

## BTEC, NVQ and Vocational Entry Level Student Report Form (SRF).

### Completion Guide

For full instructions on the completion of these forms, please refer to the Edexcel Information Manual. This guide is a summary of the key instructions.

### Personal Details

Student Name, Date of Birth, Study Mode, Centre Reference - No amendment to the data pre-printed on the SRF is allowed. Changes to the printed personal data on the SRFs must be submitted to BTEC Registration and Certification Services (BTEC RACS), on form SA2, and before the SRF is submitted for processing.

### Programme Details

Programme Number, Title and Level may not be amended on the SRF. To amend programme details you need to transfer the student. Please submit form SA2 to request the transfer and we will issue an amended SRF for the new programme.

### Unit Grade

In the column headed "old" we have printed the grade that we have on record for each unit. Where \* is printed in this column, no grade has previously been reported to us for the unit.

In the column headed "Unit Grade new", make a mark like this [ - ] to indicate the unit completed and grade obtained. Only one new grade is allowed per unit. To cancel an entry made in error, please mark a [ - ] in the "V", void box.

"P" – pass (completed/achieved where units are not graded; example, NVQ, Professional Development, Entry Level, etc.)

"M" – merit.

"D" – distinction.

"U" – unclassified, for BTEC programmes in the National Qualifications Framework (NQF) only, where the minimum requirement for a "pass" has not been met.

"T" – Transferred Credit

Please take care in marking the unit/grade completed by the student on the SRFs. If an error is made in entering a grade, you may have to contact our Customer Services on 0870 240 9800 to request the issue of a new SRF for the student.

We do not collect failed or referred grades and therefore these do not have to be reported to Edexcel.

### FMP, SBA and Introductory Project units

FMP, SBA and Introductory Level Project units are now printed on the SRF. Report the grade(s) for the FMP, SBA or Introductory Level Project unit(s) on the SRF in the same way as for internally assessed units after the External Verifier has authorised certification through NSS.

### IVA Units

IVA units are reported separately from the internally assessed units using numeric scores. IVA units are therefore not printed on the SRF as point scores on these units can only be reported on the IVA Centre Points Sheets which are issued separately to centres.

### Change combination (box 25)

If the student has studied a different combination of units to those that he/she was registered on, enter the appropriate letter for the combination of units that the student has studied, e.g. "B". Refer to the programme definition for details of the approved combinations.

### Award application (box 26)

If the student has completed the qualification printed in the "Programme Title and Level" box on the SRF and is eligible to be awarded this qualification, enter a tick (✓) in the YES box; otherwise enter a tick (✓) in the NO box.

For students registered on individual units, only enter "3" in the YES box if the student has completed all the units.

### Award Date (box 27-30)

If you have entered a "3" in the YES box under award Application, enter the month and year that the student completed the qualification, e.g. 07/05.

### Amended Completion Date

If the student is not completing the programme and the completion date listed on the SRF has changed, enter the new completion date in this box, e.g. 07/06.

Correct completion date is particularly important on NQF programmes as it determines when assessment will be needed on externally assessed units.

### Fallback Certificate of Unit Achievement/Credit

If the student has not achieved the qualification, but has achieved some units and will not be completing further units in the future, enter "3" to claim a fallback certificate of unit credit/achievement. This application closes the registration.

### Overall Result (box 34)

For Foundation Diploma in Art & Design enter the overall grade achieved:

"P" (pass), "M" (merit), "D" (distinction).

For BTEC NQF programmes leave this box blank, as we will calculate the overall result.

### Withdrawn Student (box 35)

Enter "Y" if student has withdrawn from the programme and no further SRF is required.

### Declaration on Behalf of Centre

Sign and date each SRF. Unsigned SRF will not be accepted.

### What to do with the copies?

Return the completed top white copy to:  
BTEC Registration and Certification Services  
C/o PECS Data Services  
Midland House  
95A The Green  
Darlaston  
Wednesbury  
WS10 8JP

Retain the yellow copy for your own record and give the pink copy to the student.