## Access to HE Diploma Agenda for the Final Awards Board

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| **Name of Centre** |  |
| **Date** **Time****Venue**  |  |
| **Access to HE Diplomas included in FAB** |  |
| **Chair**  |  |
| **Role in organisation** |  |
| **Access Coordinator** |  |
| **Access Centre Moderator(s)** |  |
| **Attendees** |  |
| **No.** | **Item** | **Name** |
| 1 | **Welcome and introductions** *Check that all delegates have copies of documentation***Apologies*** Outline of the function and purpose of the Final Awards Board
* Identify documents to be presented to the Final Awards Board

**Confidentiality statement***All discussions concerning learner performance must be regarded as confidential.* | Chair |
| 2 | **Declarations of interest***Anyone who has a potential conflict of interest, such as being a relative of one of the learners or an interest which may potentially affect impartiality, and/or the outcome of the Board must declare it here.* | All |
| 3 | **Minutes of the previous Final Awards Board (date) and progress of actions** | ChairCourse Representative(s) |
| 4 | **Minutes of the Examinations Board (date), outcomes****and actions** | Course Representative(s) |
| 5 | **Report by the Course Representative(s)*** A summary of strengths and areas for improvement
* Success and Retention information
* Responses to this year’s external moderation

 (actions going forward) * Changes and developments to the course in the future

*See course reporting template* | Course Representative(s) |
| 6 | **Report by Access Centre Moderator** *Feedback on Final Moderation and Course performance**See reporting template* | ACM |
| 7 | **Confirmation of learner achievement for the award of the Access Diploma/award of credit**To confirm the achievement for each named learner who has successfully achieved the Access Diploma/award of credit. To be announced formally to the meeting so that each achievement can be checked and confirmed as correct.**Confirmation of decisions on referrals, extenuating circumstances etc.**To confirm decisions with actions and deadlines for each named learner. | ACMAll |
| 8 | **Formal confirmation of the agreement of student results**To confirm action taken by the ACM in either accepting or rejecting electronic RACs for each course presented at the FAB  | ACM/2nd AVA rep |
| 9 | **Date of Next Board** *Provisional date* | ChairAll |
| 10 | **AOB**  | ChairAll |
| **Meeting Close** |
| **Celebration of cohorts’ achievements with a report by Course Representative(s) on cohorts’ progression to HE**  |

## Document checklist

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