit outcomes and award claims from centres to Edexcel. Centres using this format should use Edexcel Online or the student report form (SRF) to report success to Edexcel (for example, SIMS uses JCQ format EDI).

EDI transmission

Learners' unit results, certificate claims and withdrawals may be transmitted electronically by EDI. (Please see the EDI results reporting: EDIFACT format on the EDI pages of the Edexcel website.)

Edexcel Online

Centres may report results, claim certification and notify withdrawals through Edexcel Online. Please see the Edexcel Online section of the website for how to gain access to Edexcel Online.

1.8 Timing of success reporting

Data should be submitted for all learners via EDI or through Edexcel Online on these occasions:

- at the end of each year/stage of the programme: by 5 July for programmes following a normal academic year, or as soon as possible thereafter, even where learners are re-taking assessments or tests (especially important for UCAS applicants)
- immediately after completion for non-academic year programmes
- on transfer of the learner to another programme/centre
- for all learners who have withdrawn from the programme, even where no success has been achieved (especially important for UCAS applicants).

2 Claiming Interim and Full Certification via Edexcel Online (EOL) or EDI

2.1 Claiming via Edexcel Online

Edexcel Online is a web-based service designed to make the administration of learner information easier, faster and more accessible. The information that we require you to submit when reporting unit grades and/or making award claims online is the same as that which used to be required when completing SRFs.

Choosing header details

If your centre has sub-sites please ensure that the correct site has been chosen at the top of the screen. You will need to select the 'BTEC' or 'NVQ' tab from the qualification bar, followed by the 'Candidates' menu and 'Search by Course' option.

The screenshot shows the Edexcel Online homepage. At the top left is the Edexcel logo with the tagline 'advancing learning, changing lives'. To the right is a 'Log-out' button. Below the logo is a navigation bar with links for 'Home', 'Mailbox', 'Edit My Account', and 'Ask a question'. A 'Centre number' field contains '03648' and a 'GO' button. To the right, it says 'EDEXCEL LEARNING AND DEVELOPMENT'. Below this is a 'Select site:' dropdown menu showing '(03640 BTEC/GVQ)'. On the left, there is a date 'Monday 16 January 2006'. A navigation menu on the left has 'Candidates' selected, which has opened a sub-menu with options: 'Search by Candidate', 'Search by Course', 'Claim Reporting', and 'Register Candidate'. Other menu items include 'OSCA', 'Qualifications', and 'Tracking'. At the top of the main content area, there are tabs for 'BTEC', 'GNVQ', 'Key Skills/ALAN', 'NVQ', 'VCE', and 'DiDA'. The main content area displays 'Welcome to the BTEC section of Edexcel Online.'

You then need to use the drop-down menus to determine the qualification type and the session before clicking on the 'Next' box.

Qualification Type	BTEC Full Awards	▼
Session	2005/6 (X Registrations)	▼
<input type="button" value="Next"/>		

This will result in a new window appearing listing the programme numbers and number of learners registered for the qualification type and session selected. By clicking on the 'Candidates' link on the right for the programme the learners are currently registered on, a list will appear showing all candidates for the specified criteria in numerical order of registration number.

To change registration details please refer to the appropriate section of this Information Manual. Locate the student for whom you want to claim and then click the 'Details' link on the right. This will show the individual learner's details. Scroll down and click on the 'Edit' button, which then allows you to indicate the 'Claim Type'.

Claim Type

Full Award Interim Fallback [Unselect](#)

Programme/Unit Details

Programme: G2960 Management Studies (Btec Advanced Certificate:3)

Please ensure that all grades are correctly recorded before clicking on "save". Please contact us immediately if any incorrect grades are submitted in error.

Results		Transaction History		Transfer History							
Unit Code	Title	Level	Value	Status	Deferred	P	M	D	U	T	Grade
21553W	Managing People And Performance	3	3	C		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unselect	
21554W	Effective People Skills	3	3	C		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unselect	
21555W	Managing Theorv & Practice	3	3	C		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unselect	
21556W	Making Change Happen	3	1	C		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unselect	
21557W	Managing Customers	3	1	C		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unselect	

* P - Pass, M - Merit, D - Distinction, U - Unclassified, T - Transfer

Deferred unit results are provisional and have not yet been authorised by Edexcel.

Award Date: (mm/yy)

Overall Result:

Add Unit

Unit Code:

Withdraw/Reinstate Candidate

(Tick to withdraw candidate, untick to reinstate candidate)

Claim type

Full Award

Where the learner has completed all required units and is eligible for the full qualification, as shown in the 'Programme/Unit Details' field, click the 'Full Award' button. When the student is eligible for the full award it is important that a full award claim is made or a final qualification will not be issued.

For learners registered on individual units, only click the 'Full Award' button if the learner has completed all the units.

Please ensure that all the requirements for the programme have been satisfactorily completed and all units are showing onscreen, as this entry closes the registration.

Interim

Where a learner has not completed all the requirements for the qualification appearing in the 'Programme/Unit Details' field, click the 'Interim' button.

Note: A Notification of Performance/Certificate of Unit Credit will be issued for learners on full programmes when an interim claim is made; the registration remains open.

For learners registered on individual units, click the 'Interim' button if the learner has not completed all the units for which they have been registered, and you wish to keep the registration open so that the remaining units may be completed at a future date.

Note: A Certificate of Unit Achievement/Certificate of Unit Credit will be issued automatically for all learners registered for individual units.

Fallback

Fallback permits the issue of a Certificate of Achievement/Fallback Certificate of Unit Credit for learners not intending to complete the programme. Clicking this button closes the learner's registration, so you should only do so when you are sure that the learner will not be returning to continue the qualification at a later date. The Certificate of Unit Achievement /Fallback Certificate of Unit Credit does not state the title of the original programme of registration: it lists units that have been successfully achieved.

Where a centre is able to certificate a learner for an alternative complete qualification, eg a National Certificate instead of a National Diploma, this can be achieved by transferring the learner to the appropriate programme.

Note: A Notification of Performance/Certificate of Unit Credit can be issued (see above) without closing the registration, and is accepted as evidence of achievement in most circumstances.

Additional Units

Units approved for the centre, but outside the registered programme, may be added and will be certified on the Notification of Performance. Enter the unit code (up to five digits followed by a letter) into the 'Add Unit' field.

Additional units undertaken on an individual unit registration (I type) may be added. A fee will be charged and an invoice issued.

Unit grades

Grades should not be reported until all the assessment necessary for individual units has been completed.

Units that have already been achieved at your centre may be upgraded where the final award or fallback has not been issued. To delete or downgrade a unit grade please see section 3 of this part of the Information Manual, 'Amendments to Reported Success'.

- P — Pass (completed/achieved where units are not graded; for example, Professional Development, Entry Level, etc)
- M — Merit
- D — Distinction
- U — Unclassified, ie completed but not achieved (reported for nationally accredited First and National qualifications only)
- T — Transferred credit

We do not collect failed or referred grades, other than as specified above.

The T (transferred credit) is for use only where a learner has transferred registration to a new programme at the same or another centre, where previous success on these units has already been reported, and you have received a transfer performance report confirming the grades. In all other instances, credit for previous learner achievement must be assessed through the Accreditation of Prior Learning Process (APL).

No request for transfer may be submitted to Edexcel until the initial centre has notified Edexcel of all success achieved to date (normally the learner(s) will be able to produce the Notification of Performance/Certificate of Unit Credit). Unless success has been reported achievement at the initial centre will not be included in the final award.

Success reported by the initial centre will remain in the learner's record and be reported on a transfer performance report when the transfer of the learner is requested. This success will show on the final Notification of Performance/Certificate of Unit Credit, together with the units achieved at the receiving centre. The whole document will therefore show units completed at each centre which, together, have led to a recommendation for an award against an approved programme.

When recommending a final award for a learner who has transferred, it is necessary to review performance at the previous centre and credit equivalent units at your centre. Indicate with a T against your approved units to show which equivalent units have already been completed.

The use of this transferred credit will allow learner eligibility to be checked against your approved programme and the correct units achieved by the learner to be printed on the certificate.

Problem transfers

For non-accredited programmes if there are problems with a transfer, but both you and the external verifier/external examiner are certain that the learner has met the general requirements for your approved programme then, as an exception, an award may be claimed.

However, in order to prevent administration problems, centres are required to identify all necessary units of your programme either by a grade, ie Pass, Merit or Distinction, or T (transferred credit), to ensure that the recommendation shows that all essential units of your programme have been completed and that the total unit requirements have been met.

This T facility allows you to deal with exceptions at your discretion and prevents undue delay to final certification. For example, if a learner has completed optional units at a previous centre that are not approved on your programme, T can be entered against any one of your optional units to indicate that the learner has met the required total unit value of your approved programme.

The optional unit, as already reported by the previous centre, will show correctly on the Notification of Performance. Modules credited as T will not be printed on the Notification of Performance as being completed at your centre and, thus, final certification will be correct. The T grade can also be used to indicate eligibility if there is a problem with the compatibility of units for learners transferring between programmes at the same centre.

For BTEC nationally accredited programmes, the T grade may be used to indicate that the same standard unit was completed at a previous centre prior to transfer. We will then check that the unit was reported to Edexcel by the previous centre.

Award date box

Enter MM/YY (eg 07/09) to indicate the month that the programme was fully completed.

The date entered, which may be any month/year within the last six months, will appear on the final award document. For advice on submitting claims where the award date is more than six months in the past, email the details to serviceoperations@edexcel.com.

Awards may not be post-dated. We will print the award issue date as well as the award date on the final certificate.

Overall result

For nationally accredited qualifications (except Level 3–4 Diplomas in Art & Design) with overall grades, the overall grade is calculated by Edexcel, based on internally and externally assessed units and nothing should be entered in this box.

Withdraw/Reinstate Candidate

Click on this box where the learner has withdrawn from the programme, or where he/she is transferring to another centre and an updated SRF is not required. This puts the registration on hold, but does not permanently close the registration. A Notification of Performance will be issued for any units reported.

Declaration (for centre)

When claiming certification online the user is declaring that he/she attests to the authenticity of the

information and claims submitted, and confirms that he/she is authorised to make the statement on behalf of the centre.

2.2 EDI results reporting: EDIFACT format

EDIFACT file formats may be found in the 'Requirements for Centre Management Information System (Centre MIS) Providers' on the Edexcel website at www.edexcel.com/edi.

It is essential that EDI results files contain all the required centre, programme and learner details. Results files should include the appropriate header and footer lines, one results header per learner and multiple module/unit grade lines for each learner. The learner results header must include registration number, centre number and programme number, together with the appropriate award application, award date, fallback claim and withdrawal indicator.

Below is an example of how a learner's EDIFACT EDI results record should look:

```
UNB+UNOA+2+12345+EDEX+20100705:1548+45++++++0
UNG+RESULTS+12345+EDEXCEL+20100705:1548+45+BT+5:1++
UNH+45+RESULTS: 5:1++1:F
RES1+ X220151+12345A+Y1234++Y+201007+++++
RES2+12345Y+P
RES2+12346Y+M
UNZ+3+45
UNE+1+45
UNT+3+45
```

Sending EDIFACT results files (.era)

Upon receipt of a file, the centre number will be validated to ensure that the file can be allocated to your EDI account. The format of the content of the file will be validated to ensure that the content may be processed. An automated email receipt acknowledgement will be sent to the email address held on record for your centre.

After successful validation the learner details will be processed and an automated email processing acknowledgement sent as above giving details of how many learners were processed and how many were rejected.

Note: Please note that remedial action taken by Edexcel may include reprocessing all or part of a file. This will generate a new processing acknowledgement email to the centre.

Receiving EDIFACT results acknowledgements (.ere)

Edexcel will send files of BTEC results acknowledgements to centres weekly (.ere files) for all learners for whom results were reported by EDI during the previous week.

EDIFACT .ere files contain confirmation of all unit outcomes reported and the overall grade achieved where applicable. These files may be downloaded into your system to record the overall result achieved for learners.

Edexcel is only able to send automated .ere files for learners for whom results were reported by EDIFACT EDI. Should you require a file of results acknowledgements for learners for whom results were not reported by EDI, please email eprocessing@edexcel.com.

.ere files will be sent to centres via the transmission record we hold on record for your centre. This does not need to be the same method by which results (.era) files were sent to Edexcel. For example, if a file is sent via a carrier we are able to send the .ere file back by email. If you require this, it is important that we have up to date EDI contact details for your centre.

Below is an example of how a learner's EDIFACT EDI results acknowledgement record will look:

```
UNB+UNOA+2+12345+EDEX+20100705:1548+45++++++0
UNG+RESULTS+12345+EDEXCEL+200100705:1548+45+BT+5:1++
UNH+45+RESULTS: 5:1++1:F
RAC1+12345+Y1234+1+X220151++1263+FRED+BLOGGS+20100701+20100810
+M+00002314+20100810+
RAC2+12345Y+P++15
RAC2+12346Y+M++13
RAC2+12347Y+D++14
UNZ+4+45
UNE+1+45
UNT+4+45
```

Sending BTEC JCQ result entry files

Note: The JCQ EDI format does not support the submission of unit results and award claims from centres to Edexcel. These should be submitted through Edexcel Online.

To be able to download an EDI file of your learners' overall qualification grades into your system during August you will need to set up a summer examinations series. This should be:

- Board 15 (your system may say Edexcel Assessments) and series 7B (July).

You then submit a file of your summer entries to Edexcel through your usual transmission method.

Upon receipt of a file at Edexcel, your centre number will first be validated to ensure that the file can be allocated to your EDI account. Once this has happened, the format of the content of the file will be validated to ensure that the content may be processed. When this has taken place an automated email receipt acknowledgement will be sent to the email address we hold on record for your centre.

Receiving JCQ overall results files

Edexcel will send JCQ results files on the Monday of A level results week for all centres that have sent a results entry file to Edexcel for the current series. These files will allow you to download the overall grades achieved by your learners into your system. JCQ formats do not support the transmission of learners' unit outcomes. We are unable to provide a results file for learners for whom no results entries have been received. Results files will be sent to centres via the transmission record we hold on record for your centre. This does not need to be the same method with which results entry files were sent to Edexcel. For example, if a file is sent via a carrier we are able to send the results file back by email. If you require this it is important that we have up-to-date contact details for your centre.

2.3 Eligibility

This only applies where a full award application has been made for learners on BTEC programmes. For full certification to be issued the eligibility requirements must be met for that particular programme. Eligibility requirements are available to view on Edexcel Online for all BTEC programmes that have been/ currently are approved at your centre.

For nationally accredited programmes you can check eligibility requirements according to the formula on the programme definition.

To order a programme definition from Edexcel Online, select the 'Qualifications' option from the menu on the left of the screen, then select 'Reports'. You are then able to order a programme definition for either an individual programme or for all approved programmes. You can then access the programme definition by clicking on your Edexcel Online 'Mailbox' at the top of the screen above your centre number.

Issue Date : 14/10/2005 BTEC Programme Definition (BNMP0006) Page : 1

Centre No. : 99999 EXAMPLE SCHOOL
 Programme No. : E9235
 QCA Code : 10017215
 Programme Level : EDEXCEL LEVEL 3 BTEC NATIONAL DIPLOMA
 Programme Title : OPERATIONS AND MAINTENANCE ENGINEERING
 Application No. : 200920
 Validity : 14/03/2003 to 31/08/2007
 Sector : 733 Ops + Main NQF1-3

Joint Centres : NONE Study Modes : FULL TIME Franchisees : NONE

Value Eligibility Requirements : 36(36A) AND 72(36B AND 0C)

Group	Type	B/N	Unit No.	Title	Status	Lvl	Value	Hrs	Type	QCA Code
A	CORE	B	2285U	BUSINESS SYSTEMS FOR TECHNICIANS	C	3	6	60	EDX. INTASS	K1010998
A	CORE	B	2286U	COMMUNICATIONS FOR TECHNICIANS	C	3	6	60	EDX. EXTASS	M1010999
A	CORE	B	2287U	SCIENCE FOR TECHNICIANS	C	3	6	60	EDX. INTASS	A1011007
A	CORE	B	2288U	MATHEMATICS FOR TECHNICIANS	C	3	6	60	EDX. INTASS	F1011008
A	CORE	B	3914U	PROJECT - OPERATIONS AND MAINTENANCE	C	3	6	60	EDX. EXTASS	M1013742
A	CORE	B	2512U	OPERATIONS AND MAINTENANCE PROCEDURES AND TECHNIQUES	C	3	6	60	EDX. INTASS	F1011090
B	SPECIALIST	B	2309U	HEALTH, SAFETY AND WELFARE	0	3	6	60	EDX. INTASS	R1011031
B	SPECIALIST	B	2515U	MACHINE AND PROCESS CONTROL SYSTEMS	0	3	6	60	EDX. INTASS	R1011093
B	SPECIALIST	B	2516U	MECHANICAL TECHNOLOGY	0	3	6	60	EDX. INTASS	K1011083
B	SPECIALIST	B	2308U	ELECTRICAL TECHNOLOGY	0	3	6	60	EDX. INTASS	J1011057
B	SPECIALIST	B	2307U	ELECTRICAL INSTALLATION	0	3	6	60	EDX. INTASS	F1011056
B	SPECIALIST	B	2299U	ELECTRONIC MEASUREMENT AND TESTING	0	3	6	60	EDX. INTASS	H1011048
B	SPECIALIST	B	2522U	MATERIALS HANDLING AND PROCESSING	0	3	6	60	EDX. INTASS	M1011098
B	SPECIALIST	B	2523U	DISTILLATION AND EVAPORATION PROCESSES	0	3	6	60	EDX. INTASS	T1011099
B	SPECIALIST	B	2306U	ENGINEERING WORKPLACE PRACTICES	0	3	6	60	EDX. INTASS	L1011030
B	SPECIALIST	B	2524U	INDUSTRIAL PROCESS MEASUREMENT	0	3	6	60	EDX. INTASS	D1011100
B	SPECIALIST	B	2525U	PLANT AND PROCESS CONTROL	0	3	6	60	EDX. INTASS	H1011101
C	SPECIALIST	B	2504U	WORLD CLASS MANUFACTURING QUALITY TECHNIQUES	0	3	6	60	EDX. INTASS	R1011076
C	SPECIALIST	B	2528U	CHEMICAL SCIENCES AND REACTIONS	0	3	6	60	EDX. INTASS	A1011105
C	SPECIALIST	B	2529U	DATA COMMUNICATIONS AND NETWORK	0	3	6	60	EDX. INTASS	F1011106
C	SPECIALIST	B	2291U	ELECTRONICS	0	3	6	60	EDX. INTASS	T1011037
C	SPECIALIST	B	2290U	ELECTRICAL AND ELECTRONIC PRINCIPLES	0	3	6	60	EDX. INTASS	M1011036
C	SPECIALIST	B	2530U	THERMOFLUIDS AND COMBUSTION PROCESSES	0	3	6	60	EDX. INTASS	J1011107
C	SPECIALIST	B	2508U	MECHANICAL PRINCIPLES	0	3	6	60	EDX. INTASS	K1011035
C	SPECIALIST	B	2312U	INTRODUCTION TO ROBOT TECHNOLOGY	0	3	6	60	EDX. INTASS	J1011060
C	SPECIALIST	B	2496U	ENGINEERING MATERIALS	0	3	6	60	EDX. INTASS	T1011068
C	SPECIALIST	B	2314U	FURTHER MATHEMATICS FOR TECHNICIANS	0	3	6	60	EDX. INTASS	F1011039

B/N - B = BTEC : N = NVQ Status - C = Core : 0 = Optional : E = Essential
 Only units listed above can be counted for student eligibility and certification in this award.

For this particular programme the requirements are: 36(36A) and 72(36B and 0C). This means units to a value of 36 are required from group 'A' and units to a value of 72 are required from groups 'B' and 'C', of which at least 36 must be from group 'B'. As all six units from group 'A' have a value of 6, it means all group 'A' units are required to reach the value of 36. All units from groups 'B' and 'C' also have a value of 6, which means six units are required from group 'B', and a further six units are required from either 'B' or 'C' or a mixture of the two.

Where eligibility requirements have not been met for learners' full award claims centres will be notified via a query form. Eligibility does not apply to unit registrations as there are no eligibility criteria for individual units.

2.4 Certificate deferrals

Certificate deferrals occur where no standards verifier or external examiner report has been received by Edexcel, or where a centre or learners at the centre have been blocked for certification.

A weekly report is produced and forwarded to centres identifying the learners affected and the appropriate action required to remove the deferral.

2.5 Learners re-sitting units: BTEC Level 2-5 Qualifications

Learners may upgrade performance prior to award issue at any time within the validity of registration. Revised recommendations should be reported via Edexcel Online, or transmitted via EDI where appropriate, quoting:

- learner registration number
- learner name
- unit code
- unit grade
- award claimed (where appropriate).

An amended Notification of Performance will be issued in all cases. Re-sit grades may be reported at Pass, Merit or Distinction levels.

A learner who has achieved a nationally accredited qualification, and who wishes to upgrade the result, must first decline the grade awarded before units can be re-taken.

3 Amendments to Reported Success

3.1 Amendments to reported grades

Applications for amendments to unit grades reported after the qualification has been issued must be accompanied by a written explanation. Where award documentation has already been issued the original Notification of Performance should be returned so that a revised document may be issued.

Where the amendment leads to a change in the overall qualification result, the original qualification certificate and Notification of Performance should be returned with form SA16(BTEC).

Any request for amended certificates received by Edexcel more than one month after the certificates have been issued will be subject to the Edexcel duplicate certificate fee which is applicable at the time the request is received.

Edexcel may ask the centre to take corrective action where requests result from maladministration.

3.2 Decline grade

A learner who wants to reject the grade(s) achieved on a nationally accredited qualification must make a request to decline the grade(s) through his/her centre. Requests to decline grades should be made on form SA9(BTEC) and should reach Edexcel within five weeks of the receipt of certification by the centre. All certification must be returned with the request. A request received within five weeks of the receipt of certification will be processed free of charge.

Once the grade(s) has been declined an interim Notification of Performance/Certificate of Unit Credit and (where appropriate) a new SRF will be issued for the learner.

Late requests will only be accepted within the validity of the learner registration and the programme approval. Any late request accepted will be subject to a duplicate certificate fee.

3.3 Certificate recalls on nationally accredited programmes

Where there has been a change to the overall grade(s) for a learner on a nationally accredited programme after certification has been issued, the original certificate and Notification of Performance must be returned to BTEC Registration and Certificate Services at Edexcel, with form SA16(BTEC) or SA6, before amended documents will be issued.

3.4 To re-open a registration where a Fallback Certificate of Unit Achievement/ Credit has been issued

When a fallback Certificate of Unit Achievement or Credit is claimed, and issued, the learner's registration is closed. If the learner then resumes his or her programme of study we will re-open the registration on request from the centre. This request will be subject to the standard duplicate certificate fee at the time of the request.

3.5 Queries raised by Edexcel: form queries

If learners' reported success cannot be satisfactorily processed because of insufficient or incorrect information, or if an award has been withheld due to ineligibility on the basis of the information submitted, we will issue a query to the centre through Edexcel Online.

An email is sent to the designated examinations officer registered on Edexcel Online to advise that a query has been issued. Centres should then reply to the query online by clicking on the 'Reply' button.

The query will specify the problem and request additional information or documentation in order that processing and award issue may be finalised. The query should be dealt with immediately by the centre and replied to online in order to avoid unnecessary delay in the issue of a final award.

It is important that there is a designated examinations officer registered for Edexcel Online at each centre. To check whether you are registered as the examinations officer click on the 'Edit my Account' link from the Edexcel Online homepage.

A progress check is kept on queries to ensure that a response is received and that outstanding problems are resolved.