## 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** | | Chair  Course 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. | | ACM  All |
| 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* | | Chair  All |
| 10 | **AOB** | | Chair  All |
| **Meeting Close** | | | |
| **Celebration of cohorts’ achievements with a report by Course Representative(s) on cohorts’ progression to HE** | | | |

## Document checklist

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