

Access to HE Diploma Agenda for the Final Awards Board

Name of Centre	
Date / Time / Venue	
Access to HE Diplomas included in FAB	
Chair	
Role in organisation	
Access Coordinator	
Access Centre Moderator(s)	
Attendees	

No.	Item	Name
1	<p>Welcome and introductions</p> <p><i>Check that all delegates have copies of documentation.</i></p> <p>Apologies</p> <ul style="list-style-type: none"> Outline of the function and purpose of the Final Awards Board Identify documents to be presented to the Final Awards Board <p>Confidentiality statement</p> <p><i>All discussions concerning learner performance must be regarded as confidential.</i></p>	Chair
2	<p>Declarations of interest</p> <p><i>Anyone who has a potential conflict of interest, such as being a relative of one of the learners or an interest which may potentially affect impartiality, and/or the outcome of the Board must declare it here.</i></p>	All
3	<p>Minutes of the previous Final Awards Board (date) and progress of actions</p>	Chair Course Representative(s)
4	<p>Minutes of the Examinations Board (date), outcomes and actions</p>	Course Representative(s)

5	<p>Report by the Course Representative(s)</p> <ul style="list-style-type: none"> • A summary of strengths and areas for improvement • Success and Retention information • Responses to this year's external moderation (actions going forward) • Changes and developments to the course in the future <p><i>See course reporting template</i></p>	Course Representative(s)
6	<p>Report by Access Centre Moderator</p> <p><i>Feedback on Final Moderation and Course performance. See reporting template.</i></p>	ACM
7	<p>Confirmation of learner achievement for the award of the Access Diploma/award of credit. To confirm the achievement for each named learner who has successfully achieved the Access Diploma/award of credit. To be announced formally to the meeting so that each achievement can be checked and confirmed as correct.</p> <p>Confirmation of decisions on referrals, extenuating circumstances etc. To confirm decisions with actions and deadlines for each named learner.</p>	ACM All
8	<p>Formal confirmation of the agreement of student results. To confirm action taken by the ACM in either accepting or rejecting electronic RACs for each course presented at the FAB</p>	ACM/2 nd AVA rep
9	<p>Date of Next Board <i>Provisional date</i></p>	Chair All
10	<p>AOB</p>	Chair All

Meeting Close

Celebration of cohorts' achievements with a report by Course Representative(s) on cohorts' progression to HE.

Document checklist

- Minutes of the Internal Examinations Board.
- Minutes of the previous Final Awards Board.
- Recommendations for the Award of Credit (summary sheets).
- Supporting documentation for requests for referrals/extensions.
- Records of representations (to contest grades) and outcomes.