



Grade assessment tracker

This tracker should be completed by assessors to confirm the grade at each attempt, as required by the learner. The second attempt opportunity can **ONLY** be used if the learner does not achieve a pass and this must be recorded in the table below.

- Mandatory units must be graded either **Fail - Pass - Merit - Distinction**
- Synoptic exam must be graded either **Fail - Pass - Merit - Distinction**

This record contributes to activity and information which can be sampled by the Assessor and sampled by the Internal Quality Assurer and External Quality Assurer.

Unit code	First assessment date	Grade	Second assessment (if required) date	Grade	Learner signature	Assessor initials	Employer (if present)	IQA signature (if present)
Mandatory units								
UCO34M								
UBT193M								
UBT196M								
UBT197M								
UBT214M								
UBT208M								
UBT215M								
UBT216M								
UBT203M								
UBT207M								
UBT224M								
UBT226M								
External examination								
BT2D3.EX1								
BT2D3.EX2								
Synoptic exam record								
BT2D3.SYN								

Second attempt opportunities must only be undertaken if the Learner's first attempt has been graded a Fail and there has been appropriate time allowed for the individual's further development and learning.

