

## Recording Your Achievement



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### BTEC National Certificate in Business (Management)

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Your course is made up of units. Some units are internally assessed through assignments set and marked by your tutors; others have an externally assessed assignment set by Edexcel, marked by your tutors and then re-marked by Edexcel.

As you complete each internally assessed unit your tutor will tell you what grade you have achieved - Pass, Merit or Distinction. To ensure that your internally assessed work has been marked fairly Edexcel checks samples of tutors' marking. This process usually takes place in February and the grades for your internally assessed units can change as a result.

Edexcel will confirm your final grades for the externally assessed units when the re-marking has taken place.

When you have completed all the units of the course you will receive two overall grades for your qualification – again Pass, Merit or Distinction. These are the grades that will be shown on your certificate and that you should give when you apply for higher education or employment.

\* To calculate your overall grades:

- points are allocated to the grades you have achieved for internally and externally assessed units;
- for the *TWO* externally assessed units, the points allocated are doubled when calculating the overall grades

For each unit	Internally assessed	Externally assessed
Pass	2 points	4 points
Merit	4 points	8 points
Distinction	6 points	12 points

The points are added together to give your final grades as follows:

BTEC National Certificate in Business (Management)	
Points	Grades
66-84	DD
54-64	DM
42-52	MM
34-40	MP
24-32	PP

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## BTEC National Certificate in Business (Management)

Your Name .....

Your Centre .....

Unit Title	Grade <i>(please circle)</i>	Points <i>(please circle)</i>
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
	P / M / D	2 / 4 / 6
<b>External Assessment</b> <i>double-weighted, see page 1 *</i>		

**Total Points**

**Overall Grades**