

Getting Ready for Final Moderation and the Final Awards Board (FAB)

with
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Topics for the day

- End of year processes
- The Internal Exam Board
- NR Form (Extensions)
- Extenuating Circumstances
- Uploading RACs to Quartzweb
- Running a successful Final Awards Board
- Where to find Forms and Templates



Final Moderation

- Electronic submission of samples
- Deadline for activities to be completed
- Microsoft Teams meetings with centres to discuss findings and any action needed prior to Final Awards Boards

Timeline of events

11 th June	• Moderator will let centres know which students are in the sample
18 th June	• Samples should be uploaded by centres via Egnyte
18 th – 25 th June	• Centres to hold internal exam boards
21 st June – 2 nd July	• Final moderation activities to be completed by moderators, including short review meeting with centres
25 th June	• All RACs to be uploaded to Quartzweb
5 th July – 16 th July	• Centre Final Awards Boards
26 th July	• Final deadline for UCAS results submission

Links

- Uploading samples
- Review meeting

On 21 May links will be sent out to centres

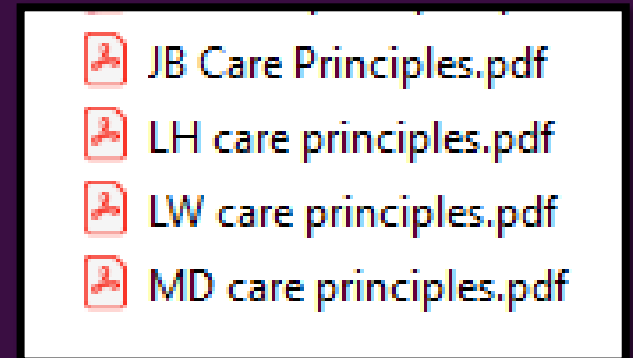
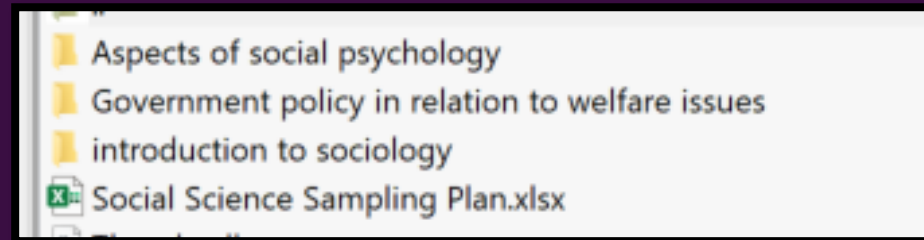
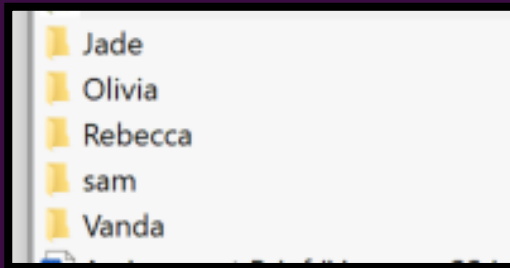


What should be in the sample?

- Assignment briefs
- IV documentation
- Tutor feedback
- Learner work (annotated with ACs)
- Most up to date markbook with grades

Organisation of samples

- Student names and unit names
- Folder structure
- Authentication



Internal Exams Board

18th – 25th June

- The Internal Exams Board is held at the Centre
- It is essential that this takes place at least a week before your review meeting with your moderator, otherwise the FAB will not be able to go ahead
- Minutes from the Internal Exams Board must be uploaded using the same link used for sending us your samples at least 24 hours before the Final Moderation Review meeting – sooner, if at all possible.
- **“Centre name – Internal exam board minutes”**

Why is the Internal Exams Board important?

- Opportunity for the course team to check everything is ready for the FAB
- A rehearsal of what will happen at the FAB and ensures that all documentation is ready – and to identify anything that is missing!
- The course team can share what has been achieved together
- Gives time to take a deep breath in readiness for the FAB
- Centres always feel much better prepared for the FAB when the Internal Exams Board has taken place in a timely manner – and much more ready to celebrate.

Minutes for the Internal Exams Board

- Should follow the template of the agenda as far as possible.
- An agenda template is available to download



Uploading completed RACS to Quartzweb

25th June

- Uploaded to Quartzweb before the final moderation review meeting.
- Without completed RACs being available it will endanger a timely FAB at your Centre.
- All credits, by all students, must be claimed; full diploma achievers, partial achievers and extension and extenuation requests.
- It is NOT possible to claim credit for units completed after the FAB.

Summary of final moderation activities

21st June – 2nd July

1. Moderators will complete sampling
2. Centres hold internal awards boards
3. Upload RACs 1 week before review meeting
4. Final moderation review meetings

Extension and Extenuation QAA Guidance



NR forms

- This is for circumstances where a learner requires an extension to their course
- This should be completed for each learner by the centre and counter signed by the moderator
- It can only be accepted if agreed at the Final Awards Board
- New deadlines should be within a realistic time scale for the learner to complete

NR Form

Notification of Extension of learning agreement

This form should be completed and signed by the Access to HE Co-ordinator and countersigned by the Moderator for the Diploma. One application per learner should be made with any supporting evidence. These forms should be presented and agreed at the Final Awards Board. All forms should be returned to registrations@gatewayqualifications.org.uk with a copy retained by the centre.

Centre Name:			
Diploma Title:			
Name of learner:		New Finish Date:	
Cohort Number:			

Rationale for Extension:

Below list the units to be extended and the completion date(s).

Units to be completed:		No. of Credits	Date to be completed
Unit Code	Unit Title		


Awarding Access to HE in 2020-21

Teach	Teaching the content of the Diploma should continue, to ensure every student has the opportunity to acquire the knowledge and skills needed to progress into higher education (HE).
Assess	Assessments should continue where possible. If a student can be assessed, they should be assessed.
Adapt	Assessments, delivery and/or units can be adapted, where necessary and appropriate, to support students to continue learning.
Support	Support is available for students from their providers if a student is finding it difficult to learn or be assessed at this present time. In addition, further adaptations may be available. Students should discuss the options with their provider.
Quality Assure	To ensure grades are fair and robust, effective quality assurance arrangements will be applied. These can take account of extenuating circumstances that may have affected student performance in assessment. Based on evidence presented, a moderator may adjust grades, either upwards or downwards, to ensure no student is advantaged or disadvantaged in relation to their peers.
Award	<p>If a student can be assessed, they should be assessed and awarded, based on planned assessments.</p> <p>In those exceptional cases where a student cannot be assessed, the student may still be awarded unit(s) that make up the Diploma, through extenuation. The tutor/provider will draw upon either further adaptations to assessments or alternate lines of evidence to determine whether the unit can be awarded.</p>
Results	Confirmed results will be released no later than the deadline for results to be uploaded to UCAS (26 th July 2021).
Appeal	If a student is not satisfied with their grades they can appeal.

Extenuating Circumstances

- This is for the exceptional circumstances, where a learner's performance in year has been affected by circumstances beyond their control or where they cannot be assessed
- Judgements can only be based on evidence of what the student can do, not what a student has the potential to achieve

Extenuating Circumstances Form



Extenuating Circumstances Form

PART A: TO BE COMPLETED BY THE PROVIDER

SECTION 1

Name of learner:	[Leave blank if whole cohort affected]
Cohort ID:	
Centre Name:	
Diploma Title:	
Diploma Start Date:	
Diploma End Date:	

Rationale for Application

Please provide information on the following:

- The relevant individual circumstances of the learner or cohort (as applicable)
- Any supporting documentary evidence should be attached and referred to, to support the application.
- The reasons why other adaptations and flexibilities are not sufficient / appropriate
- Any other relevant information may be added

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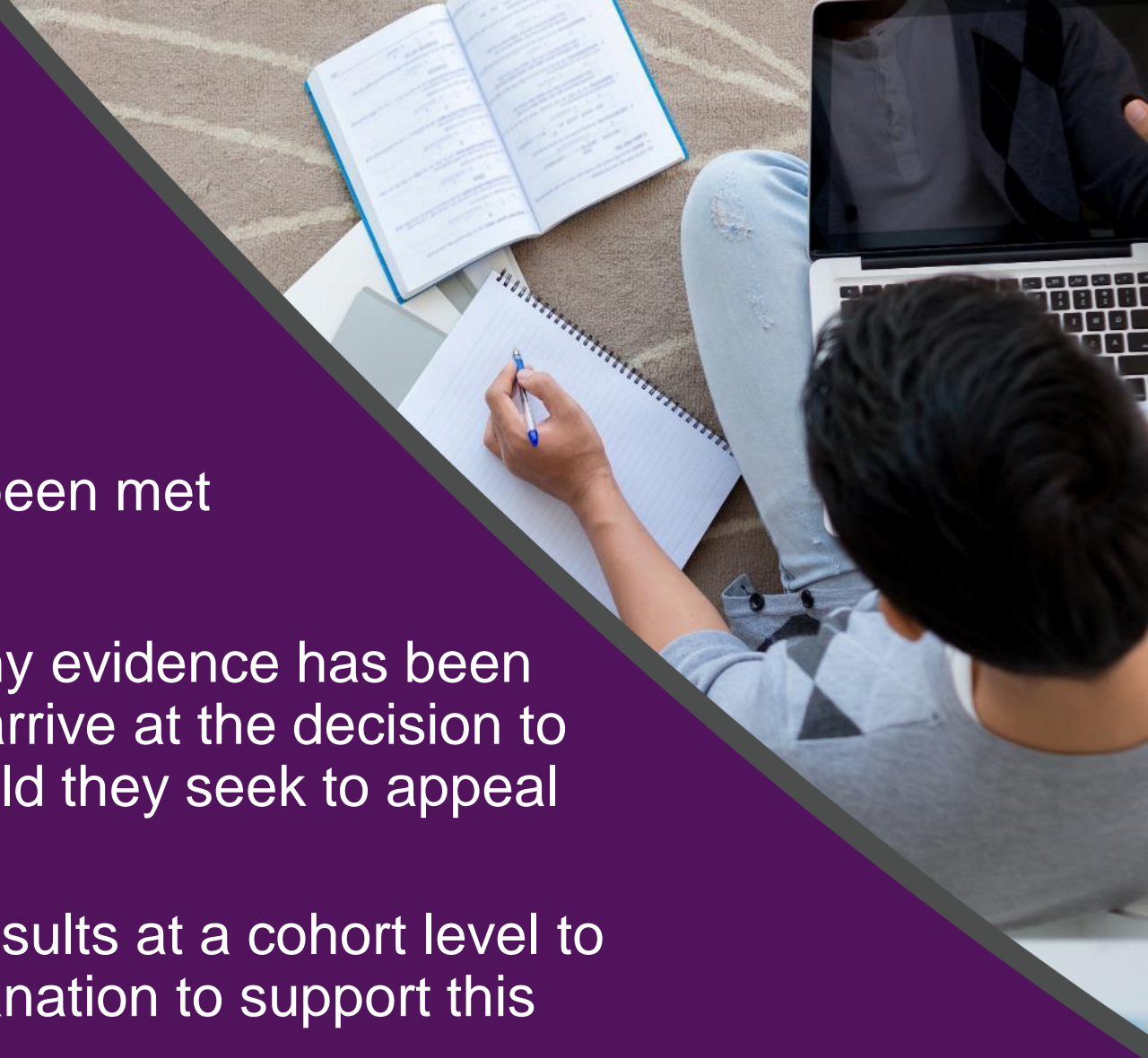
Sufficient Evidence

Sufficient evidence will need to be available for providers to make a judgement on the award of a unit. This means:

- tutors/providers may need to ensure additional student assessment or alternative evidence is generated
- available evidence must relate to the learning outcomes of each unit being assessed
- ensuring the teaching of the Diploma will be vital to ensure that the most complete sources of evidence are available on which the tutor/provider can base their judgement

Sufficient evidence should:

- reflect the evidence that is available
- demonstrate learning outcomes have been met
- support grading decisions
- be clear for a student to understand why evidence has been selected and how it has been used to arrive at the decision to award a unit/grade (if applicable), should they seek to appeal their unit grade
- not result in a different distribution of results at a cohort level to previous years unless there is an explanation to support this



Appeals

Appeals for this year will be managed in line with the ERF.

The grounds for appeal are restricted to:

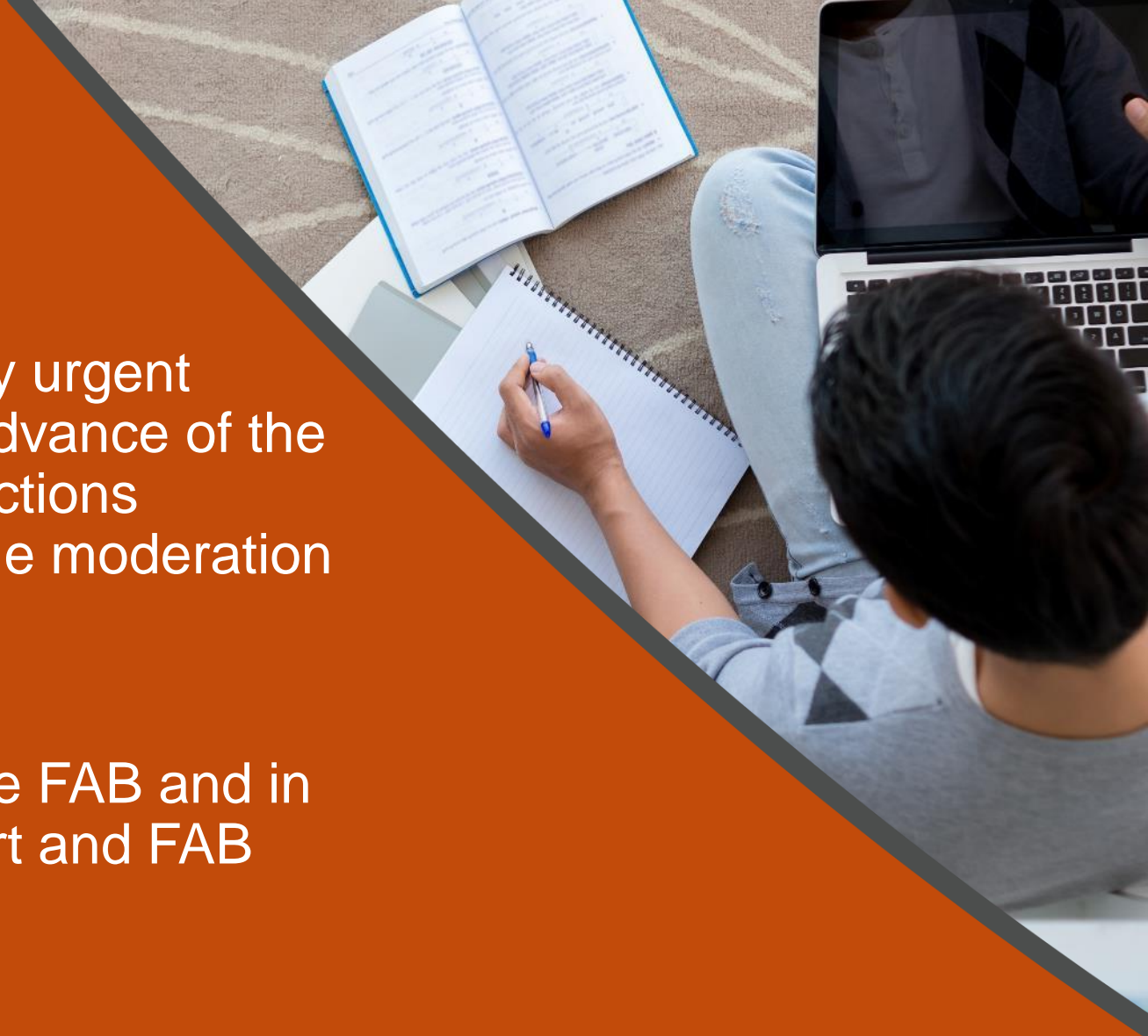
- evidence of administrative error
- evidence of procedural error

We will not accept appeals against:

- professional judgements of course tutors
- the efficacy of the evidence presented to support such professional judgements

Final Moderation

- If your Centre Moderator identifies any urgent issues (i.e. those requiring action in advance of the FAB), you will be emailed an urgent actions notification within 2 working days of the moderation of the sample
- They will report on other matters at the FAB and in a further written Final Sampling Report and FAB report



What is the purpose of the FAB?

- Happens at the end of an Access to HE course
- The event where all the students' achievements are ratified
- Includes both full and partial achievements. All credits earned must be claimed.
- For any students requiring consideration for extensions, due to extenuating circumstances, completed NR forms and accompanying evidence must be available and agreed, as appropriate, at the FAB.

FAB Arrangements for your Centre

- Can be for just one or multiple courses run at one Centre
- Where a Centre has many courses in very different subject areas, more than one FAB will be held
- It is essential that realistic FAB dates are in place, as it will be difficult to make changes and all results need to be processed and uploaded to UCAS

Chairing the FAB

- The chair should be independent
- Have reviewed the agenda and documentation prior to meeting
- Understand their role during the Final Awards Board
- Appoint someone to take minutes for the meeting



Preparation for the FAB

- The Final Awards Board should require little additional preparation
- Use the template provided for smooth running of the FAB
- Make sure key course data for the past three runs of the course is clear in individual course reports prepared for presentation at the FAB

A template is available
for Course tutor /
representatives
to use to read /
present to the FAB.

Preparation for the FAB

- Only share HEI progression at the official 'close' of the FAB, more general HEI progression data is acceptable
- The FAB agenda ensures you will have all the correct documentation
- Use the FAB agenda to ensure all documentation is ready for the FAB

Preparation for the FAB

Two representatives from Gateway Qualifications present at each FAB

Details of Gateway Qualifications representatives will be provided in advance of the FAB where possible

Keith Fletcher Memorial Prize 2020-21

Outstanding Academic Achievement and Outstanding Commitment to Study.

The two learners put forwards to the national competition will each receive £100 voucher.

In 2017-18 and 2018-19 Gateway Qualifications nominees were named as runner up in the Outstanding Academic Achievement category. You can read [Michael's](#) and [Megan's](#) stories on our website.



Nominate
your
learners!

Where to find all the documents

The screenshots show the following navigation steps:

1. Click on **Advice & Guidance** in the top navigation bar.
2. Click on **Delivering our Qualifications** in the left sidebar.
3. Click on **Access to Higher Education** in the main content area.
4. Click on **Access to HE Forms and Templates** in the main content area.

The final screenshot shows the **Access to HE Forms and Templates** page, which includes a hub for handbooks, forms, templates, and checklists. It lists various resources such as the **Access to HE Centre Handbook**, **Graded Assignment Brief Template**, **Ungraded Assignment Brief Template**, **Observation Record Sheet**, **Unit Summary Sheet**, **Exemplar unit summary sheet**, **Assignment Brief - IV1**, **Assessment - IV2**, **Sample Summary - IV3**, **Initial Moderation Visit Checklist**, **Final Moderation Visit Checklist**, **Internal Exams Board Agenda**, and **Extension Form**.

Next steps

21st May

- We will be sending links out to centres ready for when samples are ready.

Your moderator will be in touch to advise you on the students in the sample and units that they want to see as well as to confirm dates for final moderation review meeting and Final Awards Board.

Any questions?

You can email quality@gatewayqualifications.org.uk

New Access to HE Diplomas for 2021

Access to HE Diploma (Creative Digital Media)

Access to HE Diploma (Creative Industries)

Access to HE Diploma (Medicine)

Access to HE Diploma (Social Work)

Access to HE Diploma (Logistics and Business Management)

Access to HE Diploma (Health and Human Sciences)



Other diplomas that are available



Access to HE Diploma (Art and Design)



Access to HE Diploma (Humanities and Social Sciences)



Access to HE Diploma (Business Management)



Access to HE Diploma (Nursing and Midwifery)



Access to HE Diploma (Computer Game Design and Development)



Access to HE Diploma (Policing and Criminology)



Access to HE Diploma (Engineering Science and Mathematics)



Access to HE Diploma (Science)



Access to HE Diploma (Health and Social Care)



Access to HE Diploma (Travel and Tourism)



Access to HE Diploma (Health Professions)



and over 30 others to choose from!

Progression Agreement

Enhanced Progression Opportunities for Access to HE



University of
East London



Access
to Higher Education



gateway
qualifications



Benefits for Centres

- Recruitment of learners
- Increased awareness and marketing
- Direct and planned progression routes for students
- IAG, outreach and curriculum enrichment service
- Professional development support for staff
- Collaboration with the university

Subject Specific Experiences

- Subject specific master classes and practical workshops, giving them the opportunity to learn more about the subject of their choice.
- The opportunity to meet student ambassadors at the UEL to talk to them about their experiences and address any concerns they might have.

Bespoke Transition Programmes

- Opportunity to participate in a Bespoke Transition Programme which is designed:
 - to meet the specific needs of Access to HE students, to allay fears and offer oversight of all aspects of university life.
 - to offer the benefit of receiving next steps information and gaining transferrable skills required for life at university.

All of these activities will be developed and designed to meet the specific needs of the range of Gateway Qualifications' Recognised Centres and will be accessible face to face or on-line.

Which courses does it apply to?

The agreement covers most Gateway Qualifications Access to HE Diplomas where there is a viable undergraduate programme offered by UEL. Full details of the courses covered by this agreement are set out in the subject map. For the most up to date list of courses, please visit www.gatewayqualifications.org.uk/uel.

What to do next

Good news! If you're already running Gateway Qualifications Access to HE Diplomas these benefits are available to you now – simply contact y.bentley@uel.ac.uk to get started.

If you're not currently running Gateway Qualifications Access to HE Diplomas, don't worry, get in touch with us to discuss how you can start and begin offering these benefits to your staff and students.



ENHANCED PROGRESSION OPPORTUNITIES FOR ACCESS TO HE STUDENTS

A partnership agreement with the University of East London that provides enhanced progression opportunities for students and, professional development and masterclasses for Gateway Qualifications approved providers.

Supporting students to achieve their goals

Gateway Qualifications has a long and successful history of widening participation and supporting students to achieve their life goals, whatever their circumstances.

In order to strengthen this priority Gateway Qualifications and the University of East London (UEL) have come together to be able to offer progression routes and benefits for students to achieve their ambition of a higher education place in preparation for their chosen career.

We have collaborated to develop a range of benefits for both students registered on a Gateway Qualifications Access to HE Diploma and the academic staff delivering these diplomas in order that students' journeys to their careers of choice are fully supported and achievable.

Benefits for you

- Direct and planned progression routes for students applying to UEL
- Professional development support for staff and a community of best practice from Gateway Qualifications and the University of East London
- Long term collaborative opportunities with UEL, Gateway Qualifications and employers to create, design and develop Access to HE Diplomas with identified progression routes to employment

Benefits for your students

This new agreement offers a significant range of benefits for your students who apply to the University of East London for their degree:

- Guaranteed offer/interview on an undergraduate degree programme at UEL (as set out in the subject map)
- Access to UEL's independent matrix-accredited information, advice and guidance services for bespoke workshops
- Curriculum enrichment opportunities from UEL during their Access to HE course
- Access to transition support events prior to starting their degree at UEL

What's available for your Students?

Opportunities available to students from UEL

For all applicants to UEL degrees, using the specific UCAS code UELGATE, the University of East London's Outreach and Access Team will provide:

Information, Advice & Guidance Sessions

- Preferential access to UEL's IAG service, available through sessions or talks and workshops arranged to meet the specific needs of mature students progressing from Gateway Qualifications' Access to HE Diplomas. They will offer:
 - impartial advice and guidance to support students with student finance and budgeting, higher education options and progression routes, including career options and pathways.
 - information on how to complete a UCAS application form, write a personal statement and gain insight into student finance and university student life.

meet your learners
www.gatewayqualifications.org.uk/access
911 211
www.gatewayqualifications.org.uk

Benefits for Students

- Guaranteed offer/interview
- IAG, outreach and curriculum enrichment service
- Curriculum enrichment opportunities
- Transition support



gateway
qualifications

University of East London

Access
to Higher Education

Guaranteed offer or interview from the University of East London for Access to HE Students

Enhanced progression opportunities to University of East London degree programmes are available for students on Gateway Qualifications Access to HE Diplomas.

Supporting students to achieve their goals

Gateway Qualifications has a long and successful history of widening participation and supporting students to achieve their life goals, whatever their circumstances.

In order to strengthen this priority Gateway Qualifications and the University of East London (UEL) have come together to be able to offer progression routes and benefits for you to achieve your ambition of a higher education place in preparation for your chosen career.

We have collaborated to develop a range of benefits for students registered on a Gateway Qualifications Access to HE Diploma in order that your journey to your career of choice is fully supported and achievable.

Benefits for You

This new agreement offers a significant range of benefits for you if you apply to the University of East London for your degree:

- Guaranteed offer or interview on an undergraduate degree programme at UEL for all eligible students.
- Access to UEL's bespoke advice and guidance services.
- Curriculum enrichment opportunities from UEL during your Access to HE course.
- Support in preparing to go to university through activities and events prior to starting your degree at UEL.

Subject Specific Experiences

- Subject specific master classes and practical workshops, giving you the opportunity to learn more about the subject of your choice.
- The opportunity to meet student ambassadors at the UEL to talk to them about their experiences and address any concerns you might have.

Bespoke Transition Programmes

- You can join a Bespoke Transition Programme which is designed to meet your specific needs as an Access to HE student, it will address any fears you might have and give an overview of all aspects of university life and support you in preparing for life at university.

to UEL here

contact your local Gateway
Access to HE provider:

Teachers and Advisers Conference

Tuesday 25th May
10.00am – 12.30pm



Free wellbeing pack for first 50 Teachers/Career Advisers who register! [Click to find out more](#)



University of
East London

Any questions?

Contact us



www.gatewayqualifications.org.uk



[quality@ gatewayqualifications.org.uk](mailto:quality@gatewayqualifications.org.uk)



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