



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**
- Optional units can only be graded **Pass**
- 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								
UCO28M								
UBT90M								
UBT92M								
UBT93M								
UBT97M								
UBT104M								
UBT103M								
UBT102M								
UBT99M								
UBT95M								
Optional unit(s)								
UBT136X								
UBT87X								
UBT140X								
UBT117X								
UBT123X								
UBT139X								
UCO32X								
UBT146X								
UCO31X								
UBT119X								
UCO29X								
UCO30X								
UBT108X								
UBT107X								
UBT153X								
External examination								
BT3ED4.EX1								
BT3ED4.EX2								
Synoptic exam record								
BT3ED4.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.

