

# A Guide to the Access to HE Internal Exams Board

The Internal Exams 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 needed regarding preparing for and running a FAB can be found online in the QAA Grading Scheme handbook E. Standard documentation to be used is stored on the [Forms and Templates](#) page of the Gateway Qualifications website.

## QAA Grading Scheme Handbook Section E

<https://www.qaa.ac.uk/access-to-he/access-to-he-resources/access-to-he-grading-scheme>

## Here's what you need to know:

### 1. What is the Internal Exams Board?

The Internal Exams Board, sometimes called an Exams Board, is an internal meeting at the Centre that prepares all of the documentation in readiness for the FAB. This includes finalising the RACs and student achievements and discussing any extensions, referrals, representations, or students with extenuating circumstances that must be presented at the FAB.

The Centre must hold an Internal Exams Board to agree on the final grades or outstanding action for each student. This meeting provides the opportunity to have any necessary detailed discussions and establish the decisions and recommendations prior to holding the FAB. The Internal Exams Board is not attended by the moderator or staff from Gateway Qualifications.

The Internal Exams Board must take place sufficiently far ahead of the FAB so that meeting minutes are produced and a completed set of student results are available to complete the RACs. The minutes of this meeting must be presented as part of the FAB documentation and made available during final moderation activities so the moderator can make an informed decision following the recommendations provided.

For students for whom it is recommended that an extension be granted beyond the end of the course, the NR form must be completed and made available to the moderator before being discussed and agreed upon at the FAB. This is so they can be identified and tracked against their agreed completion dates.

## 2. What documentation is produced as a result of the Internal Exams Board?

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The following documentation is produced as a result of the Internal Exams Board and will help with preparations for the FAB:

- Minutes of the Internal Exams Board
- A final set of results is to be presented at the FAB for final confirmation by the moderator
- Completed RACs must be uploaded to Quartzweb at least 24 hours before the FAB
- Proposals relating to resubmissions and referrals, borderline decisions, extensions for students with extenuating circumstances, incidences of academic misconduct, and proposed aegrotat or posthumous awards are to be raised at the FAB. Recommendations should be agreed upon at the Internal Exams Board, and deadline dates should be discussed with the moderator before being presented and confirmed at the FAB
- Recommendations for the Award of the Access to HE Diploma
- Recommendations for the award of credit (where the full Access to HE Diploma has not been achieved).

## 3. Can the Centre run Internal Exams Boards for each course?

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It might prove more manageable for some larger centres if Internal Exams Boards are arranged for individual courses or curriculum areas. It is perfectly acceptable to run one large meeting or several smaller ones. As detailed above, the documentation required remains unchanged and should be presented to the FAB for the moderator to approve.

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

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Only in the most exceptional circumstances will students be allowed to complete the assessed work required for the award of credit or an Access to HE Diploma after the Exams Board, i.e. after the formal end of the course.

The exceptional circumstances are to be presented to the moderator before the Exam Board, and any extension must be agreed upon using the Gateway Qualifications NR Form for each student. This form outlines the circumstances preventing the student from 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

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

- An independent Chair
  - This cannot be the Moderator or the Access to HE Coordinator
- The Moderator
- One other representative from Gateway Qualifications
  - Also known as the 2<sup>nd</sup> AVA Representative
- A provider representative, for example, the Quality Manager
- Access to HE Coordinator or Access to HE Programme Manager
- Course representatives for each course

A standard agenda, proforma for meeting minutes, NR form and guidance document to help centres follow the format are all available from the [Forms and Templates](#) page of the Gateway Qualifications website.

Each member attending the FAB meeting should have a complete 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 student destinations, special bursaries, or awards. These should only be discussed once the FAB has been formally closed.

## 6. Further guidance on FAB preparation

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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 are unsure or have a specific query, please email the support team at [access@gatewayqualifications.org.uk](mailto:access@gatewayqualifications.org.uk).