gateway qualifications

Access to HE - Internal Exams Board Agenda (Pre-FAB meeting for Centres)

Name of Centre	
Date & Time	
Access to HE Diplomas included in FAB	
Access Coordinator	
Attendees	

No.	Item	Responsible for completion
1	**Confirmation of the purpose of the Exam Board** • To confirm the final achievements of all Access to HE learners- full Diploma and partial achievement. • To identify any learners with extenuating or exceptional circumstances in order to prepare NR forms and extension requests with suggested deadline dates. • To prepare any requests for referrals which have arisen at the end of the course. • To enter agreed final achievements for each learner into the electronic RACs and to check these for accuracy prior to upload to Quartzweb. • To prepare and evaluate the course review MIS statistical data. • To prepare destination data to share after the close of the FAB. • To collate all documentation ready for FAB (including previous year's FAB minutes). • Additional Activity (may be undertaken on a separate occasion): To check and confirm that all portfolios are appropriately organised, with evidence supporting the RAC claimed achievement for each learner.	Coordinator, supported by the Access team.
2	**Learner achievement summaries** **List 1:** Centre tracking documentation to be used to identify which students have completed the full Diploma. Enter data onto RACs. **List 2:** Centre tracking documentation to be used to identify which students have partial completion. Enter data onto RACs.	Coordinator and Access team

3	**Extenuating circumstances and extensions** Coordinator to chair any requests for extensions to student deadlines beyond the FAB date, and to confirm that there are <u>genuine exceptional circumstances</u> which justify the extension. Completion of NR forms, naming each student requesting an extension, plus evidence for the moderator to agree. *See NR form*	Course leaders are to present any requests for extensions
4	**Referral requests** Identify any student who has referral requests to make from final assessments. Complete referral request form for each student and send to Centre Moderator ahead of the FAB. *See the Referral Request form*	Course leaders are to present any requests for referrals & complete the referral request form
5	**Preparation for the report by the Course Representative(s)** - A summary of strengths and areas for improvement - Success and Retention information - Consideration of the impact of equality, diversity and inclusion data % Highest grade profile portfolios - Responses to this year's external moderation (actions going forward) - Changes and developments to the programme in the future *See course reporting template*	Course leaders to prepare individual course review materials. Coordinator to prepare overarching commentary.
6	**Student destinations** This information must not be shared in the FAB but must be available for discussion after the FAB has formally closed. For this reason, documents relating to this section must be presented separately to the Exam Board minutes. By course: Numbers and % offered places at HEI Numbers and % taking up further study Numbers and % going into employment Numbers and %- any other Centres may wish to highlight some/all of the following:	Coordinator to collate data generated from MIS.

	Students achieving scholarships, gaining entry onto highly competitive courses, geographical spread of student destinations *See course reporting template*	
7	**AOB**	
Meeting Close		

8	**Additional activity: Final Portfolio check**
	
	Checks to ensure that all achievement claims on RACs are matched with portfolio evidence.
	
	   • Check all portfolios are present
	   • Check all student work listed is in the portfolio
	   • Check all student work has been marked & assessed
	   • Check all portfolios have contents summary sheet or copy of individual RAC as the front page.
	   • Confirm all achievements on summary sheet match RAC and portfolio contents
	
	At Final Moderation, the moderator will check the evidence on the RAC against portfolios, and vice versa.
		All tutors

Document checklist

- Previous year's Final Awards Board Minutes
- Agenda for the Internal Examinations Board template
- Recommendations for the Award of Credit (Electronic RAC)
- NR forms and supporting documentation for extensions under exceptional circumstances
- Referral request form and supporting documentation for requests
- Records of representations (to contest grades) and outcomes
- Results profile for each learner (individual RAC or summary)