

Access to HE Administration Schedule 2016-2017

This checklist has been provided to aid you in the administration of running your Access to HE courses (for courses starting in September 2016). It should be used in conjunction with the Open Awards Access to HE Handbook and the Access to HE Portal Guidance which can both be found on the Open Awards website.

Sep	Begin to collate your lists of learners for each diploma course. You may wish to have several course runs/cohorts for a single diploma course. You should consider the following:	<input type="checkbox"/>
	1. Make sure that all learner names are spelled correctly and all details are correct.	<input type="checkbox"/>
	2. Discuss with each learner as part of their Individual Learning Plan any possible Level 2 exemptions (GCSE A*-C) or other appropriate level 3 qualifications that can be used to exempt ungraded units and complete and submit the relevant form (REEP) for level 3 exemptions by the last working day of October. Guidance on this and learners who have credits achieved from the previous diploma specification can be found in the Open Awards Access to HE Handbook.	<input type="checkbox"/>
	3. Learners who are studying over two years should be registered on a two-year course run.	<input type="checkbox"/>
	4. Be mindful of the UCAS application deadlines for your learners. Learners must be registered on the correct Access to HE Diploma course before the UCAS deadline regardless of the 12 week registration deadline.	<input type="checkbox"/>
	PLEASE BE AWARE that changes cannot be made to a course run or learners added after the 12 week registration deadline. Also, learners cannot be withdrawn from course runs after 6 weeks from course run start date. Transfers between courses in the 6-12 week cycle will incur an administration fee.	<input type="checkbox"/>
Oct	The first UCAS deadline is 15 th October 2016. Learners who have to apply by this time must also be registered with Open Awards in accordance with QAA guidance.	<input type="checkbox"/>
	Any requests for exemptions must be submitted to ahed@openawards.org.uk by 31st October.	<input type="checkbox"/>
Nov	Use the Course Run Confirmation report to check that all learners are on the correct course. Ensure any changes to course runs have been submitted before the end of the 12 week period (12 weeks from start date of course run).	<input type="checkbox"/>
Dec	The 12 week registration period ends in December for most course runs beginning in September. All learners must be registered on the correct course runs by this time.	<input type="checkbox"/>
	Begin to enter results as soon as possible using the Markbook facility via the Open Awards portal and continue to enter results as they are achieved, assessed and internally verified. A demonstration video is available for using the new Markbook results facility on www.openawards.org.uk .	<input type="checkbox"/>
Jan		
Feb		
Mar		
Apr	Check that results are being entered regularly so far.	<input type="checkbox"/>
	Ensure there are sufficient members of staff to check the results ready for the Final Awards Board (FAB). Any changes to the award of credit post FAB have to be reported to QAA.	<input type="checkbox"/>
May	Submit any requests for learner extensions before the Final Pathway Moderation visit to Open Awards.	<input type="checkbox"/>
Jun	Complete, thoroughly check and submit results to Open Awards via the portal after the final pathway moderation ready for the FAB. You may wish to review the proposed results with the learner and ask them to confirm them using the Access to HE Results Confirmation which can be generated from the course run on the secure portal.	<input type="checkbox"/>
	Prepare for the Final Awards Board. Ensure that the required members of staff are available to attend as detailed in guidance for the FAB on www.openawards.org.uk .	<input type="checkbox"/>
	Ensure that there are members of staff available to answer queries from Open Awards about learner results if necessary.	<input type="checkbox"/>
Jul	Ensure that there are members of staff available to receive, check and distribute Access to HE Certificates. Certificates must be distributed to learners promptly to avoid delay with their application to university.	<input type="checkbox"/>
	Confirm receipt of certificates to Open Awards via the portal	<input type="checkbox"/>