edexcel

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

Where you are requesting a change to a unit result, the unit certification issued for the learner must be returned with this form. On BTEC NQF programmes, where amendments to unit grades result in a change to the overall qualification grading, the qualification certificate, if already issued, must be returned to Edexcel at the address listed below before amended documents can be issued.

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 (✓) action needed		Unit Code	Unit Grade	Award Appl	Award Date
		Add unit Delete unit Amend grade					
		Add unit Delete unit Amend grade					
		Add unit Delete unit Amend grade					
		Add unit Delete unit Amend grade					
		Add unit Delete unit Amend grade					
		Add unit Delete unit Amend grade					
		Add unit Delete unit Amend grade					
		Add unit Delete unit Amend grade					
		Add unit Delete unit Amend grade					
		Add unit Delete unit Amend grade					

Declaration on behalf 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). I enclose all incorrect certificates requiring amendment.

Name ..... Phone/extension .....

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

Please return the completed form to:
BTEC Registration and Certification Services, Edexcel, 190 High Holborn, London WC1V 7BE.
Retain the blue copy for your own records.

Form SA16 [BTEC]
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