

Centre's Guide to End of Year Processes and Final Awards Board

Version 1.1 – 1 August 2024



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Introduction

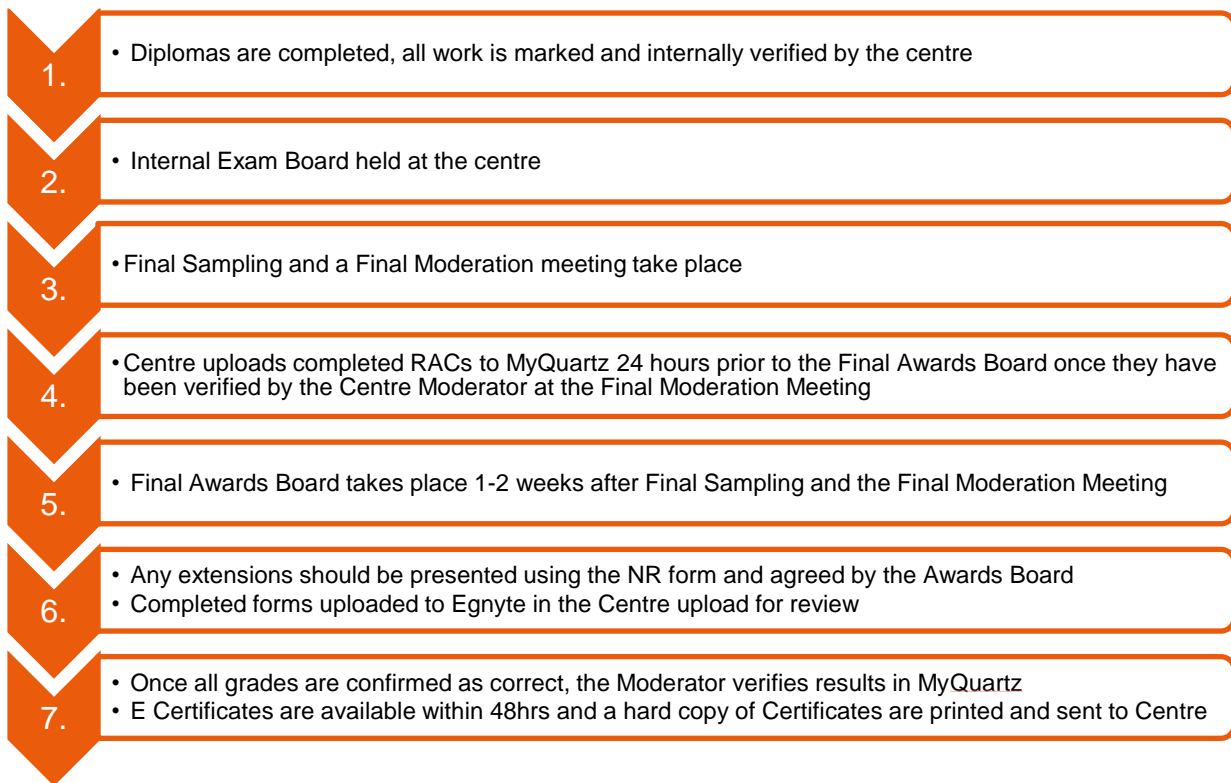
The end of the year for Access to HE courses can be a busy time making sure that everything is in place and completed so that grades can be awarded, and learner achievements can be celebrated.

This guidance will help you prepare for all the end of year processes and to ensure the smooth running of the Final Awards Board.

If you are unsure of anything in this guidance or of what to expect from the end of year processes, please do not hesitate to get in touch with your centre moderator or with us by email on Access@gatewayqualifications.org.uk.

End of Year Processes

Below gives an outline of the key end of year activities that all colleges need to prepare for, in order to award and certificate all Access to HE learners in a timely manner.



The Internal Exams Board

The Internal Exams Board is held at the Centre in advance of the Final Moderation meeting. It is essential this takes place between the course ending and Final Moderation meeting, otherwise the Final Awards Board cannot go ahead.

Minutes from the Internal Exams Board must be uploaded to Egnyte in the Centre upload folder at least 24 hours before Final Moderation meeting, sooner, if possible.

The Internal Exams Board is an opportunity for the course team to check everything is ready for Final Moderation meeting and the Final Awards Board. It can be viewed as a rehearsal of what will happen at the Final Awards Board, ensuring that all documentation is ready. It also helps to identify anything that is missing.

The minutes of the Internal Exams Board should follow the agenda (Appendix 1) as far as possible. Though there are no hard and fast rules on this, the minutes need to cover all the agenda topics and provide information the Centre Moderator needs, as clearly as possible. The template is available to download from our website.

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NR Form (Extension)

This is for the exceptional circumstances where a learner requires an extension to their course. One form per learner (Appendix 2) should be completed by the centre with accompanying evidence and must be available for the moderator via Egnite in the Centre upload folder, ready for the Final Moderation Meeting. These will then be discussed and agreed, as appropriate, at the Final Awards Board. The template is available to download from our website. [Access to HE Forms and Templates - Gateway Qualifications](#)

The extension will only be accepted if it is agreed at the Final Awards Board and supported by the centre moderator. New deadlines should be within a realistic timescale for the learner to complete.

It is key to remember that extensions are for exceptional circumstances only.

Uploading Completed RACS to MyQuartz

It is essential that all **completed RACs are uploaded to MyQuartz at least 24 hours before the Final Awards Board, once they have been approved by the Centre Moderator at the Final Moderation Meeting**. Without completed RACs and minutes of the Internal Exams Board being available at least 24 hours beforehand, the Centre Moderator will not be able to go ahead with the Final Awards Board.

Remember that all credits achieved during the Access to HE course, by all learners, must be claimed on the RACs uploaded at this stage. This applies to full diploma achievers, partial achievers, and those for whom extension requests (NR forms) have been completed.

It is NOT possible to claim credit for units after the Final Awards Board.

Final Moderation Meeting

Once Final Sampling has taken place a Final Moderation Meeting will take place between the Centre and the Centre Moderator. This will be a supportive process and an opportunity for any issues identified by the Centre Moderator, to be resolved in time for the Final Awards Board. This is the reason we advise a period of between one and two weeks between the Final Moderation Meeting and the Final Awards Board.

If your Centre Moderator identifies any urgent issues (i.e. those requiring action in advance of the Final Awards Board), you will be contacted regarding urgent actions required, within 2 working days of the Final Moderation Meeting. Your Centre Moderator will also make every effort to inform you of these actions on the day of the meeting, so please ensure that you plan a brief feedback session with them towards the end of the meeting.

They will report on other matters at the Final Awards Board and in a further written End of Moderation Report.

A full check list (Appendix 3) of what needs to be available and/or completed in readiness for the Final Moderation meeting is available to download from our website as well as being listed below:

- Completed RACs uploaded to Egnyte in the Centre upload folder (24 hours prior to Final Moderation meeting). These **must not** be uploaded to MyQuartz until the approval is given by the moderator after the meeting.
- Internal Exams Board minutes (at least 24 hours prior).
- ALL learners' work for which credit is being claimed.
- ALL course management and assessment tracking records.
- ALL IV records.
- Completed NR forms and any accompanying evidence for any learners for whom extensions are requested due to extenuating circumstances.
- Details, evidence, and outcomes from any internal learner appeals on assessment.
- Key data for the course for the last three years or runs of the course, including retention, success and achievement and any diversity data available.

Preparation for the Final Awards Board

Once all the processes outlined above have been completed, the Final Awards Board itself, should require little additional preparation.

The Internal Exams Board meeting will have generated course reports and all other data required. It is a good idea to make sure key course data for the past three runs of the course is clear in individual course reports, prepared for presentation at the Final Awards Board. This must be based on achievement at the time of the Internal Exams Board and not include 'extensions' data.

Using the Final Awards Board Agenda (Appendix 4) will ensure you have all the correct documentation available, ready for the meeting. It is important to remember that an **independent chair to conduct the meeting is sought, as well as a designated minute taker.**

We have prepared a course report template (Appendix 5) that you can use if you wish. Course tutor/representatives will then have a clear report in front of them to read/present to the Final Awards Board. This template is available to download from our website.

There will be at least two representatives from Gateway Qualifications present at each Final Awards Board, the Centre Moderator, and a 2nd AVA representative. You will be emailed with details of Gateway Qualifications representatives (additional from your Centre Moderator) in advance of your Final Awards Board. Their role is to report on the smooth running of the Final Awards Board for AVA and QAA purposes.

Specific details of which HEIs, learners are progressing on to, should only be shared with the Final Awards Board at the official 'close' of the Final Awards Board and not before. It is fine to share general HEI progression data e.g. x% from this course are progressing to HEIs.

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Final Awards Board Teams Meeting

A Teams meeting invite link and copy of the FAB Agenda will be issued to Centres by the Access to HE Quality Officer, once a date for the FAB has been confirmed by all parties.

To allow attendees to join remotely you will require a set of speakers, microphone, and webcam (if possible) that will then allow all attendees to hear the meeting taking place and to contribute to it, as and when required.

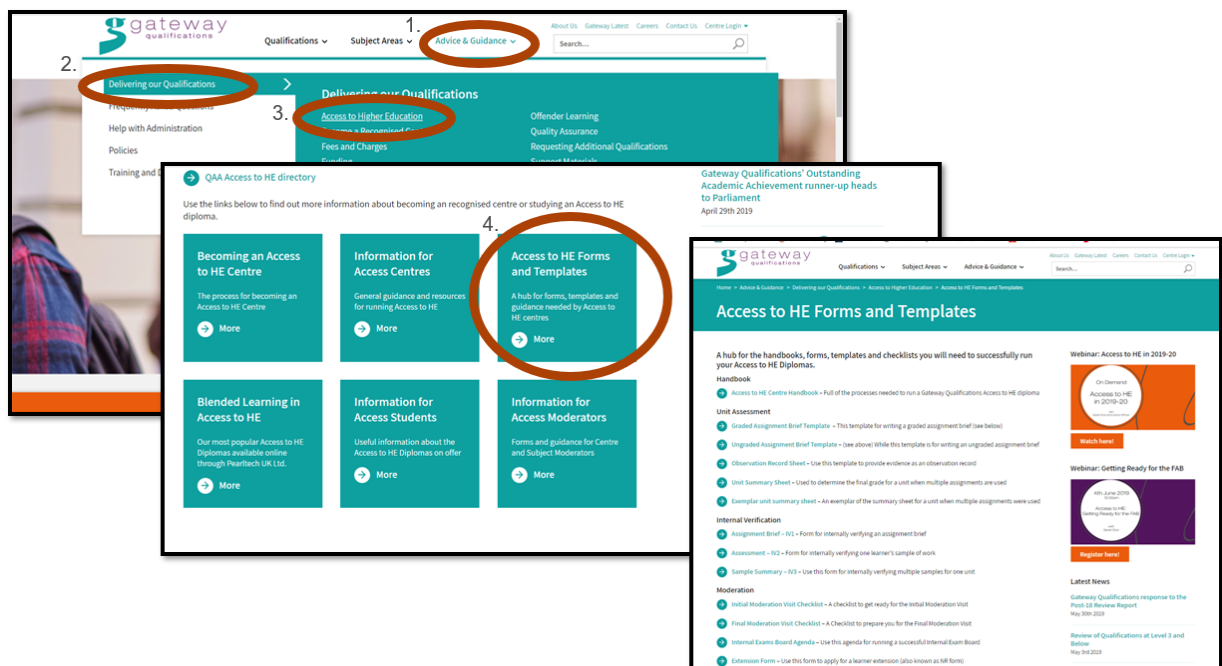
The Independent Chair, appointed by the Centre, will be responsible for running the meeting in accordance with the FAB Agenda as well as bringing the meeting to an official close.

It is essential to make sure that during the Final Awards Board meeting, all attendees are in suitable private settings to uphold confidentiality and comply with GDPR guidelines.

The Centre Moderator will approve the RAC(s) at the Final Awards Board after the results have been verified. Once the moderator has verified the results, certificates will be generated. Unlike other Level 3 qualifications there is no embargo on releasing grades to students, therefore, results and certificates should be released to students as soon as they have been agreed at the Final Awards Board and verified by the Centre Moderator.

Where to Download Forms

Below shows a series of screen shots to show you where on our website you can find all the forms and templates that have been referred to in this guidance as well as many of our other templates that you might use throughout the academic year.



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Appendix 1 – Internal Exam Board Agenda

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

Centre Name	
Date & Time	
Access to HE Diploma(s) included in FAB	
Access Coordinator	
Attendees	

No.	Item	Responsible for completion
1	Confirmation of the purpose of the Exam Board <ul style="list-style-type: none"> 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 <p>List 1: Centre tracking documentation to be used to identify which students have completed the full Diploma.</p> <p>List 2: Centre tracking documentation to be used to identify which students have partial completion.</p>	Coordinator and Access team

Appendix 2 – NR Form (Extensions)

NR Form

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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 Access@gatewayqualifications.org.uk with a copy retained by the centre.

Centre Name:

Access to HE Diploma:

Learner Name:

Cohort Number:

New Completion Date: Click or tap to enter a date.

Rationale for Extension:

Units to be completed		No. of Credits	Date to be completed
Unit Code	Unit Title		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Click or tap to enter a date.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Click or tap to enter a date.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Click or tap to enter a date.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Click or tap to enter a date.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Click or tap to enter a date.

Please ensure that this application form is signed by all those identified below:

Provider Access to HE Coordinator	<input type="text"/>	Date	<input type="text"/>	Click or tap to enter a date.
Signature	<input type="text"/>			
Access to HE Moderator	<input type="text"/>	Date	<input type="text"/>	Click or tap to enter a date.
Signature	<input type="text"/>			

Appendix 3 – End of Year Processes Check List

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Getting Ready for Final Sampling, the Final Moderation Meeting and Final Awards Board Checklist

		Completed
Final Sampling		
1	Grade tracking sheets/Markbook for each diploma uploaded to Egnyte in the Centre upload folder by deadline date.	<input type="checkbox"/>
2	Learner Samples The following should be provided: <ul style="list-style-type: none"> Learner evidence for the completed, requested units Feedback sheets for all learners and units in sample, clearly stating grades awarded for each grading standard and the overall unit grade Resubmissions – must include both the first submission and resubmission learner evidence and feedback <u>sheets</u> Internal Verification of assessment decisions (IV2 forms) <p><i>N.B Please remember to use 1 main zipped folder per Diploma with organised sub-folders and clear labelling of files and folders. Alternatively, provide the moderator with access to your internal systems if viable.</i></p>	<input type="checkbox"/>
3	RACs checked for: <ul style="list-style-type: none"> Correct spellings of learner names Learners who have withdrawn from the programme (should be <u>Withdrawn</u> from MyQuartz, so they do not appear on RACs). Destination data selected for each learner on the 'Learner Summary' tab on the RAC (drop-down menu) <p><i>N.B Replacement certificates for incorrect information submitted via the RAC will incur a cost.</i></p>	<input type="checkbox"/>
Final Moderation Meeting		
4	Completed RACs uploaded to Egnyte in the Centre upload folder (24 hours prior to the Final Moderation meeting). These must not be uploaded to MyQuartz until they have been approved by the moderator at the Final Moderation Meeting.	<input type="checkbox"/>
5	Completed NR/extenuating circumstances forms and accompanying evidence are uploaded to Egnyte in the Centre upload folder where extensions are requested. A-Quick-Guide-to-Extenuating-Circumstances NR-Form Extenuating-Circumstances-Form	<input type="checkbox"/>
6	Internal Exams Board Meeting held at the Centre at least 24 hours prior to Final Moderation meeting. A-Quick-Guide-to-Running-Successful-Internal-Exams-Boards	<input type="checkbox"/>
7	Internal Exam Board minutes uploaded to Egnyte in the Centre upload folder at least 24 hours prior to Final Moderation meeting. Internal-Exams-Board-Agenda-Pre-FA8-meeting-for-Centres	<input type="checkbox"/>

Appendix 4 – Agenda for Final Awards Board

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Access to HE Diploma Agenda for the Final Awards Board		
No.	Item	Name
1	Welcome and introductions <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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

Appendix 5 – Report by Course Representative

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Report by Course Representative Template

Item	Content
Summary of strengths and areas for improvement	<p>A summary of strengths and areas for improvement</p> <p>Course details</p> <p>Start and end dates</p> <p>Ethnicity/gender profile</p>
Retention, Pass and Achievement	<p>Retention, Pass and Achievement information and analysis, using MIS data, with consideration of equality, diversity and inclusion implications. <i>This must be based on outcomes at the time of the FAB and not include any potential achievement after the FAB (i.e. by students with extensions)</i></p> <p>Student numbers:</p> <ul style="list-style-type: none"> - Enrolments, transfers, completers. - Include data for the last 3 years - Withdrawals with a brief summary of the reasons <p>NB: An example of how to calculate these figures:</p> <p>If 100 learners start the course and 90 complete it, this equals a 90% retention rate. Of those 90, if 80 pass, this equals an 89% pass rate. So, the pass rate is the percentage of those students who complete the course and pass the course. The achievement rate would then be calculated as follows: $0.9 \times 0.89 = 0.8$ or 80%.</p> <p>So – Retention x Pass = Achievement.</p>
Actions going forward	Responses to this year's external moderation (Initial moderation and Final moderation feedback)
The Future	Changes and developments to the course in the future
After the meeting close	
Indicative progression information. Course representatives may wish to highlight specific instances of progression to prestigious or highly competitive HEI courses, evaluation of progression rates over last 3 years etc.	

Course Report note:

Course Representatives may find that the information above may be easily presented to the assembled meeting within a short PowerPoint presentation.

A PowerPoint delivery is entirely acceptable as an alternative format, as long as the required content is covered, the FAB delegates all have handout copies of the slides and that the progression information is not shown or distributed to delegates until the meeting has formally closed.