

## ACCESS TO HE MODERATION & EVENTS CALENDAR: MEETINGS AND DEADLINES 2019-20

Here's a quick summary schedule to the dates of the key events for your centre, with an overview of what is involved at each stage. Please add these important dates to your centre's Access calendar and share this information with all Access team members and your exams team.

Further guidance is available for each stage of the moderation cycle on our website, which is found at: <https://www.gatewayqualifications.org.uk/advice-guidance/help-admin-tasks/access-to-he-all-administration-tasks/>

### Registration (September-December)

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All Access to HE learners must be registered with Gateway Qualifications within 42 days of starting their Access to HE Diploma. Units must be selected within 12 weeks of the start of the course. This is a QAA requirement and cannot be altered.

There is no late registration under QAA regulations, so each Access to HE provider must have a system in place to check against enrolments and class lists to ensure that every student has been registered. This will also be checked at the initial moderation visit.

QAA regulations do not permit students or Access team members to make any changes to course registrations, so it is very important that staff and learners are aware that 60 credit unit selection for the course is fixed and final.

### Centre Moderation & Subject Moderation

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An Access Centre Moderator will be allocated a maximum of three diplomas per centre close to their subject specialisms. The number and type of visits for centres will depend on the size of the cohorts and the potential risk of the centre.

**Large Cohort Centres** – will have an onsite initial visit, onsite interim visit to include subject moderation, onsite final moderation visit and onsite final awards board.

**Medium Cohort Centres** – will have an onsite initial visit, remote subject moderation sampling, onsite final moderation visit and remote final awards board.

**Small Cohort Centres** – will have an onsite or remote initial visit by the Access to HE Quality Manager, remote subject moderation sampling, onsite final moderation visit by an Access Centre Moderator and remote final awards board.

**New Centres** – will have an onsite initial visit by the Access to HE Quality Manager, remote subject moderation sampling, onsite final moderation visit by an Access Centre Moderator and remote final awards board.

Subject Moderation and interim visit dates are timed so that feedback can inform your centre's standardisation and final moderation and raise any issues to be addressed to ensure successful end of year and FAB preparations.

Use your assessment schedule when discussing Subject Moderation with your Centre Moderator at the Initial Visit, so that an appropriate sample can be selected from units which will have been completed and internally verified by the sampling date.

## Final Awards Board (FAB) Deadlines

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Moderators and centre coordinators must agree a date for the FAB meeting between the dates specified on this calendar. This is the scheduled period for the ratification of learners' achievements. To ensure that your learners are eligible to have achievements ratified at the FAB, all work must be submitted on or before your centre's course end date, with the exception of a small number of instances where students have been granted extensions under exceptional circumstances.

All submitted work must be marked and final grades confirmed at your Internal Exam Board. This process must take place at least 24 hours ahead of the Final Moderation, so that the Centre Moderator can confirm the outcome of your Internal Exams Board. Please ensure that there is sufficient time after the end of the course to complete the assessment of work and careful checking of learner achievement, so there are no delays caused by errors on the RACs or in the assessment process used.

## Students' Achievements, Certification and the UCAS Process

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Gateway Qualifications receives confirmation for all student achievement via electronic records (RACs) from centres; these RACs are used to generate certificates. All student achievements are uploaded from the RACs directly to UCAS at the end of July in order to meet the UCAS deadline. To achieve this and to ensure that all certificates are correct, Gateway Qualifications requires **ALL results to be finalised promptly and accurately at the FAB before 17 July 2020**. Gateway Qualifications has no influence over the date that UCAS transmits these results to the individual HEIs.

## ACCESS CALENDAR 2019-2020

Access Centre and Subject Moderation – meetings, documents and deadlines	September 2019-20 Cohorts	January 2020-21 Cohorts
<p><b>Initial Moderation Visit</b></p> <p>Centre Moderator to visit centre – agree a suitable date with your moderator via email.</p> <p>Check Registrations and unit selection. Finalise a date for your Final Visit and FAB at this meeting. Ungraded unit assignment briefs will be reviewed at this visit.</p>	<p>This visit must take place by 17 January 2020</p>	<p>This visit must take place by 20 March 2020</p>
<p><b>Provider SAR</b></p> <p>Use Gateway Qualifications’ template to complete your Access to HE SAR for 2018-19. Much of the information required in the SAR can be found in data and course review materials used in the FAB.</p>	<p>Deadline for 2018-19 SAR: 20 September 2019</p> <p>Return your completed SAR to <a href="mailto:quality@gatewayqualifications.org.uk">quality@gatewayqualifications.org.uk</a></p>	<p>Deadline for courses ending December 2019-January 2020: 13 March 2020</p> <p>Return your completed SAR to <a href="mailto:quality@gatewayqualifications.org.uk">quality@gatewayqualifications.org.uk</a></p>
<p><b>Initial Visit Report</b></p> <p>This will be sent to the Access to HE Coordinator via email with any necessary attachments.</p>	<p>Initial Visit Report will be available within 15 working days of the Initial Moderation Visit</p>	<p>Initial Visit Report will be available within 15 working days of the Initial Moderation Visit</p>
<p><b>Subject Moderation</b></p> <p>Your moderator will agree unit assessment reviews, onsite and/or remote sampling at the Initial Visit.</p> <p>January cohorts for courses with September starts of the same course will be sampled at the same time.</p>	<p><b>Remote Samples</b> must be uploaded to the online file management system by <b>20 March 2020</b></p> <p><b>Onsite Sampling</b> will be completing during the interim visit, by <b>24 April 2020</b></p>	<p><b>Remote Samples</b> must be uploaded to the online file management system by <b>29 May 2020</b></p> <p><b>Onsite Sampling</b> must be completed by <b>29 May 2020</b></p>
<p><b>Interim Moderation Visit</b></p> <p>These will take place onsite for centres with large cohorts and will incorporate subject moderation - agree a suitable date with your moderator via email or phone.</p>	<p>During April 2020</p>	<p>September to October 2020</p>
<p><b>Subject Moderation Reports</b></p> <p>This will be sent to the Access to HE Coordinator via email and include any necessary actions.</p>	<p>Subject Moderation Reports will be available within 15 working days of sampling</p>	<p>Subject Moderation Reports will be available within 15 working days of sampling</p>

<p><b>Internal Exams Board</b></p> <p>These meetings are <b><u>not attended by your Centre Moderator.</u></b></p> <p>This is a final meeting of the Access team to confirm standards and agree all student achievement at the end of the Access course. The meeting should be held at least 24 hours ahead of the Final Moderation Visit so that final RACs can be completed, checked and uploaded.</p> <p><b>Completed RACs and minutes from the Internal Exams Board must be available for the Centre Moderator for the Final Moderation Visit to proceed.</b></p>	<p>At least 24 hours before the Final Moderation Visit</p>	<p>At least 24 hours before the Final Moderation Visit</p>
<p><b>Final Moderation Visit</b></p> <p>All student work, including incomplete portfolios, must be available for moderation to be eligible for ratification of achievement. RACs must be uploaded at least 24 hours ahead of the Final Moderation Visit. Any urgent actions identified will be emailed within 24 hours of the final visit to allow for resolution before the FAB.</p>	<p>At least one week before the Final Awards Board</p>	<p>At least one week before the Final Awards Board</p>
<p><b>Final Awards Board</b></p> <p>Gateway Qualifications uploads student grades directly to UCAS.so FAB deadlines are critical in this process.</p> <p>Agree a suitable date for the Final Moderation Visit and FAB with your Centre Moderator at the Initial Visit. It is a sensible precaution to schedule the FAB between one and two weeks following the Final Moderation, to allow for any final adjustments to be made.</p> <p>Remember to invite a senior member of your organisation to be Chair at the FAB.</p>	<p>By 17 July 2020</p>	<p>By 24 January 2020</p>
<p><b>Final Visit Report</b></p> <p>This will be sent to the Access to HE Coordinator via email with any necessary attachments.</p>	<p>Final Moderation Reports will be available within 15 working days of the visit</p>	<p>Final Moderation Reports will be available within 15 working days of the visit</p>