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

|  |  |  |
| --- | --- | --- |
| No. | **Item** | **Name** |
| 1 | **Welcome and introductions**   * Check all delegates have copies of documentation. * Confirm that there should be no discussions regarding student destinations until the end of the meeting * Apologies * Outline of the function and purpose of 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. Each student’s name should be read out in full and the number of credits being awarded so that each achievement can be checked and confirmed as correct.  2nd AVA to complete the Student Achievement summary sheet as each name is read out to confirm status for each student.  **Confirmation of decisions on referrals, extenuating circumstances, extensions, representations.**  To confirm decisions with actions and deadlines for each named learner. | ACM  All  2nd AVA rep  Chair / ACM |
| 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  To confirm that certificates will be checked for accuracy according to the grades that have been submitted and must be released to students as soon as possible.  To confirm there is no embargo on grades once the Final Awards Board has closed. | ACM/2nd AVA rep  Course Representative(s)  Chair |
| 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.
* Student Achievement summary sheet(s) for named diplomas