Access to Higher Education Diploma

Final Awards Board Guidance 2018-19

1 What is a Final Awards Board (FAB) Committee?

The formal authority for the award of the Access to HE Diploma rests with Open Awards' Access to HE Committee. The Access to HE Committee has delegated this authority to a Final Awards Board (FAB) Committee for each Diploma.

The FAB is normally held in late June or early July[1] once final moderation visits have been completed. The FAB takes place within four weeks of the completion of the Diploma course.

The FAB is designed to meet QAA AVA Licensing Criteria 112:

112	The AVA operates standard documented procedures for the award of Access to HE Diplomas that are consistent with QAA requirements. These include:
112a	procedures outlining the function, process and membership of Final Awards Boards
112b	procedures that ensure a final moderation process has taken place before the Final Awards Board and before recommendations for the award of credits, grades or Diplomas are made to the AVA
112c	procedures to ensure that students on Access to HE courses are awarded credit and, where appropriate, grades for all units achieved and an Access to HE Diploma if the specified units have been achieved.

The FAB will:
- approve the Award of Credit, grades and Access to HE Diplomas
- ensure the provider's ongoing adherence to the QAA licensing criteria
- confirm the provider's approval status with Open Awards for the next academic year
- consider cases of misconduct, extenuating circumstances and appeals

All awarding and approval decisions are reported to the Access to HE Committee and Board for monitoring purposes.

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[1] For courses not following the academic year timetable, FABs take place as soon as is practicable after the final moderation but in any case, takes place within four weeks of the completion of the Diploma course.

2 Who attends the FAB?

The FAB is a formal meeting and must include representation from Open Awards and the provider. **The same person must not complete the roles of Chair and Scribe.**

As a minimum, the FAB will have the following constitution:

Role	From	Summary of Key Responsibilities
Chair *A senior member of the provider staff such as Access Coordinator, Curriculum Manager or Quality Manager.*	Provider	To chair the meeting in accordance with the Open Awards template agenda. To ensure that all relevant paperwork is available to the Lead Moderator, as required. To confirm the provider's ongoing adherence to the QAA licensing criteria. To sign the minutes as a true and accurate record.
Lead Moderator *The Lead Moderator allocated to the provider by Open Awards for the delivery period*	Open Awards	To confirm approval of all awards of the Access to HE Diploma. To confirm the award of credit for any students who do not fully meet the rules of combination for the award of the Diploma. To agree appropriate deadlines for referrals submitted to FAB. To lead discussions on the provider's profile held by Open Awards To confirm (or otherwise) the provider's status as an Open Awards Access to HE Diploma provider for the next academic year. To sign the minutes as a true and accurate record.
AVA Representative *A named member of Open Awards staff trained in the constitution and conduct of the FAB.*	Open Awards	To confirm the meeting followed due process and was conducted fairly. To document decisions taken with regard to particular students and report to the AVA immediately following the meeting. To outline processes for recommending candidates for the Keith Fletcher Award. To sign the minutes as a true and accurate record.
Scribe *Possibly the examinations officer with responsibility for submitting the results via Markbook.*	Provider	To take accurate minutes of the meeting on the Open Awards template in an electronic format. To ensure that all students are accurately reported in the correct section of the minutes. To ensure that the minutes include a full and accurate record of all decisions agreed. To sign the minutes as a true and accurate record. To make the minutes available to Open Awards within 5 working days of the meeting.
Pathway Representative(s) *Either the pathway leader or internal verifier for the pathway. In some cases, it may be appropriate for both to attend.*	Provider	To present fully completed documentation to support all awards and credits for which approval is being requested. To present fully completed documentation regarding extenuating circumstances. To answer any questions relating to the achievement of individual students on the pathway. To be present for the whole time that their pathway is under consideration.

3   What documents are required for the Final Awards Board Committee?

The FAB follows a common format across all Open Awards providers. A table with each of the items covered and the mains points of discussion under each is provided below. In order for the meeting to be conducted efficiently the chair must ensure that all of the relevant documentation listed below is fully and accurately completed and can be made available at the appropriate point during the meeting by the course representative.

If the Provider fails to present the required documentation listed below, this may result in a delay in completing the Final Awards Board's business and, subsequently, the timely certification of students.

Document	Provided by	Agenda item							
		A	B	C	D	E	F	G	H
Completed Markbook for all course runs	Open Awards	A2	B1	All	All	All	All		
Completed Markbook for all course runs	Provider	A2	B1	All	All	All	All		
Confirmation of Award of Credit Form	Open Awards		B1	All	All	All	All		
Pathway Moderation Report	Open Awards		B1	All	All	All	All		
On-course referral request forms (approved)	Provider			C1					
On-course referral request forms (refused)	Provider			C1					
Evidence of provider decisions for on-course referrals	Provider			C1					
Referral request forms submitted at FAB	Provider			C2					
Supporting evidence for referrals submitted at FAB	Provider			C2					
Requests for Aegrotat awards	Provider			C3					
Evidence of Open Awards decisions for Aegrotats	Provider			C3					
Requests for Posthumous Awards	Provider			C4					
Permission for Posthumous Awards from next of kin	Provider			C4					
RPL/ Credit Transfer request forms	Provider					E1			
Open Awards RPL/ Credit Transfer approvals	Provider					E1			
Provider profile	Open Awards							G1	
Documents relating to academic misconduct	Provider							G2	
Appeal requests and supporting documentation	Provider							G3	

4   What happens at the FAB?

The FAB is a formal meeting which must be held in an appropriate setting and follows a set agenda:

Part A   Scope

A1   Welcome, introductions, attendees and roles

The roles and responsibilities of each member of the FAB committee are agreed. The Chair must advise the Committee that at no point during the meeting should any information be given about any HEI offers any student may be holding.

A2   Agree scope of the meeting(s) *(for action)*

The Chair must list the courses being considered within the meeting. The Committee must agree the number of students registered on each course run. This information must be recorded at Appendix 1 of the minutes (Student Outcome Summary). The scribe must add the relevant information to all columns indicated with *A2*.

Multiple course runs and Diplomas **within the same pathway** will be considered at the same meeting and outcomes recorded on the same set of minutes.

Where course runs **from more than one pathway** are being considered, the agenda should be followed for each pathway in turn and a separate set of minutes must be produced for each pathway.

It would be helpful if the FAB Committee agree the order in which each course is to be considered and ensure that this order is maintained throughout the meeting and the minutes.

A3   Declarations of any conflicts of Interest *(for action)*

If any member of the FAB Committee has a conflict of interest (actual or potential), they must declare it. The Committee must agree on an appropriate method of mitigation, which may include individuals leaving the room some of all of the meeting. The provider must ensure that the meeting remains quorate at all times.

Part B   Changes to grades

B1   Confirmation of any students whose grade has been amended through the external moderation process *(for information)*

Pathway Moderators are authorised to amend grades where the grade recommended by the Provider does not align with the evidence presented by the learner. The provider must declare each grade amendment in turn and minute these amendments. Open Awards has a regulatory requirement to document these occurrences.

The Chair of the meeting must ensure that all amended grades have been accurately recorded on the Markbook.

If the changes have not been made before the FAB Committee meeting, the provider must arrange for these amendments to be made before awards are confirmed.

Part C Students with Extenuating Circumstances

The FAB Committee must consider any cases where extenuating circumstances have affected a student's performance in more than one area or in a way that falls outside the provider's normal procedures. The provider must make available to the Committee all appropriate request forms, supporting paperwork including rationale and audit trails for decisions made. The minutes must provide a summary of each case.

C1 On-Course Referrals *(for information)*

When a learner has not achieved all the assessment criteria for a unit following either of the scenarios below and due to special circumstances, the provider may request an additional opportunity for a learner to resubmit work in order to achieve credit. Learners can be granted up to 15 credits from referred work.
- If the first submission was late and failed to address all assessment criteria
- If resubmitted work failed to address all of the assessment criteria

This part of the agenda provides details of all on-course referrals made by the provider to Open Awards. The FAB Committee will receive information on each referral made regardless of whether or not they were agreed. The provider must provide copies of the Learner Referral Request Forms, supporting evidence for each referral and evidence of the provider's decision.

The minutes must record all on-course referral requests, whether approved or not. All students must be listed on Form LRR which must be made available to the FAB Committee.

C2 Referrals submitted at the FAB *(for action)*

Where referral requests are made near the end of the course, the request may be made at the final pathway moderation and approved at the Final Awards Board using the Referral at FAB form available through the Secure Portal. Copies of the form(s) are to be forwarded to Open Awards with the minutes of the Final Awards Board meeting.

For each agreed referral submitted at the FAB, the Committee must agree the revised submission deadline and the date for final moderation. For learners planning to go to university at the start of the next academic year, the revised submission deadline must ensure that the submission, assessment and internal verification is completed by no later than 31st July. For learners not planning to go to university immediately, the deadline must be no later than 31st August.

The FAB Committee must ensure that all referrals submitted at the FAB are recorded in the minutes regardless of whether or not they were approved.

The number of **approved** referrals submitted at the FAB must be recorded at Appendix 1 of the minutes (Student Outcome Summary). The scribe adds the relevant information to the column indicated with C2.

C3 Aegrotat awards *(for information)*

The provider may have requested an Aegrotat Award for a learner who, due to extenuating circumstances, has been unable to complete their Access to HE Diploma course but would have done so otherwise and who have achieved at least 30 of the credits required for the Access to HE Diploma. Requests for Aegrotat Awards cannot be considered at the FAB. All Aegrotat requests must be submitted via the Secure Portal along with supporting evidence **before** final pathway moderation. Open Awards reviews and makes decisions on all requests before the FAB Committee meeting.

The FAB Committee must ensure that all requests for Aegrotat Awards are recorded in the minutes regardless of whether or not they were approved by Open Awards.

The number of **approved** Aegrotats must be recorded at Appendix 1 of the minutes (Student Outcome Summary). The scribe must add the relevant information to the column indicated with *C3*.

C4   Posthumous Awards *(for action)*

A posthumous award may be made at the discretion of the Final Awards Board provided that the request is supported by the next of kin of the learner. Requests are to be considered by the FAB Committee.

The FAB Committee must ensure that all requests for posthumous awards are recorded in the minutes regardless of whether or not they were approved.

The number of **approved** Posthumous Awards must be recorded at Appendix 1 of the minutes (Student Outcome Summary). The scribe must add the relevant information to the column indicated with *C4*.

Part D   Students WITHOUT full achievement of the Diploma

D1   Withdrawn with no credit *(for information)*

All students registered with Open Awards but did not achieve any credits should be named here. Where known, the reason for each student's withdrawal should be stated and recorded in the minutes.

The number of students that withdrew without achieving any credit must be recorded at Appendix 1 of the minutes (Student Outcome Summary). The scribe must add the relevant information to the column indicated with *D1.*

D2   Continuing students *(for information)*

Students who have not yet completed their Diploma and have deferred, or plan to complete at a later date must be named. The provider should explain what the student was unable to complete within the course dates and provide an estimated date for their completion.

All continuing students registered should be named in the minutes, along with the number of credits achieved and relevant comments.

The number of students that are continuing on their Access to HE Diploma must be recorded at Appendix 1 of the minutes (Student Outcome Summary). The scribe must add the relevant information to the column indicated with *D2.*

D3   Partial achievers *(for information)*

Partial achievers are students who have not fully met the specific Rules of Combination for a named Diploma, where an Aegrotat award or extension request has not been approved and for whom there has been no request for referral to the Final Awards Board. Partial achievers will receive a Credit Transcript of unit achievement.

The students should be named and the FAB Committee should check that the Markbook accurately records their partial achievement. The number of credits achieved should be recorded in the minutes. Where students have completed more than 50% of the credits required for a full Diploma, the provider should provide reasons why the student did not complete the Diploma. Student details, credits achieved and reasons for partial achievement should be recorded on the minutes.

The number of partial achievers must be recorded at Appendix 1 of the minutes (Student Outcome Summary). The scribe must add the relevant information to the column indicated with *D3.*

Part E   Recommendations for the Award of Credit

E1   Students completing using approved Recognition of Prior Learning (RPL) or Credit Transfer *(for review)*

This agenda item applies to individual students for whom the provider has submitted a request for RPL or Credit Transfer in line with the Open Awards Recognition of Prior Learning (RPL) Policy and Procedures. It does not apply to Level 2 exemptions permitted as part of Diploma validation.

Requests for RPL/Credit Transfer cannot be considered at the FAB. The provider must provide copies of RPL Request Forms, supporting evidence for each request and evidence of Open Awards decision.

The FAB Committee must ensure that all **approved** RPL requests are recorded in the minutes. The number of **approved** RPL requests must be recorded at Appendix 1 of the minutes (Student Outcome Summary). The scribe must add the relevant information to the column indicated with *E1.*

E2   Students fully meeting the rules of combination *(for action)*

The students recommended for full Diploma achievement should be named and the FAB Committee should check that the Markbook accurately records their achievement. Student names do not need to be included in the minutes.

The number of students fully meeting the rules of combination must be recorded at Appendix 1 of the minutes (Student Outcome Summary). The scribe must add the relevant information to the column indicated with *E2.*

At this point, the FAB Committee must check that the total number of students registered on each course run is the same as the total of the full and partial achievers, withdrawn and continuing students. If this is not the case, these sections of the agenda must be repeated until anomalies have been identified and addressed.

Part F   Confirmation of awards

Following consideration of all previous agenda items, the Lead Moderator decides whether to confirm the awards of credit, grades and Access to HE Diplomas. The FAB Committee will do likewise.

Please note: the FAB Committee cannot approve without Lead Moderation confirmation.

Part G   Ongoing Provider Status

G1   Provider Profile

The Lead Moderator will lead discussion around the provider's overall performance. This will take into account the contents of Open Awards profile of the provider including grading data, risk rating, actions, good practice and attendance at Open Awards training and standardisation. The provider has the opportunity to provide commentary and submit evidence for each discussion point. A summary of discussions must be recorded in the minutes.

G2   Cases involving academic misconduct *(for information)*

The provider must provide details of any cases of academic misconduct that have arisen and been actioned within the year. The Provider must give assurances to the FAB that their own documented procedures were followed. The FAB may review relevant documentation including an audit trail of actions taken to assure itself that due process was followed and that decisions were fair and accurate. Refer to QAA Grade scheme handbook, section E (page 5), for further details regarding Academic Misconduct.

G3   Appeals (for information)

The grounds for appeal about the Award of Credits or grades on the Access to HE Diploma are restricted to cases where:
- there is evidence of administrative or procedural error
- there are extenuating circumstances that, for good reason, could not be notified prior to the Final Awards Board

The provider must provide details of any appeals made by students along with a summary of the actions followed by the provider. The Provider must give assurances to the FAB that their own documented procedures were followed. The FAB may review relevant documentation including an audit trail of actions taken to assure itself that due process was followed and that decisions were fair and accurate.

Any appeals which have been escalated to Open Awards through the Enquiries, Complaints and Appeals Policy and Procedures which are subject to ongoing investigation will be excluded from these discussions.

G4   Ongoing provider status decision

Based on the previous agenda items, the Lead Moderator confirms whether the provider is approved, approved with conditions or not approved. If conditions are placed on the provider, these must be listed in the minutes along with a deadline for completion. If the provider is not approved to continue delivering Open Awards Access to HE Diplomas, the reasons must be stated in the minutes.

Part H   Formal declaration
The Chair, Lead Moderator, AVA Representative and Scribe must all sign the minutes as a declaration that they are a true and accurate record of the meeting.

It is the scribe's responsibility to return a signed copy of the minutes to Open Awards **within 48 hours** of the Final Awards Board. The Provider must retain a copy of the minutes for its own records.

Final Awards Board - Minutes

Provider		FAB Date	

Part A: Scope of the FAB Committee meeting

A1 Attendees and role

Attendee Name	Role/Responsibility	Representing
	Chair	Provider
	Scribe	Provider
	Lead Moderator	Open Awards
	AVA representative	Open Awards
	Pathway Representative *(Pathway)*	Provider
	Pathway Representative *(Pathway)*	Provider

(Insert additional rows as necessary)

A2 Scope of meeting

Pathway *(tick one)*	Business and Management		Health	
	Computing		Humanities and Social Sciences	
	Creative and Performing Arts		Science and Engineering	

Please complete all columns headed A2 in Appendix 1.

A3 Declarations of conflicts of interest

If any of the attendees have a conflict of interest, provide a summary of this conflict and how the FAB Committee agreed to mitigate it.

Part B: Changes to grades

B1 Changes to grades following Pathway Moderation					
Following the external moderation process, the Pathway Moderator amended the following overall unit grade (this does not include cases where graded descriptor changes do not affect overall grade. *The provider must take responsibility to ensure that the student is made aware of the grade amendments.*					
Student Name	Student ID	Run ID	Unit code	Grade before change	Grade after change
(Insert additional rows as necessary)					
Total number of students for whom amendments were made (enter NIL if none)					

Part C: Students with extenuating circumstances

C1   Referrals – On-course referrals

*Students for whom a Referral request was made to Open Awards during the course. Include all referrals requests, whether approved or not. These students should be listed on form LRR which must be available for review at the FAB and a copy **returned to Open Awards with these minutes.***

Student Name	Student ID	Run ID	Unit code	Provider decision
				Approved / refused
				Approved / refused
(Insert additional rows as necessary)				

Total number of students for whom a Referral request was made during the course (enter NIL if none)	

C2 Referrals – submitted at the FAB

Students for whom a Referral request was submitted at the FAB, supported by all appropriate recorded evidence. The deadline for resubmission of work and the arrangements for verifying achievement if the Referral is approved must be recorded below.
For students planning to go to university at the start of the next academic year, the revised submission deadline must ensure that the submission, assessment and internal verification is completed by no later than 31st July. For learners not planning to go to university immediately, the deadline must be no later than 31st August.

Student Name	Student ID	Run ID	Unit code	FAB outcome	Submission deadline	Agreed verification date
				Approve / Refuse		
				Approve / Refuse		
(Insert additional rows as necessary)						

Please add the number of referrals APPROVED at the FAB for each course run to Appendix 1.

C3 Aegrotat Awards

Aegrotat Awards cannot be considered at the FAB. The provider must make evidence available to the Committee of Open Awards decisions for all requests. All requests for Aegrotat Awards must be recorded in the minutes regardless of whether or not they were approved by Open Awards.

Student Name	Student ID	Run ID	Credits completed	Evidence reviewed by the FAB Committee	Open Awards decision
					Approved/ refused
					Approved/ refused
(Insert additional rows as necessary)					
Please add the number of Aegrotat Awards APPROVED at the FAB per course run to Appendix 1.					

C4 Posthumous Awards

A posthumous award may be made at the discretion of the Final Awards Board provided that the request is supported by the next of kin of the learner. Requests are to be considered by the FAB Committee. The FAB Committee must ensure that all requests for posthumous awards are recorded in the minutes regardless of whether or not they were approved.

Student Name	Student ID	Run ID	Completed units	Evidence reviewed by the FAB Committee	FAB Committee decision
					Approved / refused
					Approved / refused
(Insert additional rows as necessary)					
Please add the number of Posthumous Awards APPROVED at the FAB per course run to Appendix 1.					

(Please add additional rows if necessary)

Part D: Students without full achievement

D1 Students withdrawn with no credit			
Students who registered with Open Awards but withdrew from the course without having achieved any credit.			
Student Name	**Student ID**	**Run ID**	**Reason for withdrawal**
(Insert additional rows as necessary)			
Please add the number of students withdrawn with no credit per course run to Appendix 1.			

D2 Continuing Students				
Students who have not yet completed their Diploma and have deferred or plan to complete at a later date. Provide comments explaining why the student was unable to complete within the course dates and when they are expecting to complete the Diploma. These named students will receive a transcript of unit achievement.				
Student Name	**Student ID**	**Run ID**	**Credits achieved**	**Comments**
(Insert additional rows as necessary)				
Please add the number of continuing students per course run to Appendix 1.				

D3   Partial achievers

Students who achieved some credit but did not complete the full Diploma and do not plan to continue on the Diploma after the FAB.
These named students will receive a transcript of unit achievement.
Open Awards will cross-check names with those listed on the Markbook. Any anomalies will result in certification delays and charges being incurred.

Student Name	Student ID	Run ID	Why did the student not complete the full Diploma?
(Insert additional rows as necessary)			
Please add the number of partial achievers per course run to Appendix 1.			
Where there is a significant proportion of partial achievers on a specific course run, please provide an explanation below.			

Part E: Recommendations for the Award of Credit

E1 Students completing using approved Recognition of Prior Learning/ Credit Transfer

Individual students with approved RPL or Credit Transfer in line with the Open Awards Recognition of Prior Learning (RPL) Policy and Procedures.
Do not include Level 2 exemptions permitted as part of Diploma validation.
Requests for RPL/Credit Transfer cannot be considered at the FAB.
The provider must provide copies of RPL Request Forms, supporting evidence for each request and evidence of Open Awards approval.

Student Name	Student ID	Run ID	Total credits achieved through RPL/ Credit Transfer	Evidence reviewed by the FAB Committee

(Insert additional rows as necessary)

Please add the number of students achieving through RPL or Credit Transfer per course run to Appendix 1.

E2 Students fully meeting the Rules of Combination

Refer to the Markbook at this point to read out all student names. The names of full achievers should not be listed on the minutes.
The total number of students listed must be the same as the number of students with full Diploma profiles on the Markbook.

Please add the number of students fully meeting the rules of combination per course to Appendix 1.

(Insert additional rows as necessary)

PLEASE CHECK THE TOTALS ON THE STUDENT OUTCOME SUMMARY (APPENDIX 1) ARE CORRECT BEFORE CONTINUING

Part F: Confirmation of Awards

F1 Confirmation of awards

Lead Moderator	
I confirm the awards of credit, grades and Access to HE Diplomas recorded in the Markbook for the Course Run(s) listed above, and that procedures relating to academic misconduct, extenuating circumstances, and appeals, if any, have been considered in accordance with agreed procedures.	**Signature of Lead Moderator**
FAB Committee (tick appropriate box)	
The FAB Committee **approves** the awards of credit, grades and Access to HE Diplomas recorded in the Markbook for the Course Run(s).	
The FAB Committee **does not approve** the awards of credit, grades and Access to HE Diplomas recorded in the Markbook for the Course Run(s).	

Part G: Ongoing Provider Status

G1 Provider Profile

The Lead Moderator leads a discussion, supported by the AVA representative, to outline the content of the provider profile held by Open Awards. The minutes should provide a summary of the key points discussed.

Grade profile summary

Good practice

Areas of concern

In-year learner amendments

Attendance at Open Awards events

G2 Cases involving Academic Misconduct

The provider must provide details of all cases of academic misconduct, supported by all relevant documentation including the audit trail of actions taken. The Awards Board must consider whether practices are in line with the provider's policy and QAA requirements.

Summary of the provider's processes

Total number of cases	Student ID	Brief description (case by case)	Provider's actions (case by case)	Final Awards Board advice (case by case)

(Insert additional rows as necessary)

G3 Appeals

Each student must have provided written details of the scope of their appeal and copies of documentary evidence.
Any evidence relating to administrative or procedural error or to extenuating circumstances must be made available to the Final Awards Board. Appeals must be restricted to cases where:
- *there is evidence of administrative or procedural error;*
- *there are extenuating circumstances that, for good reason, could not be notified prior to the Final Awards Board.*

Summary of the provider's processes

Total number of cases	Student ID	Brief description (case by case)	Provider's actions (case by case)	Final Awards Board advice (case by case)

(Insert additional rows as necessary)

G4 Ongoing Provider Status

The Lead Moderator confirms that the Provider is (tick as appropriate):					
Approved		Approved with conditions		Not approved	

If **approved,**	
The Chair confirms that the Provider will continue to adhere to QAA Licensing Criteria by ticking this box:	

If **approved with conditions,** please outline these below along with their date for completion	
Condition(s):	To be completed by

(Insert additional rows as necessary)

If the provider is **not approved** to continue, please provide reasons below.

Part H: Formal declaration

Declaration	
These minutes are a true and accurate record of the Final Awards Board meeting.	
Chair of the FAB Committee	***Signature***
Lead Moderator	***Signature***
AVA Representative	***Signature***
Scribe	***Signature***

It is the scribe's responsibility to return a signed copy of the minutes to Open Awards **within 48 hours of the Final Awards Board**. The Provider must retain a copy of the minutes for its own records.

Appendix 1

Student outcome summary

Registered students = Withdrawn + Continuing + Partial + Full achievers

Diploma title, Run ID and students registered must be added at the beginning of the meeting.

All other columns to be added after relevant agenda item.

				Number of Students						
Diploma Title	Run ID	Registered	Withdrawn with no credit	Continuing		Partial achievers	Achievement of full Diplomas			
				Referrals approval at FAB	Continuing/ Deferred		Aegrotat Awards	Posthumous Awards	With agreed RPL	Fully meet RoC
A3	*A3*	*A3*	*D1*	*C2*	*D2*	*D3*	*C3*	*C4*	*E1*	*E2*
Health Studies	123456	25	1	1	2	0	2	0	2	17
(Insert additional rows as necessary)										

Appendix 2
Confirmation of Due Process

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		
	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			

I confirm that:	Please tick		
	Yes	No	N/A
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.			

If NO to any of the above, please provide full details below

If there were any unusual circumstances not referred to above, please provide full details below

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

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.

Access to Higher Education

I confirm that:	Please tick		
	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.			

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.