

# Access to HE Administration Schedule 2017-2018

This checklist has been provided to aid you in the administration of running your Access to HE courses (for courses starting in September 2017). 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"/>
	Make sure that you obtain the correct legal names and correct details for learners.	<input type="checkbox"/>
	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. Complete and submit the Level 3 Exemption Request Form by the last working day of October.	<input type="checkbox"/>
	Learners who are studying over two years MUST be registered on a two-year course run.	<input type="checkbox"/>
	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"/>
<p><b>PLEASE BE AWARE</b></p> <ul style="list-style-type: none"> <li>• <b>Changes cannot be made to a course run, including additional learners, after the 12 week registration deadline.</b></li> <li>• <b>Learner transfers between 6-12 weeks from the start date will incur an administration fee of £25.</b></li> <li>• <b>All Learners who are registered after 6 weeks with Open Awards are chargeable.</b></li> <li>• <b>Learners who are withdrawn after 6 weeks are still chargeable. Learners withdrawn before the 6 week point are not chargeable.</b></li> </ul>	<input type="checkbox"/>	
Oct	The first UCAS deadline is 15 <sup>th</sup> October 2017. 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 <a href="mailto:ahed@openawards.org.uk">ahed@openawards.org.uk</a> by the last working day of October.	<input type="checkbox"/>
Nov	Use the <b>Course Run Confirmation</b> 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). QAA do not permit late registrations unless in extenuating circumstances.	<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.	<input type="checkbox"/>
Jan	Check that results are being entered regularly. Moderators will be asking for results to be visible on the Markbook in readiness for the Interim Pathway Moderation Visit.	<input type="checkbox"/>
Feb		
Mar		
Apr	Keep checking that results are being entered regularly.	<input type="checkbox"/>
	Ensure there are sufficient members of staff to check the results ready for submission. Any changes to the award of credit post FAB have to be reported to QAA and incur a £100 charge per learner.	<input type="checkbox"/>
May	Submit any requests for learner extensions before the Final Pathway Moderation visit to Open Awards.	<input type="checkbox"/>
Jun	Thoroughly check all results.	<input type="checkbox"/>
	Please review the results with the learner and ask them to confirm them using the <b>Access to HE Results Confirmation</b> which can be generated from the course run on the secure portal.	<input type="checkbox"/>
	Submit results to Open Awards via the portal after the Final Pathway Moderation visit but before the FAB. Results must be submitted 1 full working day before the FAB or it will need to be rescheduled <b>which may incur charges</b> .	<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 <a href="http://www.openawards.org.uk">www.openawards.org.uk</a> .	<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"/>