# Final Awards Boards

## Confirmation of Due Process

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| **Provider** |  | | **FAB Date** |  | |
| Pathway(s)  *(tick all that apply)* | Business and Management |  | Health | |  |
| Computing |  | Humanities and Social Sciences | |  |
| Creative and Performing Arts |  | Science and Engineering | |  |

**AVA representative checklist**

| **I confirm that:** | *Please tick* | | |
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| **Yes** | **No** | **N/A** |
| **Meeting preparation** | | | |
| The Centre provided a suitable Chair, Scribe and Pathway representatives for *each* Pathway to ensure the FAB was quorate |  |  |  |
| All pathways / runs were appropriately represented to allow for a full discussion of student achievement. |  |  |  |
| The provider provided the following documents for the meeting:   * Copies of the submitted Markbook for each course run * Evidence of provider approval for on-course referrals * Completed referral request forms for all referrals submitted to the FAB * Appropriate supporting evidence for all referrals submitted to the FAB * Copies of applications for Aegrotat Awards * Copies of Aegrotat Awards approvals from Open Awards (where appropriate) * Copies of applications for Posthumous Awards * Copies of LRR form |  |  |  |
| The Lead Moderator provided the following documents for the meeting:   * Copies of the submitted Markbook each course run * Confirmation of Award of Credit summaries completed by Pathway Moderators * Provider Profile |  |  |  |
| **Conduct of the meeting** | | | |
| The chair conducted the meeting in line with the Open Awards published agenda. |  |  |  |
| All decisions taken at the meeting were supported by a full and open discussion and the required evidence was available as appropriate. |  |  |  |
| The minutes were taken at the meeting and the outcomes of decisions affecting individual students were recorded. |  |  |  |
| No information was provided by the provider organisation to the FAB regarding any HEI offers a student may have received. |  |  |  |
| **Minutes** | | | |
| All grades amended by the Pathway Moderator through the external moderation processes were discussed and minuted |  |  |  |
| A submission deadline and agreed verification date has been set and minuted for all referrals agreed at the FAB |  |  |  |
| Aegrotat Awards were confirmed and minuted |  |  |  |
| Posthumous Awards were confirmed and minuted |  |  |  |
| Withdrawn students, and reasons for withdrawal, were discussed and minuted |  |  |  |
| Continuing students were discussed and minuted |  |  |  |
| Cases of adademic misconduct were discussed and minuted |  |  |  |
| Cases of students with extenuating circumstances were discussed and minuted |  |  |  |
| The award of credit for partial achievers was confirmed and minuted |  |  |  |
| The award of Access to HE Diplomas was confirmed and minuted |  |  |  |
| The minutes confirm that total number of Registered students equalled the number of withdrawn students PLUS Continuing students PLUS partial achievers PLUS full achievers for each course run |  |  |  |
| Lead Moderator Confirmed the Award of Credit |  |  |  |
| The FAB Committee members confirmed the Award of Credit |  |  |  |
| The Lead Moderator confirmed the provider’s approval status for next year. |  |  |  |
| The provider confirmed their undertaking to adhere to QAA licencing criteria. |  |  |  |
| The minutes were signed by the Chair, Scribe, Lead Moderator and AVA Rep |  |  |  |
| The provider was reminded that the minutes must be returned to Open Awards **within 48 hours** of the Final Awards Board. |  |  |  |

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| **If NO to any of the above, please provide full details below** |
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| **If there were any unusual circumstances not referred to above, please provide full details below** |
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| **Post-FAB arrangements** | | | |
| The following individual takes responsibility for liaising with Open Awards in relation to any matters relating to awarding and approval decisions after the FAB. The named individual must be contactable for a minimum of two weeks after the FAB and have appropriate levels of responsibility and access to relevant information. | | | |
| Name | Role at provider | Direct line/ mobile | Email |
|  |  |  |  |

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| **Declaration** | | |
| I confirm that all the information I have provided in this form is, true and correct to the best of my knowledge. | Name of AVA Representative | Date |
|  |  |
| **If due process cannot be confirmed, please inform the Head of Quality and Standards immediately.** | | |

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| **For Office Use Only** |
| *To be completed by Open Awards Quality and Compliance Officer* |

| **I confirm that:** | *Please tick* | | |
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| **Yes** | **No** | **N/A** |
| The AVA received the minutes within the agreed deadline. |  |  |  |
| The minutes were signed by all appropriate individuals. |  |  |  |
| The AVA has received copies of all LRR forms for on-course referrals. |  |  |  |
| The AVA has received the RACs securely. |  |  |  |

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| **If you cannot confirm one or more of these statements, please explain below.** |
|  |
| **If due process cannot be confirmed, please inform the Head of Quality and Standards immediately.** |