## Contents

About this handbook .................................................................................................................................................. 4  
Gateway Qualifications’ Commitment ...................................................................................................................... 5  
1. About the Access to HE Diploma .......................................................................................................................... 6  
   Aims .................................................................................................................................................................. 6  
   Objectives ....................................................................................................................................................... 6  
   Progression Opportunities ................................................................................................................................. 7  
   The role of the AVA ......................................................................................................................................... 7  
   Format of the Access to HE Diploma .................................................................................................................. 7  
   Access to HE Diploma structure ......................................................................................................................... 8  
   Rules of combination for Access courses .......................................................................................................... 8  
   Credit based units of assessment ....................................................................................................................... 8  
   Academic subject content ................................................................................................................................ 9  
   Graded and ungraded units ................................................................................................................................ 9  
2. Access to HE Provider Approval .......................................................................................................................... 10  
3. Provider Staffing .................................................................................................................................................... 11  
   Provider management .......................................................................................................................................... 11  
   The role of the Access to HE Coordinator ......................................................................................................... 11  
   Tutors ............................................................................................................................................................. 11  
   Resources ....................................................................................................................................................... 12  
   Learner progression ........................................................................................................................................... 12  
4. Learner Registration ................................................................................................................................................ 13  
   QAA requirements .......................................................................................................................................... 13  
   Learner transfers ............................................................................................................................................. 14  
   Recognition of prior learning (RPL) .................................................................................................................... 14  
   Credit (Unit) Transfer ...................................................................................................................................... 15  
   Returning and Transferring Learners ................................................................................................................ 15  
5. Quality Assurance .................................................................................................................................................. 16  
   Assessment ...................................................................................................................................................... 16  
   Internal verification ......................................................................................................................................... 17  
   Standardisation ............................................................................................................................................... 17  
   Centre moderation – overview ......................................................................................................................... 17  
   Initial moderation visit ................................................................................................................................... 18  
   Subject moderation ........................................................................................................................................... 19  
   Additional moderation visit ............................................................................................................................. 20  
   Internal Exams Board ..................................................................................................................................... 20  
   Final moderation visit ..................................................................................................................................... 21  
   Reassessment (resubmissions, representations and referrals) .......................................................................... 22
6. Awarding

   Preparing for a Final Awards Board
   Submitting learners’ results to Gateway Qualifications
   Certification
   Appeals
   Extensions for learners with extenuating circumstances

7. Development and Validation

   Overview
   Development - Bespoke Diplomas
   Validation
   Approval
   Revalidation

8. Diploma Modifications

   Minor modifications
   Application process (minor amendments)
   Major modifications
   Application process (major amendments)
   Consultation
   Modifications to Access Diploma units

9. Diploma Withdrawal

10. Support from Gateway Qualifications

    Training for Access to HE teams
    Guidance

Appendix 1: Glossary of Terms
Appendix 2: Key Dates: A Year at a Glance
Appendix 3: Access Calendar 2019-2020
About this handbook

Thank you for taking the time to read this Access to HE Centre Handbook.

Gateway Qualifications is a not-for-profit awarding organisation, recognised by Ofqual and The Quality Assurance Agency for Higher Education (QAA) with a clear focus on customer service.

This Access to HE Centre Handbook acts as a reference tool to help recognised Gateway Qualifications providers deliver the Access to HE Diploma, and provides new providers with an insight into how best to work with us.

This handbook is intended to be used by tutors, assessors, internal quality assurers, quality managers and other staff of recognised Gateway Qualifications providers and prospective providers. Therefore, everyone involved in the planning, delivery and assessment of Access to HE Diploma courses should become familiar with the contents of this handbook.

We are here to help

This handbook is intended to provide answers to all provider questions about running Gateway Qualifications, Access to HE Diplomas. However, if there are any additional questions, please contact us for support and guidance.

It covers the cycle of Access to HE activity from registration, planning and tracking of learner achievement, to claiming learner certificates. It also provides an overview of the key activities which feature in the Access to HE academic year.

Full supporting documentation relating to policies and procedures can be found on the Gateway Qualifications website.

All members of providers’ Access to HE teaching teams must be familiar with these policies and procedures and the associated guidance.

The resources available include our range of QAA-commended Quick Guides, which provide handy and clear information on all aspects of delivering Access to HE Diplomas, from registration through to the Final Awards Board.

If you require any help in locating resources or have any queries about documentation, please contact quality@gatewayqualifications.org.uk
Gateway Qualifications’ Commitment

We aim to provide providers with the best possible service so that they can cater to the needs of all learners. We will do this by ensuring our service is:

- prompt and efficient
- responsive and supportive
- professional.

General support

We will endeavour, at all times to:

- ensure a respectful, friendly and supportive attitude to everyone visiting and associated with the company, in whatever capacity
- acknowledge a complaint within two working days
- listen to, and respond positively to, all feedback and suggestions
- ensure that the staff and associates of the company are appropriately qualified.

Contact us

Telephone: 01206 911211
Email: enquiries@gatewayqualifications.org.uk
Web: www.gatewayqualifications.org.uk
Customer Services: registrations@gatewayqualifications.org.uk
Post: Gateway Qualifications, Gateway House, 3 Tollgate Business Park, Colchester, CO3 8AB
Voicemail: Available outside of normal office hours

Online support

Support, guidance and registration facilities are available online at www.gatewayqualifications.org.uk
1. About the Access to HE Diploma

The Access to HE Diploma is a nationally recognised qualification with a common structure. It is a credit-based, graded qualification and requirements relate to both the award of credit and the award of grades.

Details of the credit framework and requirements relating to the award of credit, along with the general specifications for the qualification can be found in the Access to Higher Education Diploma and Credit Specifications.

Access to HE Diplomas are validated by Access Validating Agencies (AVAs). Each Diploma has its own approved set of units of assessment, governed by the rules of combination appropriate to the subject it covers.

Aims

The aim of the Access to HE Diploma is to provide a recognised qualification which prepares people without standard qualifications to study at university. Access to HE courses usually aim to:

- reintroduce learners to education, recognising prior skills and experience and the particular needs of those returning to learning
- offer learners a responsive, supportive and user-friendly return to learning experience at a level appropriate for entry to HE
- develop the study and interpersonal skills necessary to enable learners to succeed in their HE career
- address widening participation and social inclusion
- provide appropriate support and guidance according to individual needs
- raise learner awareness of the opportunities that returning to study and lifelong learning can bring
- to study for a higher level qualification.

Objectives

The purpose of the Access to HE Diploma is to enable learners to:

- satisfy the general academic requirements for entry to HE and provide evidence to admissions tutors that they can succeed at HE level
- prepare learners for HE level study generally and in subject areas appropriate to an intended HE course destination
- demonstrate appropriate levels of competence in subject specific skills and knowledge
- demonstrate academic, employability and professional skills
- develop their confidence and ability to cope with a return to education at an advanced level
- enhance personal and career opportunities
- develop as independent and lifelong learners.
Progression Opportunities

Whilst the primary purpose of Access to HE courses is to provide progression opportunities for adults who, because of social, educational or individual circumstances may have achieved few, if any, prior qualifications, the award of a Diploma does not provide guaranteed entry to UK HE programmes.

The role of the AVA

The QAA regulates Access to HE courses through the QAA Recognition Scheme for Access to Higher Education in England, Wales and Northern Ireland. The scheme was set up by QAA for the assurance of quality and to ensure adequate standards for learner achievements on all courses.

However, QAA does not directly recognise individual courses and does not award certificates to learners. Instead, it licenses Access Validating Agencies (AVAs) to do this, and regulates the way in which AVAs undertake their responsibilities. The QAA sets out requirements for the governance and management of AVAs, and the procedures and mechanisms to be operated by AVAs for maintaining the quality of Access to HE courses, and the standards achieved by learners awarded the Access to HE Diploma. These requirements are presented as a set of standard conditions and specific criteria for the award of an AVA licence. QAA uses these conditions and criteria in making decisions about the award and renewal of AVA licences.

Gateway Qualifications is an AVA, licensed by the QAA, offering a wide range of validated courses which can be run by an approved provider. Bespoke Access to HE courses can be developed with providers in order to meet specific local needs.

The role of an AVA is to ensure the quality and validity of each Access to HE Diploma awarded to successful learners.

Format of the Access to HE Diploma

Gateway Qualifications offers the Access to HE Diploma in the following ways to approved providers:

**Gateway Qualifications Access to HE Diploma** – this is a validated Diploma with an agreed structure and unit content and therefore can be delivered by any approved Gateway Qualifications Access to HE provider. To facilitate the delivery of each Access to HE Diploma, Gateway Qualifications will provide materials to approved providers, which may include:

- subject-specific Access to HE Diploma guides
- exemplar assignment briefs
- exemplar delivery plans
- subject specific assessment guidance.

An up-to-date list of Diplomas which are available for delivery is maintained on the Gateway Qualifications website. The advantages to the provider in choosing a Gateway Qualifications Diploma is that they are ready for delivery and do not require a separate validation.
Bespoke Access to HE Diplomas – this is an Access to HE Diploma developed by providers to meet local needs and priorities and approved (validated) by Gateway Qualifications. The development and validation process is supported by Gateway Qualifications – for more information on bespoke Access to HE diplomas contact: enquiries@gatewayqualifications.org.uk

Transfer from other AVAs – Gateway Qualifications can transfer Access to HE Diplomas from other AVAs. The transfer process and associated administration is provided at no cost to an approved provider and can be completed quickly.

Access to HE Diploma structure

The Access to HE Diploma structure is set out by the regulator (QAA) in the document ‘Access to HE Higher Education Diploma specification (2013)’. The Access to HE Diploma specification and supporting documentation for guidance on Access grading can be found on the QAA website and also on the Gateway Qualifications Access to HE grading webpages.

All Access to HE Diplomas are 60-credit, level 3, credit-based, graded qualifications.

Rules of combination for Access courses

The QAA document ‘Access to HE Higher Education Diploma specification (2013)’ sets out the specification for achievement of the Access to HE Diploma, in particular that:

- the total achievement is 60 credits
- of these 60 credits, 45 must be at level 3 from graded units containing academic subject content
- the remaining 15 credits may be achieved at level 2 or level 3 from units which are ungraded.

An Access to HE Diploma Guide is available for Gateway Qualifications Access to HE Diplomas and provides a detailed description including the rules of combination, assessment and quality assurance requirements for that Diploma.

All learners must be registered on a specific Diploma course, with the correct combination of graded, ungraded, mandatory and optional units selected for each individual registration. It is not possible to register learners for more than 60 credits.

The rules of combination for each Diploma course are set out within the Access to HE Diploma Guide, which confirms details of the required mandatory units and the optional units from which learners can select, to gain a full Access to HE Diploma. Learners cannot select units which are not within the rules of combination for their registered course.

Credit based units of assessment

Access to HE Diplomas are qualifications based on units of assessment which are structured in accordance with the Access to HE unit specification set out by the QAA.
Unit specification

All units with Access to HE Diplomas are presented in a common unit specification framework covering the following elements:

- title
- level
- credit value
- unit code
- learning outcomes
- assessment criteria
- grade descriptors
- type of unit (academic subject content or not)
- assessment methodology.

Academic subject content

A unit is classified as having academic subject content if the unit's knowledge and skills are related directly to the subject of the Access to HE Diploma. Units will not meet the academic subject content requirement if they are principally concerned with personal development, generic English or Mathematics, or Study Skills.

Graded and ungraded units

Grading operates at unit level and only applies to units which have been approved by Gateway Qualifications within a named Access to HE Diploma. Learner achievement for graded units is recorded as pass, merit or distinction, as set out in the QAA ‘Recognition Scheme for Access to HE Grading scheme handbook’. Graded units will also satisfy the criteria of academic subject content.

There are seven common generic grade descriptors (often referred to as GDs, i.e. GD1 to GD7) which are used as the basis for all grading judgements on all courses:

- understanding the subject
- application of knowledge
- application of skills
- use of knowledge
- communication and presentation
- autonomy / independence
- quality.

Not all grade descriptors are used with every unit. A selection of grade descriptors is assigned when the unit is validated, on the basis of relevance to the assessment of learner performance in that specific unit. The grade descriptors are a formal part of the specification of that unit and changes can only be made through the formal Gateway Qualifications process for amendments to units.

Full guidance and a Quick Guide to Access to HE grading are available on the Gateway Qualifications website.

Further guidance on grading is available in the QAA ‘Recognition Scheme for Access to HE Grading scheme handbook’.
2. Access to HE Provider Approval

The process to become an approved provider for Access to HE is as follows:

**Step 1: Express an interest**

New and existing providers should start by contacting our Business Development Team who will happily support new and existing providers through the initial process.

**Step 2: Complete the application forms**

All prospective providers must complete the Centre Recognition Process, which incorporates the requirements of the Access to HE Diploma. During the Centre Recognition Process, providers will be required to submit evidence to confirm that they meet the approval requirements. This evidence will include staff qualifications and subject competence, organisational policies and procedures and any other relevant documentation.

Again, the Customer Excellence Team, Business Development Team and Access Quality Team are on hand to provide support.

**Step 3: Gateway Qualifications approval review**

Gateway Qualifications will review the application and decide whether a visit is required. If Access to HE has not been delivered before, or a new provider of Gateway Qualifications is seeking approval, a supportive visit will be arranged to review resources, delivery plans and quality assurance arrangements.

**Step 4: Approval confirmation**

Once everything is in place and approval is granted, the provider will be informed by the Customer Excellence Team.

If approval is not confirmed, formal notification will be provided in writing.

**Step 5: Access to HE Diploma induction**

The Access to HE Diploma induction will usually involve contact with the Access to HE Quality Team, which will provide training and a support package to ensure the smooth running of the qualification.

**Step 6: Deliver the qualification with the continuing support of the Quality Team**

The Customer Excellence Team and Access Quality Team are on hand to provide ongoing support when delivering the Access to HE Diplomas.
3. Provider Staffing

Provider management

Providers need to identify a senior manager with overall responsibility for Access to HE provision, including strategic management of Access to HE provision.

The role of the Access to HE Coordinator

The role of the Access to HE Coordinator is key in the delivery and development of Access courses. When a provider applies to deliver the Access to HE Diploma, it commits itself to establishing the Access to HE Coordinator role and supporting a named coordinator.

The Access to HE Coordinator should be allowed an appropriate amount of time and support to ensure that the following duties relating to the Access to HE Diploma are carried out:

- publicity and promotion of the Access to HE Diploma
- providing information, advice and guidance for learners in relation to QAA-recognised Access to HE Diplomas
- ensuring that procedures for reasonable adjustments for learners are in place
- supplying relevant, timely information to Gateway Qualifications
- ensuring effective communication with, and support and development for, tutors
- enabling liaison between tutors and Gateway Qualifications
- appointing and training internal tutors and verification staff
- attending development and standardisation events
- ensuring learners are aware of the Gateway Qualifications malpractice policy and procedure
- ensuring that procedures for recognition of prior learning are in place
- overseeing quality monitoring or moderation visits carried out by Gateway Qualifications
- organise the Final Awards Board.

The Access to HE Coordinator need not personally carry out all of these duties but must take responsibility for ensuring that all these duties are fulfilled.

Tutors

Teaching staff must have the professional competence and skills to teach and assess the Access to HE programme, particularly in relation to the models of delivery being used. They must also have subject expertise in the subject matter of the Access to HE Diploma being delivered. Teaching staff must also have expertise in providing pre- and post-course guidance, including the criteria and selection process for progression to HE.

Gateway Qualifications will review a provider’s staffing ability to deliver the Access to HE Diploma through the Provider Approval and Course Recognition processes.
Resources

Gateway Qualifications requires that providers have sufficient financial, administrative and human resources to deliver the Access to HE provision.

Gateway Qualifications expect well-equipped classroom areas with adequate ICT facilities. If science pathways are being delivered, learners must have access to laboratories for practical work. Likewise, all courses with a defined vocational pathway should have industrial-standard workshop areas.

Learners must have access to high quality learning resources, including online facilities. Gateway Qualifications will review the resources available for delivering the Access to HE Diploma through the Provider Approval and Course Recognition processes.

Specific Access to HE Diploma resource requirements are set out in the respective Access to HE Diploma Guide.

Learner progression

The Access to HE Diploma is generally run as a one-year course, with the aim of providing a learner with the appropriate level 3 qualification that enables them to gain entry onto a higher education course. However, Gateway Qualifications acknowledges that the delivery format may be varied to meet changing HEI needs.

Access course providers are encouraged to develop a relationship with local HEIs; this will support development of the curriculum content to meet the entry requirements of the likely destination courses. This may include an additional check on the requirements for GCSE or functional skills qualifications in Maths and English, as learners may be required to provide separate qualifications in these subjects to gain acceptance onto HE courses.

It is helpful to regularly review the grade profile which local HEIs expect of applicants with an Access to HE Diploma so that information about the required performance and the competition for available places can be passed on to the learners, to help inform their UCAS applications.

Since 2017 Access to HE Diplomas are eligible for UCAS tariff points as set out within the UCAS website.
4. Learner Registration

QAA requirements

In order to be able to claim the award of an Access to HE Diploma, 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.

Each learner must be registered on only one Access to HE course. Learners must be advised that their registration is not flexible, and they will not be able to change course or units once they have registered with Gateway Qualifications.

Registration details **must be** checked carefully to ensure all information is accurate as UCAS will reject any uploaded data which does not match information supplied on the learner application. Therefore, details such as incorrect dates of birth and wrong or misspelt names will result in incorrect certificates being issued and delay the UCAS transmission of learner achievement to the chosen HEI.

Guidance on registering learners is available on the [Advice and Guidance](#) Section on our website. Please contact the Customer Excellence Team for help with any specific queries.

A robust system must be put in place to ensure that every learner is registered by the 42 day deadline and 12-week unit selection, as late registrations are not permitted. It is recommended that a check of all Access registrations takes place at least 10 days before the final registration deadline to confirm that no learners have been omitted and all learner information is correct.

Part-time learners must be registered onto a cohort specific to them, showing the correct start and end dates. They must not be included in the same cohort as the full-time learner registrations. When selecting units, providers must choose all units that will be studied over the period of the course. A top-up selection in the second year is not permitted.

Providers must have a robust process in place to ensure that learners are registered on the correct Access to HE course, and that selected units will be suited to the chosen HEI destination. It is recommended that this check is completed at interview, where prospective learners can be given clear guidance on the exact content of the course before they commence their studies, and common HEI destinations for that Access to HE Diploma are discussed.

Learner registrations are restricted by QAA guidelines therefore, Access to HE teams must bear the following points in mind:

- learners may not change courses or amend course units in order to gain a ‘second chance’ at an improved grade profile
- learners may not exchange registered units for those which have already been delivered and in which other learners have been assessed
- learners must not be registered for more than 60 credits
- learners cannot be registered for units which do not feature in the rules of combination for the selected Access to HE Diploma
- any amendments to registration details must be made within 42 days of the learner starting their Access to HE Diploma. Amendments to unit selection must be made within 12 weeks of the start of the course.
Learner transfers

Learners who join Access to HE courses from other providers must be given clear advice as to whether any previously gained Access to HE units meet the requirements of the rules of combination for their chosen Diploma.

Learners may not join courses where assessment has already been completed unless they have appropriate Recognition of Prior Learning (RPL) evidence to cover this.

Recognition of prior learning (RPL)

When to assess for RPL

Access to HE learners may begin the course having already achieved qualifications which could address all of the criteria within individual units of a Diploma. It is strongly recommended that learners claiming RPL have their claim considered and evidence approved by the Access to HE team at the beginning of the course and meet Gateway Qualifications requirements for RPL. This will ensure that learners can complete the appropriate Access to HE units if it is found that the evidence does not cover all of the assessment criteria within the units in question.

Evidence required for RPL

Original certificates must be used to provide evidence that the learner has been successful in a certificated qualification or unit. There must also be evidence of how the qualification or unit covers the Access to HE unit(s) in question. Photocopies or verbal assurances of prior achievements are not admissible as evidence of certificated achievement.

Limitations in the use of RPL

There are some restrictions which govern RPL:

- RPL can only be used for up to 50% of the units to be studied
- Where certificated qualifications are accepted as proof of prior learning, learners will be awarded the relevant unit(s) as exempt and not as a pass, a merit or a distinction. This is because it is not permitted to award a grade for a qualification which has already been assessed and graded. Guidance should be given to the learner who will need to draw the attention of the receiving HEI to the related qualification used to provide the exemption.
- Evidence of non-certificated learning can be mapped for use in claiming RPL. This will result in a pass if all the criteria have been addressed in that unit at the appropriate level. This could include workplace learning, non-accredited training courses and other experiential learning. It is not possible to award a merit or distinction grade in these circumstances. Again, this should be discussed with the learner, who may need to provide an Access to HE grade higher than a pass for HEI offers.
- Learners may not be considered for RPL if the assessment and achievement of learning to be mapped against an Access to HE unit is incomplete or is ongoing. Some learners may find that RPL will not result in the grade profile required for HEI offers and may need to complete the full Access course to achieve these grades.
Credit (Unit) Transfer

If a learner has completed an Access to HE unit with another provider or on a previous Access course (for example, where the learner left a Diploma course with only a few units complete), it may be possible to use credit transfer. In this situation, any grades awarded on the learner’s prior achievement will be retained (cannot be changed), as long as the unit is one which can be mapped wholly and accurately against a corresponding unit included in the rules of combination for the learner’s new Diploma.

It is important that Centres check with all new Access learners whether they have previously completed Access to HE units on any Diploma, so that Gateway Qualifications can determine whether these can/will be transferred to the learner’s new Diploma. These checks need to be made by/at the start of the course so that tutors and learners alike are aware of the situation and avoid unnecessary duplicate study and assessment.

It should be noted that learners with credit transfer will receive the award of a full 60-credit Diploma, but transcripts will be in more than one part – the previous transcript or transcripts, plus the transcript for all the units achieved on their new Diploma.

For all credit transfer queries, please contact the Customer Excellence Team at registrations@gatewayqualifications.org.uk

Returning and Transferring Learners

The Access to HE Diploma regulations allow for learners to be able to return to a course from which they withdrew in order to complete their studies.

However, they must do so within the specified time (Access to HE Diplomas must normally be completed within five years of the start date), and individual Centre policies may apply to regulations about returning learners.

If a learner returns to complete the course (and if the course has not changed significantly since they left), it may be possible to complete the course without having to re-do the assignments for units on which they have already achieved credits.

If a learner transfers between courses at the same college, and if those courses share some of the same units, then it should be possible to transfer the credit already achieved to the new course. However, the rules on registration outlined in this handbook still apply and the learner would require a new registration at the appropriate time (i.e. within 12 weeks of the start date of the course).

For all queries concerning returning and/or transferring learners, please contact the Customer Excellence Team at registrations@gatewayqualifications.org.uk
5. Quality Assurance

Access to HE Diplomas are assessed through a portfolio of evidence.

Gateway Qualifications applies a quality assurance model to the Access to HE Diploma of:

- internal assessment and internal verification by the provider
- external moderation by Gateway Qualifications, comprising of centre moderation and subject moderation.

These processes are set out within this section of the Access to HE Centre Handbook. Access Diplomas cannot be awarded through Direct Claims, and a cycle of external moderation is required each year.

Assessment

Assessment evidence used within the final Access portfolio can take many forms, for example essays, examination responses to questions, experiment reports, along with a range of other documents or artefacts which are the result of a summative assessment as set out within the assessment strategy of The Access to HE Diploma Guide. Evidence included in an Access to HE portfolio must always be the result of summative assessment as this is the demonstration of the learner’s final skill, knowledge or understanding in each separate unit within the Diploma.

Providers are free to design their own assessment assignments to address the assessment criteria, while at the same time aiming to:

- ensure the learner has acquired the range of knowledge, skills and understanding required by the assessment criteria covered by the final, summative assessment
- support the learner via appropriate feedback throughout the Access to HE programme of study
- provide robust evidence for assessment decisions about the learner’s progress and achievement
- identify any learner who may be struggling to achieve, so that appropriate support and guidance may be offered.

Assessment must:

- be reliable, robust, valid and appropriate to the vocational pathway, enabling the learner to produce evidence sufficient to demonstrate the level of performance identified for each unit
- cover all of the learning outcomes of the unit
- meet all of the requirements of the unit’s assessment criteria
- be inclusive and equitable, and not advantage or disadvantage any learner or group of learners
- support academic integrity.

Gateway Qualifications can provide examples of good practice in developing assessments.
Internal verification

Internal verification is a process by which the provider systematically samples and evaluates its assessment practices and decisions, and acts on the findings to ensure consistency and fairness. It involves two key elements – moderation and standardisation - and is carried out by one or more internal verifiers across the Access to HE provision. Internal verification is expected to cover both assessment briefs as well as learner work and any actions required from the internal verification should be documented including evidence that this has been acted upon.

Full guidance and a range of useful materials and exemplar documentation is also available on the Access to HE section of the Gateway Qualifications website or by emailing quality@gatewayqualifications.org.uk

For Access to HE Diplomas, there is no expectation that there are named verifiers or that these verifiers have additional verification training, although it would be seen as good practice. However, a level of assessment and quality assurance experience is expected, and this is reviewed by Gateway Qualifications’ moderators through the centre moderation process.

Standardisation

Standardisation is the process by which providers ensure that standards are being maintained across assessors and courses, and over time. Standardisation meetings should involve all tutors and assessors and the internal verifier. At standardisation meetings, assessment evidence, and evidence of assessment marking and feedback are scrutinised for consistency and coherence. Agreement should be sought on what is acceptable evidence for a unit of assessment and this should be informed by the moderation reports where necessary.

The outcomes of standardisation should be recorded in writing and made available to moderators. Samples of work should be kept for a period of time and should be available for standardisation activities. It is important to guard against inflation of standards to ensure that consistency is maintained over time.

Centre moderation – overview

Centre moderation is undertaken by Gateway Qualifications and is carried out by a moderator who is normally allocated to a provider for a period of no more than four years. The moderator will review provider procedures such as registrations, induction, internal verification and standardisation, tracking, learner support and other aspects of Access to HE administration. The moderator remains in touch with the provider throughout the year as they also formally grant permission for referrals of learner work and authorise extensions to the learner’s study period at the end of the course in the case of exceptional circumstances.

During a visit, the moderator may sample learner work to establish how the learners are progressing, review assessment and internal verification activity, and speak to learners to find out how well the Access to HE course matches their expectations and destination requirements over the course of the year.

The moderator can also provide invaluable support in helping to develop the necessary Access to HE processes. Moderation visits are opportunities to ask for guidance and suggestions to deal with any issues which have arisen.
A moderator will be allocated a maximum of three diplomas per provider close to their subject specialisms. The number and type of visits for providers will depend on the size of the cohorts and the potential risk of the provider.

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

**Medium Cohort Providers** – will have an onsite initial visit, onsite or remote interim visit to include subject moderation, onsite final moderation visit and remote final awards board.

**Small Cohort Providers** – will have an onsite or remote initial visit by the Access to HE Quality Manager, remote subject moderation sampling, on-site final moderation visit by a moderator and remote final awards board.

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

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

### Initial moderation visit

**General content of an initial moderation visit**

For providers that have a large Access to HE provision, more than one moderator maybe allocated, each taking responsibility for a maximum of three diplomas, generally within a related curriculum area. The initial visit should take place within 12 weeks of the start of the course.

Activities that **must** be completed at the initial visit:

- ensure that the provider produces RACs thereby showing actual registrations
- ensure that the provider produces full class lists and ROC/approval documents
- Access to HE coordinators at providers will be required to sign and date a document to state the registrations are accurate
- any issues and errors that are identified by checking registration must be alerted to Gateway Qualifications within 24 hours of the visit.

Other activities that might happen at the initial visit:

- reviewing the promotion of the course
- checking recruitment, interview and induction processes
- checking the assessment schedule and internal verification plans
- meeting learners to discuss their experiences of the course so far
- sampling and moderating assignment briefs for ungraded units
- meeting team members to discuss the administration of the course, and how any points raised in the previous year’s final moderation report have been addressed
- discussing and agreeing the subject moderation sample with the Access to HE Coordinator
- supplying any advice and guidance which the Access to HE teams may request while the ACM is visiting.
Documentation and supporting guidance for the initial visit

Key feedback forms are completed each time a moderator visits. Following the initial visit, the moderator will complete an initial visit report form, which the Access to HE Coordinator will receive.

This will clearly outline any actions and recommendations relevant to the courses, as well as highlighting good practice.

Action planning following an initial visit

It is helpful for the Access to HE Coordinator to review the feedback points raised in the initial visit report, and to prepare an action plan addressing any urgent and outstanding issues or recommendations outlined within the initial visit report.

These action plans should include the action required, the personnel involved and the deadline for completion. The moderator will review the progress of these plans at their next visit or, alternatively, the action required may be set for review through the subject moderation process and interim/additional visit.

Subject moderation

The external scrutiny of Access to HE courses at curriculum level is a regulatory requirement and forms part of the Gateway Qualifications’ Access to HE quality standards to which all approved providers must comply. The purpose of subject moderation is to ensure that:

- assessment judgements at different levels of learner performance are appropriate and consistent
- assessment judgements relating to grades are appropriate and consistent
- the grading model for the Access to HE Diploma is consistently applied across subject areas and providers
- methods of assessment are valid, comparable and applied effectively
- there is sufficient evidence to demonstrate that the assessment criteria have been met
- there is sufficient evidence to demonstrate that the appropriate grade has been achieved for the unit
- evidence is valid, authentic, current, sufficient and inclusive
- robust internal verification procedures are in place
- consistency and standardisation are maintained across subjects and providers.

Moderators will discuss and agree the samples required for each course at the Initial Visit. Where multiple tutors are delivering a unit, the moderator should sample learner work from each tutor.

It is the expectation that a timely subject moderation will take place for each diploma running at a point where a number of graded units will have been delivered and assessed. So, for example, in the case of September/October start courses, subject moderation will take place in early Spring.

At large providers, subject moderation will take place onsite during the interim visit and moderators will complete the appropriate feedback documentation.
For medium and smaller sized centres, or for subjects that are not the specialism of the moderator, subject moderation may take place remotely. Agreed samples will be uploaded for the moderator to review and complete the appropriate feedback documentation.

For graded units that are delivered later in the course, the moderator may request an assessment-only review, where the Centre will send the assignment brief to Gateway’s Quality Team for a subject specialist to moderate.

Feedback from subject moderation will be timely and inform any action planning at this point in the course.

**Additional moderation visit**

Additional visits may be requested by Gateway Qualifications, the provider or the moderator and agreed by Gateway Qualifications.

**Documentation and supporting guidance for subject moderation, interim and/or additional visit**

Following an interim visit, the moderator will complete the appropriate documentation which the Access to HE Coordinator will receive.

**Action planning following subject moderation, interim and/or additional visit**

It is helpful for the Access to HE Coordinator to review the feedback points raised in the report, and to prepare an action plan addressing any urgent and outstanding issues or recommendations outlined.

These action plans should include the action required, the personnel involved and the deadline for action. The moderator will review the progress of these plans at their next visit.

**Internal Exams Board**

The Internal Exams Board is an internal meeting held by the Access to HE provider. It is a detailed discussion, involving the whole Access to HE programme team, of all assessment decisions concerning the achievement of individual learners. It is not attended by the moderator.

It should take place sufficiently far ahead of the Final Visit so that all learner results can be produced and entered into the RAC, giving the moderator time to select final samples for moderation and the opportunity to make an informed decision on notification of extension requests, where required, at the Final Awards Board.

The Internal Exams Board will result in a finalised RAC for all learners who are claiming completed Access to HE Diplomas or certificates of completion for units achieved. Documentation must include formal minutes, a final set of results for every learner, any borderline decisions, referrals, instances of extenuating circumstances, aegrotat or posthumous awards, and incidences of academic misconduct. These will need to be presented to the Final Awards Board for a final decision.

Please contact quality@gatewayqualifications.org.uk for further guidance and support on how to run a successful internal exams board.
Final moderation visit

It is important to note that the Final Moderation Visit can only take place when the moderator has received the minutes of the provider’s Internal Exams Board and the completed RAC or RACs. The minutes should be emailed to the moderator at their Gateway Qualifications email address and the completed RACs uploaded to Quartzweb by the provider’s exams officer at least 24 hours before the Final Moderation Visit.

The final moderation visit always takes place between one and two weeks prior to the Final Awards Board at the end of the course and will focus on the following areas:

- checking the provider’s response to Gateway Qualifications’ quality procedures
- scrutinising course management, delivery and assessment, learner achievement and progression, learner feedback on the programme(s), internal quality assurance including internal moderation and subject moderation outcomes and actions
- sampling learners’ work from the results listed on the electronic Report of Achievement or Completions (RAC) completed by the provider. All portfolios of work by learners listed on the RAC and notification of request forms must be available for sampling at the final visit. It is desirable for the moderator to have reviewed any borderline work before the Final Awards Board
- recording actions, recommendations and examples of good practice to be reported to the Final Awards Board
- reviewing previous action plans
- meeting the course team
- viewing tracking systems and records
- discussing planned amendments to courses
- identifying learners who will not claim the full Diploma (those with an incomplete portfolio) and will be claimed as partial achievers
- reviewing requests for extension or mitigation
- reviewing representations
- reviewing referrals
- confirming the accuracy of credit checking to ensure that the grades entered match those marked on the learners’ portfolios
- supplying feedback to ensure the provider is properly prepared for the Final Awards Board.

Documentation and supporting guidance for the final visit

Following the final visit, the moderator will complete a final visit report form, which the Access to HE Coordinator will receive. If there are urgent actions that arise which require completion prior to the Final Awards Board, the provider will be notified of this when the moderator provides feedback at the end of the visit and by email within two working days of the visit, so that the provider has an opportunity to resolve the issues identified.

Moderators approve the Report of Achievement or Completion (RAC) when the results are formally ratified at the Final Awards Board (see 6. Awarding – Certification).

Action planning and self-evaluation report following receipt of the final visit report

It is helpful for the Access to HE Coordinator to review the feedback points raised in the final visit report, and to prepare an action plan addressing any urgent and outstanding issues or recommendations outlined the report.
These action plans should include the action required, the personnel involved and the deadline for completion. The moderator will review the progress of these plans at their initial visit in the next run of the course.

Following the moderation cycle, providers will be asked to complete a provider self-assessment report which Gateway Qualifications will use as a basis for its annual cycle of reporting to the QAA.

**Reassessment (resubmissions, representations and referrals)**

Providers will need to have in place processes and procedures to manage the reassessment of learner work.

**Resubmissions**

This is the process by which a learner submits an assessment in a second attempt following first submission. Completed resubmissions can be awarded a grade if handed in by the set resubmission deadline on the assignment brief.

**Representations**

This is the process by which a learner asks that unconfirmed grade indicators are reconsidered after work has been graded but prior to moderation.

**Referrals**

A referral is a formal request made to the moderator in two specific circumstances. A referral may be requested where a learner has failed to meet one or more criteria on resubmitting work, or where a first submission is late and incomplete. There is a QAA limit of 15 credits of referred work permitted in a learner’s portfolio.

A Quick Guide to the Submission, Resubmission and Referral Process is available on our website.

**Limits on Resubmission and Referral**

It is an expectation that there should be no more than 25% resubmissions for any single unit for any cohort at any provider. Where the assessment of a unit requires more, the provider must IV all original submissions for the unit to identify the issue/cause and report this to the moderator.

It is expected that individual learners would not normally require more than 25% resubmission opportunities across their Access to HE diploma. However, for resubmissions this is a guideline limit only and it is important that learners who have exceptional circumstances are not disadvantaged by this guideline.
6. Awarding

Preparing for a Final Awards Board

Gateway Qualifications recommends that Final Awards Boards (often referred to as the FAB) take place between one and two weeks after the Final Moderation Visit. All Final Awards Boards for Access to HE courses should normally take place at the start of July for September cohorts and mid-February for January cohorts.

The date of a Final Awards Board should be agreed in advance with the moderator at their initial visit. Gateway Qualifications should be notified of the date so that an AVA representative can attend.

Any final assessments should be before an internal exams board to allow time to complete the assessment and the collation of results.

Final Awards Boards which need to be rearranged because they cannot be completed as scheduled may incur a charge from Gateway Qualifications.

Please email quality@gatewayqualifications.org.uk if you require any further support or advice on running your Final Awards Board.

Submitting learners’ results to Gateway Qualifications

Full guidance on how to submit learners’ results is provided in the online support for providers on the Gateway Qualifications website.

RACs must be completed and checked as part of the provider’s Internal Exam Board process. These must be uploaded to Gateway Qualifications’ Quartzweb at least 24 hours prior to the Final Moderation Visit. Any amendments required within the RACs will be identified at the Final Moderation Visit and must be completed prior to the Final Awards Board.

Certification

Claiming for certificates

Certificates are generated from the Access to HE RACs, which are electronic reports completed by the provider teams and uploaded to Gateway Qualifications’ Quartzweb portal.

The moderator will approve the RAC at the Final Awards Board, after the results have been verified at a final moderation visit. The units and grades which appear on the certificate are those which are entered into the RAC, so the following steps should be followed to ensure learners get the correct certificates:

1. check that learners’ names are spelled correctly
2. check that the learners have their correct name, name order and full name and not a nickname
3. check the RAC against each learner’s achievement at the Internal Exam Board (see section 5 on the Internal Exams Board).

It is important to recognise, errors on the certificates can cause problems for learners going through the UCAS process.
Gateway Qualifications uses registration information to identify learners to UCAS. If the registration forms contain misspelt names or incorrect dates of birth, the uploaded information will not match any information which the learner has entered as part of the UCAS application. This results in learner grades failing to appear on UCAS databases until this is rectified.

**Process for handling certificates at providers and onward delivery to learners**

Certificates are delivered to providers via recorded delivery. The provider should complete the receipt of certificate form (included with the certificates) to Gateway Qualifications. Providers’ staff (often exams teams) should check that all certificates have been received and should inform our Customer Excellence Team if any certificates are missing. Certificate distribution must be monitored. Learners should sign a receipt if they are on site. Certificates should not be given to a third party. Certificates may be sent out to learners by post as long as recorded delivery is used.

**Process for returning certificates which feature errors**

If the Exam Board and Final Awards Board processes have been followed, there should be no errors on certificates. However, human error does occur occasionally, so the following steps must be taken to handle any certificates which contain mistakes:

1. Confirm with the learner the nature of the error on the certificate
2. Complete a replacement certificate form for the Access to HE Diploma, indicating in the appropriate section where the error is
3. Return the incorrect certificate to Gateway Qualifications with the completed form via recorded delivery
4. Advise the learner to contact the HEI if there is a chance that the incorrect information may adversely affect any decision on being allocated a place on the course.

**Appeals**

The published Appeals Policy and Procedure should be consulted whenever an appeal is considered.

**Appeals that can be taken to the Final Awards Board**

The grounds for appeal about the award of credits or grades on the Access to HE Diploma are restricted to:

- evidence of administrative or procedural error in the assessment process
- extenuating circumstances that, for good reason, could not be notified prior to the Final Awards Board.

The Final Awards Board cannot receive new representations about academic judgements. If a learner has concerns about assessment decisions relating to the achievement of credits or grades, they should discuss these with the relevant member of the course team when the assessed work is first returned to them. They may subsequently make a representation through the formal representation procedure described above. A learner may appeal the grading decision that results as a consequence of a representation, but only on the grounds detailed above.

Where judgements made by the Final Awards Board lead to a learner being allowed further time for the submission of work, the final assessment decisions about that work and the resulting learner record must be signed off by a representative from Gateway Qualifications with appropriate authority such as the lead moderator, or chair of the Final Awards Board.
Appeals as a consequence of decisions made by the Final Awards Board

In these circumstances the grounds for appeal are still restricted to:

- evidence of administrative or procedural error in the assessment process
- extenuating circumstances that, for good reason, could not be notified prior to the Final Awards Board.

Extensions for learners with extenuating circumstances

For extensions to the deadlines for specific units within the duration of the course, it is best to use the Provider’s own system. Any extensions for good reason should be granted before the unit deadline, otherwise the work/submission is late.

For extensions past the end of the course deadline, it is necessary to submit these to the moderator for approval at the Final Moderation Visit. These will be agreed, where appropriate, at the Final Awards Board. Each such learner must have a NR (Notice of Referral) form completed by a member of the Provider’s Access team, listing which units are outstanding and the proposed new deadline for all the work to be complete. The reason for the extenuating circumstances should be given, along with any appropriate evidence available (or copies of it). Download the appropriate form from our website in on the Forms and Templates page or contact quality@gatewayqualifications.org.uk for any help or support with this process.

It is essential that all claims for any work the learner has completed so far are included on the RAC for the cohort and the assessed work presented at the Final Moderation Visit. Learners with extensions should be advised to keep their certificates and transcripts showing partial achievement carefully, as these will form part of their final certification.

The Gateway Qualifications Quality Team will monitor progress of learners who have been granted extensions. It is essential that those with extensions complete all work to be claimed by the new deadline. All such work must be assessed within two weeks of the new deadline.

The Quality team will then randomly select units from those being claimed and ask the provider to supply copies of those assessed units for external moderation.

The provider should await confirmation from the Quality Team that the work meets requirements and has been assessed correctly in accordance with the new claim before uploading RACs to claim Diplomas or credits.
7. Development and Validation

Overview

Gateway Qualifications applies a development and validation process to all new Diploma developments and to all Diplomas subject to revalidation, to both Gateway Qualifications and bespoke (approved provider initiated) developments.

The Qualification Development process has been mapped against regulatory requirements and plays a vital role in:

- ensuring that the qualification is valid and fit for purpose
- giving due consideration to ensuring equality for all learners by creating an environment that:
  - respects and celebrates difference
  - provides equality of opportunity
  - strives to ensure all feel valued and empowered.

Access to HE Diplomas are only available to providers approved to offer Access to HE courses and only once the Diploma has been validated and approved by Gateway Qualifications.

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1. **Concept**
   - Initial details of an identified possible development/transfer, captured on a Qualification Development Form, reviewed and approved by Gateway Qualifications for development.

2. **Development**
   - Research and consultation with stakeholders and subject experts to inform the development of the diploma, including structure, units, assessment approach, support materials, reviewing and/or finalising the qualification submission.

3. **Validation**
   - There is an internal review prior to consideration by a formal validation panel.

4. **Approval**
   - Diploma is considered and approved by the Access to HE Committee.

5. **Operationalisation**
   - The Diploma is made operational on internal systems and is available to providers subject to ongoing monitoring and review.
Checks are conducted throughout the development stage to ensure the content of each Diploma meets the relevant regulatory and process requirements.

**Development - Bespoke Diplomas**

Where a provider has enquired about developing or revalidating a bespoke Diploma, Gateway Qualifications will arrange a meeting to discuss the development. The meeting will consider the need to develop or revalidate a Diploma.

The development and (re)validation of bespoke Diplomas is subject to consideration and approval for development by Gateway Qualifications. Subject to the approval to proceed with the development of a bespoke diploma, Gateway Qualifications will prepare a proposal outlining a development plan and costs. The proposal must be agreed and accepted prior to development commencing as this ensures that:

- key actions, deadlines and responsibilities are clear in order that the diploma submission is prepared in full
- the roles and responsibilities of both Gateway Qualifications and provider staff are clear in the development and validation process. The provider’s named Access Coordinator will be the single point of contact responsible for overseeing and contributing to the production of the required documentation
- stakeholder engagement and support is undertaken and secured.

Gateway Qualifications will advise and provide necessary support and guidance to work with providers to complete and prepare the diploma submission for the validation panel and ensure that the proposed diploma complies with regulatory requirements and specifically the QAA Access to Higher Education Diploma and Credit specifications, including requirements related to credit, unit specifications, rules of combination, grading and assessment regulations.

All providers can gain access to the unit databank with a unique username and password, which can be obtained from Gateway Qualifications.

The provider will be expected to submit draft and final documents in accordance with the development plan. Failure to meet deadlines may result in a proposed diploma not being approved on a timely basis.

Final documentation must be submitted to Gateway Qualifications at least 1 month prior to the planned validation panel date.

**Progression routes to Higher Education**

All Access Diploma submissions must include:

- evidence of HE contribution to the development of the Access Diploma for validation
- evidence of HE approval for any changes to the Diploma, including units
- any agreed or confirmed progression routes
- an indication of the latest entry requirements of specified HE courses which are intended progression routes from the Access Diploma(s).
Validation

Diploma validation is the process of detailed scrutiny applied to a submission for a new Access to HE Diploma or revalidation to an existing Diploma. The individual units and the rules of combination are scrutinised and considered by an expert, external validation panel appointed by Gateway Qualifications according to validation panel guidelines.

The validation panel comprises a Chair, Gateway Qualifications staff (to ensure consistency in the conduct of the panel) and external panel members drawn from other Access to HE providers and HE institutions that receive Access learners.

The composition of panels will ensure that panel members jointly provide current, relevant experience and expertise in:

- the delivery and assessment of Access to HE courses
- curriculum knowledge relevant to the Diploma(s) and all the units being considered
- the delivery of HE programmes, in areas indicated as intended progression routes for the Diploma(s) being considered
- QAA's current requirements about the Access to HE Diploma.

For bespoke diplomas, it is the responsibility of the developing provider to secure HEI representatives at the validation panel. HEI panel members must have relevant experience and expertise in:

- the delivery of higher education programmes, in areas indicated as intended progression routes for the Diploma(s) being considered
- the admissions requirements for the intended higher education progression routes.

Gateway Qualifications staff contribute to validation events in an advisory capacity only, to ensure consistency of conduct, and advise the panel on the AVA's validation process and requirements, including requirements that relate to the proper application of QAA's requirements for Access to HE Diplomas.

An Access to HE provider can be represented by provider staff, for example member(s) of the course team, a member of senior management with responsibility for Access to HE courses or the Access to HE Coordinator.

Provider representatives involved in the development of a Diploma or who have an immediate or potential conflict of interest in the decision about a proposed Diploma, cannot be involved in the process of validation or in monitoring and confirming whether conditions for approval have been met.
Validation Panel outcomes

The possible outcomes of a validation panel are:

- a recommendation to Gateway Qualifications that a named Diploma is approved
- a recommendation to Gateway Qualifications that a named Diploma is approved with some or all of the following:
  - requirements which must be met before Diploma approval is granted
  - recommendations for consideration before Diploma approval is granted
  - required textual amendments to the Access to HE Diploma Approval Application document
- recommendation that the Access Diploma is not approved.

For a Diploma to be recommended for approval the panel must ensure that the submission:

- complies with QAA requirements
- intended progression route(s) in higher education are clearly stated
- the subject and coverage, level and structure of the content, and choice of options, where they are available, are appropriate as preparation for the intended progression route
- information presented about the unit content, delivery and assessment methods is sufficient to ensure consistency in the required standards of achievement, whenever and wherever, the Diploma is delivered.

Validation Panel Report

Following the panel, Gateway Qualifications will provide a report of the validation panel meeting to the Chair of the panel and provider (where applicable). This will fully record the outcomes from the panel including recommended conditions of approval and textual amendments to documentation.

Approval

The panel report, including recommendations of the validation panel, will be submitted to the Gateway Qualifications Access to HE Committee for formal consideration and approval.

Access to HE Diplomas are usually approved by Gateway Qualifications for a fixed term period, normally no more than 5 years, but other approval periods are possible and would be agreed by the validation panel.

The Access to HE Committee will either grant or withhold approval. Once the approval has been granted the Diploma will be operationalised and made available to approved providers for delivery.
**Revalidation**

Diploma revalidation is required every five years to ensure that a Diploma continues to be valid and fit for purpose.

The development and validation process applies for revalidations.

Where a diploma is being revalidated it must be informed by a recent review of the success of the Access Diploma since the last validation. This review, conducted by the provider, should take account of internal and external factors including the success or otherwise of progression of learners to HE courses.
8. Diploma Modifications

Gateway Qualifications recognises that modifications to approved Access to HE Diplomas may be required.

All requests for modifications must be considered and approved by Gateway Qualifications before any changes are implemented. Modifications will not be automatically granted. This is to ensure that the proposed modification does not contradict decisions made at validation, that QAA regulatory requirements are met that relate to modifications and to the Access to HE Diploma specification.

The achievement of learners undertaking an Access to HE Diploma may be at risk if changes are made to a programme without gaining the approval of Gateway Qualifications.

Modifications will not be considered within the first 12-months from validation for any Access to HE Diploma.

**Minor modifications**

A minor modification is a change to the Access to HE Diploma that does not impact on the validated rules of combination or alter the coherence or integrity of the Diploma. Minor modifications include:

Changes to units offered on the programme, such as:
- addition of units within optional unit groups that reflect the diploma subject. Additional units cannot be added to the mandatory group as this would impact on the rules of combination. Units must be selected from the Gateway Qualifications Access to HE unit databank
- removing and replacing units of the same or similar content within any unit group. Units must be selected from the Gateway Qualifications Access to HE unit databank
- not more than one request may be made within a 12-month period for a Bespoke Access to HE Diploma.

Changes to:
- the mode of delivery
- facilities and resources.

The modification will not be granted if changes are required to all categories above, or if the changes will significantly alter, or be deemed to significantly alter, the coherence and integrity of the Access to HE Diploma. For example, amending the required number of credits for a unit group, not replacing units with the same or similar content or suggesting an inappropriate mode of delivery. In these instances, the modification would be considered major, and a recommendation by Gateway Qualifications would be made to review the Access to HE Diploma and revalidate.

Modification requests are no longer required for a change in assessment method. Read the Access to HE Assessment and Equivalence guidance for the process required to change a method of assessment for units within Access to HE Diplomas.
Application process (minor amendments)

Gateway Qualifications will consider requests to modify an Access to HE Diploma through an application process that has deadlines at two points in the year: 30th April and 15th September.

To apply for minor modifications, providers need to:
1. Complete an Access to HE Diploma modification request form (available from Gateway Qualifications on request).
2. Seek support from a receiving HEI. Evidence of this support, such as a written statement, will need to be provided with the request form.
3. The completed form should be sent to quality@gatewayqualifications.org.uk so that it can be tracked and sent to the moderator for comment and a supporting statement if applicable. Gateway Qualifications will manage the process from this point.

Gateway Qualifications will:
1. Acknowledge receipt of the form
2. Check the form and supporting evidence to ensure all necessary information has been provided
3. Decide whether the modification is minor or major.

Where the amendment is deemed minor, Gateway Qualifications will:
1. Seek feedback from moderators and other providers who may be using the Diploma.
2. Review the modification by checking that it does not contradict decisions made at validation stage and any subsequent modifications and ensure that the modifications will not significantly alter the coherence and integrity of the Access to HE Diploma. Recommendations will be confirmed by the Director of Quality or a designated person.
3. Review all feedback to inform our decision.
4. Communicate the outcome to the provider, which could be:
   • approved, so that changes can be made to the Diploma
   • not approved
   • to revalidate the Diploma.
5. Where changes are made to units, these changes will be made by Gateway Qualifications to the assessment grid for the Diploma concerned.

Major modifications

Any other modifications that significantly alter the coherence and integrity of the validated Diploma will be deemed to be major and an Access to HE Diploma validation panel will be required. Examples include:

- amending the title
- amending the qualification structure or rules of combination
- adding or replacing units that are distinctly different in content to those within the validated rules of combination.

This list is not exhaustive.
Gateway Qualifications will consider requests to make major modifications to an Access to HE Diploma through an application process that has deadlines at two points in the year, **30th April and 15th September**.

To apply for **major** modifications, providers need to:
1. Complete an Access to HE Diploma modification request form (available from Gateway Qualifications on request).
2. Seek support from a receiving HEI. Evidence of this support, such as a written statement, will need to be provided with the request form.
3. Once the provider has completed the form and gathered HEI support, it should be sent to quality@gatewayqualifications.org.uk so that it can be tracked and sent for moderator comment where applicable. Gateway Qualifications will manage the process from this point.

Gateway Qualifications will:
1. Acknowledge receipt of the form
2. Check the form and supporting evidence to ensure all necessary information has been provided
3. Decide whether the modification is **major** or **minor**.

Where the amendment is deemed **major**, a validation panel will be required. Gateway Qualifications will provide support to complete the development and validation process as outlined in the previous section.

We will update systems and supporting documentation to reflect the modifications.

Summary outcomes of all Access to HE Diploma modifications are reported to the Access to HE Committee.

All providers approved to offer or that are delivering the Diploma will be notified of the changes.

**We will seek to respond and communicate outcomes within 25 working days of receiving a correctly completed form and supporting information.**

**Consultation**

As part of the modifications procedure, delivery staff within all providers offering the Access to HE Diploma, moderators and receiving Higher Education Institutions (HEIs) will be consulted by Gateway Qualifications. Gateway Qualifications must take into account any feedback in order to inform our decision on the modification requested.
Modifications to Access Diploma units

Gateway Qualifications welcomes feedback on unit content. Where feedback is received, we will undertake a desk-based review to ascertain whether a formal review of the unit is required. The outcome of a review, where deemed necessary, may be that the unit is withdrawn and replaced, or that no changes are made.

Where it is decided that a formal review is not necessary, but the provider wishes to develop a new unit, that provider should make a request via email to the Product Development Manager. We will consider a request to develop a new unit or to modify an existing unit that does not require a formal review as a request to develop a new Access to HE unit, so a development charge may apply. If a provider wishes to develop a new Access to HE unit, a request must be submitted via email to quality@gatewayqualifications.org.uk.

9. Diploma Withdrawal

If a Diploma is to be withdrawn at or before the end of its validation period, providers will be informed of the final date on which new starters may be enrolled, allowing reasonable time for registered learners to complete the course or transfer to another appropriate course, and arrangements are made for transfer of credit, if appropriate.

10. Support from Gateway Qualifications

Training for Access to HE teams

We offer bespoke training to providers, including sessions for staff new to Access to HE. We also hold regular training sessions in grading, assessment and standardisation for all Gateway Qualifications providers, giving Access to HE staff the opportunity to meet colleagues from around the country and to share good practice.

All provider on-site training from Gateway Qualifications to support Access to HE teams is provided at no charge.

Guidance

There is a wealth of guidance on the Gateway Qualifications website about Access to HE delivery and about registering and claiming certificates via the online portal – Quartzweb – for all learners.
## Appendix 1: Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>Access to HE Coordinator</td>
<td>A provider’s point of contact for the delivery and development of Access to HE courses.</td>
</tr>
<tr>
<td>Access to HE Course - Course Recognition</td>
<td>The formal approval of a specified Access to HE Diploma course which may be delivered by a particular provider/centre. For course recognition to be completed, the AVA confirms the course in QAA’s Access courses database as a QAA-recognised Access to HE course.</td>
</tr>
<tr>
<td>Access to HE Diploma - Diploma Approval</td>
<td>The point when, having considered the recommendations of a validation panel, an AVA formally confirms that a Diploma has met all requirements (including requirements made in conditions) and that it may be offered by the provider(s)/centre(s) that have been approved to deliver it.</td>
</tr>
<tr>
<td>Access to HE Diploma Assessment Grid</td>
<td>It is a plan which identifies the assessment method, type and volume for all units within an Access to HE Diploma.</td>
</tr>
<tr>
<td>Access to HE Diploma Guide</td>
<td>A document produced by Gateway Qualifications which sets out the rules of combination, units of assessment and specific delivery requirements for a named Access to HE Diploma.</td>
</tr>
<tr>
<td>Access to HE Diploma Modification</td>
<td>The mechanism operated by Gateway Qualifications by which relevant parties (such as providers and moderators) can suggest modifications to units or Diplomas and for those suggestions to be systematically considered.</td>
</tr>
<tr>
<td>Access Subject Moderator (ASM)</td>
<td>Undertakes on behalf of Gateway Qualifications the external moderation at curriculum level of the Access to HE Diploma and course.</td>
</tr>
<tr>
<td>Access Validating Agency (AVA)</td>
<td>Organisation authorised by the QAA to approve Access to HE Diplomas, recognise Access to HE courses and award Access to HE Diplomas to learners. Gateway Qualifications is an Access Validating Agency (AVA).</td>
</tr>
<tr>
<td>Assessment</td>
<td>The method/s by which a tutor establishes the learner’s performance level and standard against a defined set of criteria.</td>
</tr>
<tr>
<td>Assessor</td>
<td>The person with responsibility for the assessment of learner work.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
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<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Internal Exams Board</td>
<td>An internal provider meeting involving the detailed discussion of all assessment decisions concerning the final achievement of individual learners.</td>
</tr>
<tr>
<td>Final Awards Board (FAB)</td>
<td>A formal AVA process which ratifies confirmed decisions on Access to HE courses in the award of credits and achieved grades for individual learners.</td>
</tr>
<tr>
<td>Grade</td>
<td>The indication of performance for each graded unit successfully achieved at level 3. A pass is automatically awarded for successful completion of all the assessment criteria. Grades can be Merit or Distinction. A Quick Guide to Grading is available on the website.</td>
</tr>
<tr>
<td>Grade Descriptor</td>
<td>QAA statements which define the performance attributes at Merit and Distinction within seven separate elements used in grading.</td>
</tr>
<tr>
<td>Diploma Grade Profile</td>
<td>List of grades a learner has achieved for the Access to HE course; one overall grade for each unit successfully completed at level 3. The remaining 15 credits will be made up of either ungraded level 3 units and/or level 2 units, which are not graded.</td>
</tr>
<tr>
<td>Internal Verifier (IV)</td>
<td>Provider/centre staff who undertake the internal verification process.</td>
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<tr>
<td>Internal Verification</td>
<td>The process by which the provider systematically samples and evaluates its assessment practices and decisions and acts on the findings to ensure consistency and fairness. The two key elements are moderation and standardisation.</td>
</tr>
<tr>
<td>Moderator</td>
<td>Undertakes on behalf of Gateway Qualifications the external moderation of the Access to HE Diploma and course and is allocated to a specific Access to HE provider.</td>
</tr>
<tr>
<td>Moderation</td>
<td>The process through which those with appropriate authority, expertise and competence to make such judgements check the comparability and consistency of assessment decisions being made, and the quality of the assessment infrastructure. The process also allows for feedback and advice to those involved in assessment to improve their practice, and to the AVA about areas of consistently good practice or incidents of poor practice that need to be addressed.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Provider</td>
<td>The organisation responsible for the delivery, assessment and internal verification of the Access to HE Diploma.</td>
</tr>
<tr>
<td>Provider Approval</td>
<td>The process undertaken by Gateway Qualifications to approve an organisation to deliver an Access to HE Diploma and course.</td>
</tr>
<tr>
<td>Quality Assurance Agency for Higher Education (QAA)</td>
<td>The regulatory body responsible for arrangements for the formal approval and quality assurance of Access to HE courses.</td>
</tr>
<tr>
<td>Report of Achievement or Completion (RAC)</td>
<td>The Gateway Qualifications process by which providers indicate the achievement of their learners.</td>
</tr>
<tr>
<td>Rules of Combination (RoC)</td>
<td>Details of the required mandatory units and the optional units from which learners can select to gain a full Access to HE Diploma.</td>
</tr>
<tr>
<td>Recognition of Prior Learning (RPL)</td>
<td>A method of assessment that considers whether a learner can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.</td>
</tr>
<tr>
<td>Referral</td>
<td>The formal process by which an Access team member can request an additional opportunity for a learner to resubmit work in order to achieve credit for a unit, if the resubmission of work has failed to address all of the assessment criteria, or if the first submission was late and failed to address all of the assessment criteria.</td>
</tr>
<tr>
<td>Representation</td>
<td>The formal process by which an individual grade for an assignment (grade indicator or informal grade) may be contested by a learner. This is primarily dealt with using providers’ internal processes but will be monitored by the moderator and reported at the Final Awards Board.</td>
</tr>
<tr>
<td>Resubmission</td>
<td>The process by which the learner is given a second, time-bound opportunity to address the assessment criteria which were not met at the first attempt. A resubmission may not be permitted to improve a grade (grade polishing).</td>
</tr>
<tr>
<td>Self-assessment Report (SAR)</td>
<td>The SAR should analyse the performance of the course/s run within each institution and the success rates of each cohort.</td>
</tr>
<tr>
<td>Standardisation</td>
<td>In the context of assessment, this describes the process through which those involved in assessment</td>
</tr>
</tbody>
</table>
develop a shared understanding of the standard of learner achievement that will be assessed as meeting the requirements of the assessment outcomes available (in the context of Access to HE pass and grades of merit or distinction). Such assessment decisions cannot be made in a way that is reliable and valid unless the underpinning assessment structures (unit design, assessment design and so on) are of the highest quality, so standardisation of these aspects of the assessment infrastructure to ensure their quality is also a key component to be addressed.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>A coherent and explicit set of learning outcomes, which are evidenced by assessment criteria relating to specific subject areas for study and assessment. Units can have a credit value of 3, 6 or 9 credits. Each unit has a title, learning outcomes, assessment criteria, credit value and credit level. Level 3 graded units will also have grade descriptors.</td>
</tr>
<tr>
<td>Validation of Access to HE Diploma</td>
<td>A procedure undertaken by Gateway Qualifications to approve an Access to HE Diploma to ensure this meets QAA requirements.</td>
</tr>
</tbody>
</table>
Appendix 2: Key Dates: A Year at a Glance

Provider teams may find the following schedule, suggestions and materials useful as a reminder of the key activities relating to the Access to HE academic year and scheduled Gateway Qualifications events.

Please note that this schedule has been designed to work for an Access Diploma that runs over the course of one academic year. Different schedules would apply to courses with other start and end dates (for example, January to December), but would contain a similar cycle of events.

<table>
<thead>
<tr>
<th>Timescale</th>
<th>Process</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 weeks prior to start of course</td>
<td>Courses available and offer review</td>
<td>Providers to review units and assessments to ensure currency. Consult Gateway Qualifications to update, where appropriate, using the Access to HE Diploma modification request form to make any amendments. Ensure overall compliance with QAA regulations. If the provider has not delivered Gateway Qualifications Diplomas previously and intends to in the future, contact the Customer Excellence Team.</td>
</tr>
</tbody>
</table>
| 8 weeks prior to start of course | Course materials preparation | Provider activities to include:  
• ensuring adequate staffing arrangements  
• preparing staff and learner Access handbooks  
• recruiting and training new team members  
• organising the process for learner induction  
• setting up the assessment schedule and tracking documentation  
• setting up a new internal verification folder with contents page guide and identifying the internal verification schedule for the year  
• allocating Access Team meeting slots and progress review dates  
• updating materials  
• reviewing moderation reports to ensure any actions and recommendations have been addressed.  
This list is not exhaustive but will help ensure that the Access to HE course runs smoothly. |
| Ongoing up to start of course | Interview and initial assessment of Access to HE applicants | Providers give applicants an overview of the course, registration requirements, guidance on adult learner loans etc.  
Advise learners to complete HE destination research prior to starting the course.  
Learners wishing to have any units considered for Recognition of Prior Learning (RPL) or credit transfer must produce official, original certificates to the provider. Photocopies are not |
acceptable. Follow Gateway Qualifications process to evidence recognition of prior learning.

Retain a copy of all promotional and support materials on file.

<table>
<thead>
<tr>
<th>September</th>
<th>Modifications to Access to HE Diploma</th>
<th>Providers to submit any completed Access to HE Diploma modification request forms to Gateway Qualifications for consideration by 15th September for any minor or major modifications. The next deadline for modification applications is 30th April. See section 8 for further details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 4 weeks</td>
<td>Staff training requirements</td>
<td>Providers to review training for any new team members and refresher training to address any issues raised in previous year’s final moderation report, and contact Gateway Qualifications to arrange training.</td>
</tr>
<tr>
<td>First 4 weeks</td>
<td>Commence course delivery</td>
<td>Providers to give all learners a handbook which outlines expectations of the Access course, formal processes, links to web-based documentation for submission, academic conduct and provider policies. Check learners who are entitled to learning support are referred for guidance and that deadline requirements for assignments are adjusted for individuals if appropriate. Begin teaching and tracking of learner assessments in each unit.</td>
</tr>
<tr>
<td>4 weeks after start of course</td>
<td>Access self-assessment report</td>
<td>Providers to send report to Gateway Qualifications using the self-evaluation report template for the previous year. Ensure that statistical data is provided in the standard format required by Gateway Qualifications.</td>
</tr>
<tr>
<td>Within 42-days of learners starting the course</td>
<td>Register all learners with Gateway Qualifications</td>
<td>Providers to establish an internal process to check every learner is registered on the appropriate Access to HE course. Learners must be registered within 42 days from when they start the course. Withdraw any learners who are not continuing with Access course at this point. Providers prepare to enter learner achievement in first units into report of achievement or completion following internal verification activity. Start recording data for current year’s self-assessment report. Note learner numbers registered on each course with provider and Gateway Qualifications.</td>
</tr>
<tr>
<td>October</td>
<td>UCAS applications</td>
<td>Deadline for early applications via UCAS to Oxford and Cambridge universities and most medical sciences degrees.</td>
</tr>
<tr>
<td>8–12 weeks after course start</td>
<td>Moderation</td>
<td>Gateway Qualifications moderator contacts provider Access to HE Coordinator to arrange initial moderation visit. Providers to check course assessment schedule with moderator so that the selection of work from completed graded units can be made for subject moderation.</td>
</tr>
</tbody>
</table>
Subject moderation sample form is completed and Access to HE Coordinator receives a copy. Some units may be selected for assessment review through the Access Subject Moderator graded unit process. Update internal verification schedule and tracker.

<table>
<thead>
<tr>
<th>12 weeks after course start</th>
<th>Provider standardisation activity</th>
<th>Provider to prepare for cross-centre activity with Gateway Qualifications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks after course start</td>
<td>Selection of units</td>
<td>Providers to select all units for all learners registered on the course. Providers to ensure that the rules of combination (RoC) are met prior to the 12-week unit selection deadline.</td>
</tr>
<tr>
<td>8–12 weeks after course start</td>
<td>Provider internal verification</td>
<td>Providers to prepare to sample and internally verify first completed units. Use Gateway Qualifications documentation to record sampling and store in internal verification file.</td>
</tr>
<tr>
<td>January</td>
<td>UCAS application</td>
<td>Deadline for learners’ application for HEI undergraduate courses via UCAS.</td>
</tr>
<tr>
<td>16 weeks after course start</td>
<td>Moderation feedback</td>
<td>Provider completes Gateway Qualifications online feedback on the provider moderation process.</td>
</tr>
<tr>
<td>20 weeks after course start</td>
<td>Subject moderation preparation</td>
<td>Gateway Qualifications asks providers to prepare the samples which were identified for electronic, postal or on-site subject moderation.</td>
</tr>
<tr>
<td>20 weeks after course start</td>
<td>Subject moderation feedback to providers</td>
<td>Providers send requested postal or electronic sample to Gateway Qualifications. Postal samples can be emailed to <a href="mailto:quality@gatewayqualifications.org.uk">quality@gatewayqualifications.org.uk</a> and must contain the required number of samples of assessed learner work, a full class list clearly showing the grades achieved by each learner and an assignment brief. Providers should ensure that unit samples include learners with different grades and some IV’d samples (it is not expected that every sample is IV’ed – there is no need to carry out more IV than planned).</td>
</tr>
<tr>
<td>24 weeks after course start</td>
<td>Subject Moderation feedback to providers</td>
<td>Subject Moderators send subject moderation reports and access subject moderation – graded unit assessment reviews to Gateway Qualifications with feedback detailing any actions to be taken before final moderation. Gateway Qualifications forwards reports to provider Access to HE Coordinators for distribution to relevant tutors.</td>
</tr>
<tr>
<td>24 weeks after course start</td>
<td>Provider feedback on subject moderation process</td>
<td>Providers complete online feedback on the subject moderation process.</td>
</tr>
<tr>
<td>24 weeks after course start</td>
<td>Interim moderation</td>
<td>Centre Moderators make interim or additional provider visits if required and complete subject moderation onsite if applicable for the centre. Providers should follow the guidelines for postal moderation in terms of what is presented for onsite moderation.</td>
</tr>
<tr>
<td>Period</td>
<td>Activity</td>
<td>Details</td>
</tr>
<tr>
<td>--------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td>Modifications to Access to HE Diploma</td>
<td>Providers to submit any completed Access to HE Diploma modification request forms to Gateway Qualifications for consideration by <strong>30th April</strong> for any minor or major modifications. See section 8 for further details.</td>
</tr>
<tr>
<td><strong>28 weeks after course start</strong></td>
<td>Provider feedback on interim moderation process</td>
<td>Providers complete online feedback on the interim moderation process if it has taken place.</td>
</tr>
<tr>
<td><strong>28–32 weeks after course start</strong></td>
<td>Planning for Internal Exam Board</td>
<td>Providers review overall tracking for learners. Establish if any learners are unlikely to complete the course. Check for those with extenuating circumstances and who will need extensions – collate the documentary evidence for them.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Providers update the report of achievement or completion with most of the learners’ grades and check for accuracy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ask learners to prepare a portfolio summary sheet, detailing their achievements in each completed unit. Suggest a common format for portfolio presentation so moderators can locate the content easily and check it against the record of achievement or completions at final moderation visit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prepare notification forms for those who will not complete the course due to extenuating circumstances and set deadlines. These should be presented to the Access Centre Moderator at the Final Moderation Visit.</td>
</tr>
<tr>
<td><strong>32 weeks after course start</strong></td>
<td>Preparation for distribution of certificates</td>
<td>Providers ensure a secure process is in place to address the formal requirements of handling and distributing certificates. Certificates must be sent by recorded delivery if posted to the learner or returned to Gateway Qualifications.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Providers may choose to hold a presentation event to hand over certificates, send them via registered post or ask learners to sign when collecting them from the exams office.</td>
</tr>
<tr>
<td><strong>36 weeks after course start or earlier</strong></td>
<td>Internal Exams Board Meeting – end of course</td>
<td>End of teaching and assessment (except where learners have authorised extensions).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Providers convene an Access Team meeting to agree final achievements for each learner and check reports of achievement or completion are accurately completed for each learner.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upload all RACs for all Access courses to Gateway Qualifications following the Exam Board.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Learners who have authorised extensions to their learning programme due to exceptional circumstances must be listed on a notification form (NR). Their achievements should be entered</td>
</tr>
</tbody>
</table>
into the RAC and outstanding units and their new deadline dates must be listed for each learner.

Decisions regarding borderline learners are agreed and any outstanding requests for referral or appeal are discussed and agreed.

Providers ensure that minutes of the Internal Exams Board are emailed to Centre Moderators and RACs are completed and uploaded (to Quartzweb) at least 24 hours in advance of the Final Moderation Visit.

<p>| 36 weeks after course start or earlier | Final Moderation visit | Access Centre Moderator makes final centre moderation visit. All portfolios must be presented, including partial achievers and those granted extensions for outstanding work to be completed, containing all course assessment evidence for each learner for the Access Centre Moderator to review. All evidence must be presented for all learners claiming credits for the Access Diploma. Arrange all folders in cohorts so that the moderator can locate portfolios with ease. |
| 36-plus weeks after course start | Final Awards Board | It is recommended that the Final Awards Board takes place between one and two weeks after the Final Moderation Visit, so that any urgent actions from the final visit can be completed. The Final Awards Board is the confirmation of the learners' achievements by Gateway Qualifications. Providers prepare for the meeting. Ensure that there is an independent chair (this must be someone with no direct links to Access courses e.g. a Quality Director, Vice Principal or similar). Ensure minutes of previous year's Final Awards Board and Exam Board are copied and included in the document pack. Provide a pack of documents to each person attending the Final Awards Board meeting, in accordance with the Gateway Qualifications online guidelines for Final Awards Board documentation. Providers can also email <a href="mailto:quality@gatewayqualifications.org.uk">quality@gatewayqualifications.org.uk</a> for these guidelines and documentation if preferred. The formal end of the course is ratified by the Access Centre Moderator, who will approve the Final Awards Board if it accurately represents the final achievements of the learners. Recommendations made at the Exam Board are presented for the moderator's agreement and all points are formally recorded in Final Awards Board minutes, which should be sent to Gateway Qualifications within 10 days of the Final Awards Board. See Gateway Qualifications webpages for Final Awards Boards processes. |</p>
<table>
<thead>
<tr>
<th>36-plus weeks after course start</th>
<th>Learner certification and UCAS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Certificates and UCAS confirmation of grades are generated by information provided by providers on the report of achievement or completion. This information must be checked for accuracy at the Internal Exams Board and reviewed at the Final Awards Board.</td>
</tr>
<tr>
<td></td>
<td>Gateway Qualifications must be notified of any errors on certificates within two months of issue. Ensure that learners check their certificates. Queries on awarded grades should be raised and addressed before the Final Awards Board.</td>
</tr>
<tr>
<td></td>
<td>Providers return any certificates containing errors to Gateway Qualifications via recorded delivery and advise the Customer Excellence Team of the error using the appropriate form on the Access to HE webpage.</td>
</tr>
<tr>
<td></td>
<td>Providers advise learners that they should contact their chosen HEIs if there has been an error on their grade profile. Gateway Qualifications does not contact individual HEIs on this matter.</td>
</tr>
<tr>
<td></td>
<td>Learners who have successfully completed all units will be awarded a Diploma. Learners who have achieved some units will receive a certificate of credits achieved.</td>
</tr>
<tr>
<td></td>
<td>Confirm receipt of certificates using the Access Certificate Receipt form.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>40–44 weeks after course start</th>
<th>Extensions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Gateway Quality Team will monitor progress of learners who have been granted extensions. It is essential that those with extensions complete all work to be claimed by the new deadline. All such work must be assessed within two weeks of the new deadline.</td>
</tr>
<tr>
<td></td>
<td>The Quality Team will then randomly select units from those being claimed and ask the provider to email or send copies of those assessed units for external moderation.</td>
</tr>
<tr>
<td></td>
<td>The provider should await confirmation from the Gateway Quality Team that the work meets requirements and has been assessed correctly in accordance with the new claim before uploading RACs to claim Diplomas or credits.</td>
</tr>
</tbody>
</table>
## Appendix 3: Access Calendar 2019-2020

<table>
<thead>
<tr>
<th>Access Centre and Subject Moderation – meetings, documents and deadlines</th>
<th>September 2019-2020 Cohorts</th>
<th>January 2020-21 Cohorts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial Moderation Visit</strong>&lt;br&gt;Centre Moderator to visit centre – agree a suitable date with your moderator via email or phone.&lt;br&gt;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.</td>
<td>This visit must take place by 17 January 2020</td>
<td>This visit must take place by 20 March 2020</td>
</tr>
<tr>
<td><strong>Provider SAR</strong>&lt;br&gt;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.</td>
<td>Deadline for 2018-19 SAR: 20 September 2019&lt;br&gt;Return your completed SAR to <a href="mailto:quality@gatewayqualifications.org.uk">quality@gatewayqualifications.org.uk</a></td>
<td>Deadline for courses ending December 2019-January 2020: 13 March 2020&lt;br&gt;Return your completed SAR to <a href="mailto:quality@gatewayqualifications.org.uk">quality@gatewayqualifications.org.uk</a></td>
</tr>
<tr>
<td><strong>Initial Visit Report</strong>&lt;br&gt;This will be sent to the Access to HE Coordinator via email with any necessary attachments.</td>
<td>Initial Visit Report will be available within 15 working days of the Initial Moderation Visit</td>
<td>Initial Visit Report will be available within 15 working days of the Initial Moderation Visit</td>
</tr>
<tr>
<td><strong>Subject Moderation</strong>&lt;br&gt;Your moderator will agree unit assessment reviews, onsite and/or remote sampling at the Initial Visit. January cohorts for courses with September starts of the same course will be sampled at the same time.</td>
<td>Remote Samples must be uploaded to the online file management system by 20 March 2020&lt;br&gt;Onsite Sampling will be completing during the interim visit, by 24 April 2020</td>
<td>Remote Samples must be uploaded to the online file management system by 29 May 2020&lt;br&gt;Onsite Sampling must be completed by 29 May 2020</td>
</tr>
<tr>
<td><strong>Interim Moderation Visit</strong>&lt;br&gt;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.</td>
<td>During April 2020</td>
<td>September to October 2020</td>
</tr>
<tr>
<td><strong>Subject Moderation Reports</strong>&lt;br&gt;This will be sent to the Access to HE Coordinator via email and include any necessary actions.</td>
<td>Subject Moderation Reports will be available within 15 working days of sampling</td>
<td>Subject Moderation Reports will be available within 15 working days of sampling</td>
</tr>
<tr>
<td><strong>Internal Exams Board</strong>&lt;br&gt;These meetings are not attended by your Centre Moderator.&lt;br&gt;This is a final meeting of the college Access team to confirm standards and agree all learner achievement at the end of the Access course. The meeting should be held at least 24 hours ahead of the Final Moderation Visit</td>
<td>At least 24 hours before the Final Moderation Visit</td>
<td>At least 24 hours before the Final Moderation Visit</td>
</tr>
</tbody>
</table>
so that final RACs can be completed, checked and uploaded. **Completed RACs and minutes from the Internal Exams Board must be available for the Centre Moderator for the Final Moderation Visit to proceed.**

<table>
<thead>
<tr>
<th><strong>Final Moderation Visit</strong></th>
<th><strong>At least one week before the Final Awards Board</strong></th>
<th><strong>At least one week before the Final Awards Board</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>All learner 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.</td>
<td>By 17 July 2020</td>
<td>By 24 January 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Final Awards Board</strong></th>
<th><strong>By 17 July 2020</strong></th>
<th><strong>By 24 January 2020</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gateway Qualifications uploads learner grades directly to UCAS, so FAB deadlines are critical in this process. 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. Remember to invite a senior member of your organisation to be Chair at the FAB.</td>
<td>Final Visit Report</td>
<td>Final Visit Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Final Visit Report</strong></th>
<th><strong>Final Moderation Reports will be available within 15 working days of the visit</strong></th>
<th><strong>Final Moderation Reports will be available within 15 working days of the visit</strong></th>
</tr>
</thead>
</table>