

Access to Higher Education

Final Awards Board – Agenda



Ref: ADFAB

Quoracy

The minimum representation for the Awards Board:

Awards Board Member	Role
Chair: Normally a manager with responsibility for Access to Higher Education.	Chairs the meeting
Scribe: Supplied by the provider.	Minutes the decisions of the meeting
Course Representative: Normally the course tutor with day to day responsibility for coordinating the Diploma.	May be required to speak to the evidence presented
Lead External Moderator:	Confirms assessment judgements
AVA Representative:	Confirms due process

Other provider or Open Awards representatives may be present at the meeting, for example if more than one Diploma is to be considered at the same Awards Board.

Please Note: The minutes must be recorded by a **Scribe** supplied by the Provider, and be countersigned by the **Chair of the Meeting**, as an accurate and true record of the meeting. **The Chair and the Scribe must not be the same person.**

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Documents Required for the Awards Board

1. Paper copies of the **RAC Learner Summary** should be available for each member of the meeting (these should be collected at the close of the meeting, but the Lead Moderator must have, and **retain**, their own copy).

Completed RACs must be uploaded to the online Portal before the Awards Board meets.

Arrangements should also be made so that individual learner RACs can be inspected if necessary, either electronically or in paper copy.

2. Signed copies of the 'Confirmation of the Award of Credit' forms completed by the Pathway Moderator(s) at the final Pathway Moderation visit(s). The numbers recorded in this document **must** tally with the numbers reported to the Awards Board. A full explanation must be presented for any discrepancies, e.g. if a learner has completed a Unit after the date of the Pathway visit. In such cases it is the responsibility of the Lead Moderator to confirm achievement.
3. Copies of any applications made, and supporting documentary evidence, in relation to:
 - Completion of learners using agreed Credit Transfer;
 - Referral requests already considered (within the duration of the course);
 - Last-minute referral requests for consideration by the Awards Board and proposed verification arrangements;
 - Approved requests for Aegrotat awards;
 - Approved requests for Posthumous Awards;
 - Approved requests for Learner Deadline Extensions;
 - Consideration of Exceptional Circumstances;
 - Appeals.

In advance of the meeting, the **Chair** must ensure that all of the relevant documentation listed above, and summarised in the table below, is fully and accurately completed and can be made available at the appropriate point during the meeting by the course representative.

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Failure to present the required documentation may result in a delay in completing the Awards Board's business and, subsequently, the timely certification of learners.

Where more than one pathway and/or Diploma is being considered at the same meeting the agenda should be followed for *each* Diploma in turn and a *separate* set of minutes must be produced for each Diploma.

The minutes may be completed by hand, but would normally be word processed during the meeting (and preferably while being projected for confirmation by Awards Board members).

It is essential that no information is provided to the members of the Awards Board about any HEI offers any learner may be holding during the meeting.

Agenda Item	Documents to be made available
1. Full Achievement of the named Access to HE Diploma.	
<p>1a Confirmation of the award of credit, grades and the Access to HE Diploma for those learners who fully meet the Rules of Combination.</p> <p><i>The names of these learners do not need to be recorded in the minutes of the Awards Board, just the total number.</i></p>	<p>RAC Learner Summary. Learners should have 'Y' in the 'QAA Dip' column.</p> <p>Signed 'Confirmation of Award of Credit' form(s).</p>
<p>1b Confirmation of the award of the credit, grades and the Access to HE Diploma for those learners completing using agreed Credit Transfer, Exemptions or Equivalences.</p> <p><i>The names and ID numbers of these learners must be reported in the minutes.</i></p>	<p>RAC Learner Summary. Learners should have 'Y' in the 'QAA Dip' column.</p> <p>Signed 'Confirmation of Award of Credit' form(s).</p> <p>Evidence of any requests made to Open Awards for learners to complete using Credit Transfer (CTF Forms), Exemption or Equivalence (REEP Forms) together with the written evidence of Open Awards approval.</p>
<p>1c Confirmation of the any Aegrotat Awards</p> <p><i>The names and ID numbers of these learners must be reported in the minutes.</i></p>	<p>RAC Learner Summary. Learners should have 'Y' in the 'QAA Dip' column.</p> <p>Signed 'Confirmation of Award of Credit' form(s).</p> <p>Evidence of any requests made to the Access to HE Committee for Aegrotat Awards together with the written evidence of Open Awards Committee approval.</p>
<p>1d Confirmation of any Posthumous Awards</p> <p><i>The names and ID numbers of these learners must be reported in the minutes.</i></p>	<p>RAC Learner Summary. Learners should have 'Y' in the 'QAA Dip' column.</p> <p>Evidence that Open Awards has been notified in writing of any request for Posthumous Award(s).</p> <p>Evidence that permission for a request has been given by the next of kin.</p>
2 Referral requests already considered during the course	
<p>2a Consideration of learners for whom referral requests were made and agreed during the course.</p> <p><i>The number of requests and the number of approvals should be recorded in the minutes. The names of these learners are recorded.</i></p>	<p>All completed LRR Forms listing the learners for whom a referral has been requested and approved.</p>

<p>2b Consideration of learners for whom referral requests were made but refused during the course.</p> <p><i>The number of requests refused should be recorded in the minutes. The names of these learners are recorded.</i></p>	<p>All completed LRR Forms listing the learners for whom a referral has been requested and refused.</p>
<p>2c Number of successful second resubmissions (as a result of approved referral requests) this period – reported to the Final Awards Board.</p> <p><i>The number of successful 2nd resubmissions should be recorded in the minutes. The names of these learners are recorded.</i></p>	<p>All completed LRR Forms listing the learners for whom a referral was requested, approved and their 2nd resubmission was successful.</p>
<p>3 Referral Requests to the Awards Board</p>	
<p>3a – 3d Consideration of learners for whom referral requests are being made to the Awards Board.</p> <p><i>The names and ID numbers of these learners together with the decision of the Awards Board and the Lead Moderator must be reported in the minutes.</i></p> <p><i>The timescale for, and arrangements for verification of the resubmission evidence, for any referred Units must be made at the meeting.</i></p> <p><i>Where a referral is agreed by the Awards Board 'Referral' should be recorded against the learners name in the 'QAA Dip' column on the RAC Learner Summary.</i></p> <p><i>If a referral is not agreed any achievement will be counted as Partial Achievement. In this case 'N' must be recorded in the 'QAA Dip' column on the RAC Learner Summary.</i></p>	<p>RAC Learner Summary. Learners should have 'Y' in the 'QAA Dip' column.</p> <p>Signed 'Confirmation of Award of Credit' form(s).</p> <p>Completed RRF Forms requesting the consideration by the Awards Board to allow opportunity for referral for learners.</p> <p>The evidence of achievement and non-achievement relating to the units for which referral is being requested.</p> <p>The Pathway moderator's recommendations based on their scrutiny of the evidence at the Pathway Moderation Visit (contained within RRF Form).</p>
<p>4 Partial Achievement</p>	
<p>4a Confirmation of the award of credits and grades for learners having partial achievement.</p> <p><i>Learners for whom a referral has not been agreed should be included in this total.</i></p> <p><i>Where the number of learners for whom partial achievement is being claimed is</i></p>	<p>RAC Learner Summary. Learners should have 'N' in the 'QAA Dip' column.</p> <p>Signed 'Confirmation of Award of Credit' form(s).</p>

<i>unusually high, please provide an explanation in the comments section of the minutes.</i>	
5 Academic Misconduct	
5a Report from the Provider of any investigations made and decisions taken regarding academic misconduct affecting achievement.	Any records of investigations into cases of academic misconduct and the outcomes of such investigations.
6 Extenuating Circumstances	
6a Consideration of extenuating circumstances affecting learners that could not be considered by the Providers standard processes.	Any documentation relating to extenuating circumstances affecting achievement.
7 Appeals	
7a The only appeals that can be brought to the Awards Board are those where: <ul style="list-style-type: none"> • there is evidence of administrative or procedural error; • there are extenuating circumstances that, for good reason, could not be notified prior to the Awards Board. 	Appeal requests and supporting documentation.
8 Confirmation of Awards	
8a The Lead Moderator confirms the awards to be made by: <ul style="list-style-type: none"> • confirming the numbers in each category reported in the minutes; • by verifying the awards via the Open Awards secure portal (following the Awards Board) 	Copies of the minutes of the Awards Board should be produced for the Lead Moderator to sign.
9 Signatures, Authentication and Circulation	
9a The minutes of the Awards Board must be returned to the AVA no later than five working days following the date of the FAB meeting. The Organisation must retain a copy of the minutes for its own records.	Copies of the minutes must be signed by the Chair and the Scribe as an accurate record of the Awards Board.

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