|  |
| --- |
| 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **B1Changes 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 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: Misconduct and Appeals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **F1 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)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **F2 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)*

# Part G: Confirmation of Awards

|  |  |
| --- | --- |
| **G1 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 H: Ongoing Provider Status

|  |
| --- |
| **H1 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** |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **H2 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 I: 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.* | | | | | | | | | | |
| **Diploma Title** | **Run ID** | **Number of Students** | | | | | | | | |
| **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** |
| ***A2*** | ***A2*** | ***A2*** | ***D1*** | ***C2*** | ***D2*** | ***D3*** | ***C3*** | ***C4*** | ***E1*** | ***E2*** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| *(Insert additional rows as necessary)* | | | | | | | | | | |