**Access to HE Diploma Minutes of the Final Awards Board**

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| Name of Centre |  |
| Date / Time / Venue |  |
| Access to HE Diplomas included in FAB |  |
| Chair |  |
| Access Coordinator |  |
| Access Centre Moderator(s) |  |
| 2nd AVA Rep |  |
| Any other attendees |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **Item** | **Discussion and Action** | **By Whom** | **By When** |
| 1 | Welcome and introductions ApologiesConfidentiality statement |  |  |  |
| 2 | Declarations of interest  |  |  |  |
| 3 | Minutes of the previous Final Awards Board (date) and progress of actions |  |  |  |
| 4 | Minutes of the Examinations Board  |  |  |  |
| 5 | Report by the Course Representative(s) |  |  |  |
| 6 | Report by Access Centre Moderator  |  |  |  |
| 7 | Confirmation of Achievement and completion of Student achievement summary sheetConfirmation of decisions on referrals, extenuating circumstances etc. |  |  |  |
| 8 | Formal confirmation of the agreement of student results. |  |  |  |
| 8 | Date of Next Board  |  |  |  |
| 9 | AOB  |  |  |  |