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

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

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| 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 Gateway Qualifications system for submitting grades, and to check these for accuracy prior to upload. * 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 grades being claimed 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.  **List 2:** Centre tracking documentation to be used to identify which students have partial completion.  Ensure these match the system being used to upload results to Gateway Qualifications | Coordinator and Access team |
| 3 | **Extensions to learner end dates**  Coordinator to chair any requests for extensions to student deadlines beyond the FAB date, and to confirm that there are genuine exceptional circumstances 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 | **Extenuating circumstances**  Coordinator to chair any requests for awarding by extenuation, and to confirm that there are genuine exceptional circumstances and sufficient evidence has been gathered to support the award of the unit(s) and grade(s).  Completion of extenuating circumstances forms, naming each student, plus evidence for the moderator to agree.  See Extenuating circumstances form | Course leaders are to present any requests for extenuating circumstances |
| 5 | **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 |
| 6 | **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. |
| 7 | **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:  Students achieving scholarships, gaining entry onto highly competitive courses, geographical spread of student destinations  *See course reporting template* | Coordinator to collate data generated from MIS. |
| 8 | **AOB** |  |
| Meeting Close | | |
| 9 | **Additional activity: Final Portfolio check**  Checks to ensure that all achievement claims are matched with portfolio evidence.   * Check all portfolios are present (Physically or Electronically) * Check all student work is in the portfolio * Check all student work has been marked, assessed, IV’d * Confirm all achievements in student portfolios and any trackers, match documents being used to upload results to Gateway Qualifications   At Final Moderation, the moderator will check the evidence on the trackers against portfolios, and vice versa. | All tutors |

## Document checklist

* Previous year’s Final Awards Board Minutes (If applicable)
* Agenda for the Internal Examinations Board template
* Gateway Qualifications upload data
* NR forms and supporting documentation for extensions
* Extenuating circumstances forms and evidence
* Referral request form and supporting documentation for requests
* Records of representations (to contest grades) and outcomes