A Guide to the Access to HE Exam Boards: Preparation for the Final Awards Board (FAB)

The Exam Board is an internal centre team meeting which prepares all documentation and decisions to be presented at the Final Awards Board (FAB). All the information you'll need regarding preparing for and running a FAB can be found online in the QAA Grading Scheme handbook E. Standard documentation to be used at FABs is stored within the Gateway Qualifications' Final Awards Board section of the Access to HE webpages. There is also guidance provided within Gateway Qualifications' Guidelines for External Moderation (p12)

QAA Grading Scheme Handbook Section E	Final Awards Board guidance and documentation
http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/Grading-scheme-E.aspx	http://www.gatewayqualifications.org.uk/access_to_higher_education/about_access/for_access_centres/final_awards_board

Here's what you need to know:

1. The Exam Board is the internal meeting which prepares all of the documentation including final RACs, and agrees decisions and to be presented at the Final Awards Board for the Access to HE course.

The centre must hold an Exam Board Meeting to agree the final grades or outstanding action to be taken for each learner. This meeting provides the opportunity to hold any detailed discussions which are necessary and establishes the recommended decisions and recommendations prior to holding the FAB. The Exam Board is not attended by the Access Centre Moderator.

The Exam Board must take place sufficiently far ahead of the FAB so that minutes of the meeting are produced and a completed set of learner results are available for completion of the RACs. The minutes of this meeting must be presented as part of the FAB documentation so that the Access Centre Moderator can take an informed decision following the recommendations provided. The results agreed at the Exam Board must be entered into the RACs and uploaded to the Quartz on-line system to allow the Centre Moderator to view at least 24 hours prior to their visit, and the FAB. An NR form must be completed for learners who have been granted extensions beyond the end of the course so that they can be identified and tracked against their agreed completion dates.

2. What documentation is produced as a result of the Exam Board?

Outcomes of the Examinations Board

- Minutes of the Exams Board
- A final set of results to be presented at the FAB for final confirmation by the Access Centre Moderator
- Completed RACs must be uploaded to the Quartz on-line system to allow the Centre Moderator to view at least 24 hours prior to their visit, and the FAB.
- Proposals to be raised at the FAB relating to resubmissions and referrals, borderline decisions, extensions for learners with extenuating circumstances, incidences of academic misconduct, proposed aegrotat or posthumous awards. Recommendations should be agreed at the Exam Board within the team for decisions or extended deadline dates which need to be presented to the Access Centre Moderator at the FAB for confirmation.
- Recommendations for the Award of the Access to HE Diploma
- Recommendations for the award of credit (where the full Access Diploma has not been achieved)

3. Can the centre run Exam Boards for each course?

It might prove more manageable for some larger centres if Exam Boards are arranged for individual courses or curriculum areas. It is perfectly acceptable to run one large Exam Board or a number of smaller Boards; the documentation required remains unchanged should be presented to the FAB for the moderator to approve as detailed above.

4. What if a learner has not completed the course by the date of the Exams Board?

Only in the most exceptional circumstances will learners be allowed to complete assessed work required for the award of credit or the award of an Access Diploma after the Exams Board i.e. after the formal end of the course. The exceptional circumstances are to be presented to the Access Centre Moderator in advance of the Exam Board and any extension must be agreed formally using the Gateway Qualifications NR Form for each individual learner. This form outlines the circumstances which have prevented the learner completing the work on time and presents a new agreed deadline by which the work will be available for moderation.

5. Standard procedure of the Final Award Board

The FAB is a formal, fixed process which should be conducted in the Gateway Qualifications' prescribed format with the following specified members in attendance:

- The Chair (this cannot be the Access Centre Moderator or the Access Coordinator)
- The Access Centre Moderator (or equivalent)
- One other representative from Gateway Qualifications (the AVA)
- A provider representative for example, the Quality Manager
- Access Co-ordinator or Access Programme Manager
- Course representatives for each course

A standard agenda, proforma for minutes of the meeting, NR form and guidance document to help centres follow the format are all available in the Final Awards Board section of the Gateway Qualifications webpages for Access to HE.

Each member attending the FAB meeting should have a full set of meeting documents which include the minutes and results of the Exam Board meeting.

Please note that members should not receive distributed details of the individual learner destinations, special bursaries, awards or HEI

6. Further guidance on FAB preparation

There is a separate 'Quick Guide to Final Awards Boards' which will provide guidance on the key features of this meeting. Please familiarise yourself with the information provided at the beginning of this document by following the hyperlinks.

Contact details

If you wish to discuss any aspect of this policy and/or have a related query please contact the support team by:

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