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

|  |  |
| --- | --- |
| **Final Sampling**  | **Completed** |
| 1 | Grade tracking sheets/Markbook for each diploma uploaded to Egnyte in the Centre upload folder by deadline date.  |[ ]
| 2 | **Learner Samples**The following should be provided:* 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 sheets
* Internal Verification of assessment decisions (IV2 forms)

***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.* |[ ]
| 3 | RACs checked for:* Correct spellings of learner names
* Learners who have withdrawn from the programme (should be withdrawn from MyQuartz, so they do not appear on RACs).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)

***N.B*** *Replacement certificates for incorrect information submitted via the RAC will incur a cost.*  |[ ]
| **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.  |[ ]
| 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](https://www.gatewayqualifications.org.uk/wp-content/uploads/2017/10/A-Quick-Guide-to-Extenuating-Circumstances.pdf) [NR-Form](https://www.gatewayqualifications.org.uk/wp-content/uploads/2021/06/NR-Form.docx)[Extenuating-Circumstances-Form](https://www.gatewayqualifications.org.uk/wp-content/uploads/2021/04/Extenuating-Circumstances-Form.docx)  |[ ]
| 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.](https://www.gatewayqualifications.org.uk/wp-content/uploads/2017/10/A-Quick-Guide-to-Running-Successful-Internal-Exams-Boards.pdf)  |[ ]
| 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-FAB-meeting-for-Centres.](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.gatewayqualifications.org.uk%2Fwp-content%2Fuploads%2F2023%2F05%2FInternal-Exams-Board-Agenda-Pre-FAB-meeting-for-Centres.docx&wdOrigin=BROWSELINK) |[ ]
| 8 | In addition to the selected samples, all learner work, for which credit is being claimed, should be available upon request from the moderator, if required.  |[ ]
| 9 | All course management, assessment tracking and IV records available upon request from the moderator, if required. |[ ]
| 10 | Details, evidence, and outcomes from any internal learner appeals on assessment (where applicable). |[ ]
| **Final Awards Board**  |
| 11 | Any urgent actions identified at Final Sampling must be completed prior to the Final Awards Board for the FAB to take place. | [ ]  |
| 12 | Completed RACs **must be uploaded** to MyQuartz, 24 hours prior to FAB. (These should be shared on screen during the FAB when confirming and agreeing each learner grade).  |[ ]
| 13 | Prepare minutes from previous Final Awards Board for presentation at the FAB. |[ ]
| 14 | Relevant statistical data (generated for the Internal Exams Board) prepared for presentation at the FAB. |[ ]
| 15 | Prepare individual Access to HE report by course representative for each diploma to present at the FAB. [Access-to-HE-Report-by-Course-Representative](https://www.gatewayqualifications.org.uk/wp-content/uploads/2023/06/Access-to-HE-Report-by-Course-Representative.docx)[Report-by-Course-Representative-Exemplar](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.gatewayqualifications.org.uk%2Fwp-content%2Fuploads%2F2020%2F12%2FReport-by-Course-Representative-Exemplar.docx&wdOrigin=BROWSELINK) |[ ]
| 16 | Centre to appoint an independent chair for the FAB meeting (should be someone who has not taught or internally verified work for the Diploma). [Agenda-for-Final-Awards-Board](https://www.gatewayqualifications.org.uk/wp-content/uploads/2023/05/Agenda-for-Final-Awards-Board.docx) [Minutes-of-FAB-Template-2023](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.gatewayqualifications.org.uk%2Fwp-content%2Fuploads%2F2023%2F05%2FMinutes-of-FAB-Template-2023.docx&wdOrigin=BROWSELINK) |[ ]
| 17 | Centre to appoint a minute taker (this can be any staff member attending the meeting or an administrator). |[ ]
| 18 | Access to HE Coordinator to distribute the Teams invite to all staff, course tutors/representatives required for the meeting. (The Gateway Qualifications Access to HE Quality Officer will issue the initial invite to the Centre Coordinator).  |[ ]
| 19 | Ensure that during the Final Awards Board meeting, all attendees will be in suitable private settings to uphold confidentiality and comply with GDPR guidelines. |[ ]
| 20 | Details of learner progression to be shared and celebrated after the official close of the FAB.  |[ ]

### Useful Links Check

[Access to HE Forms and Templates - Gateway Qualifications](https://www.gatewayqualifications.org.uk/centre-support/quality-assurance/access-to-he/access-to-he-forms-and-templates/)

[Access to HE Claiming Certificates - Downloading and Checking the Report of Achievement or Completion (RAC)](https://www.gatewayqualifications.org.uk/centre-support/admin-hub/access-to-he-all-administration-tasks/claiming-certificates-dowloading-the-report-of-acheivement-rac-2/)

[Access to HE Claiming Certificates - Completing the Report of Achievement or Completion (RAC)](https://www.gatewayqualifications.org.uk/centre-support/admin-hub/access-to-he-all-administration-tasks/claiming-certificates-completing-the-report-of-achievement-rac-2/)

[Registration, Awards and Certification](https://www.gatewayqualifications.org.uk/centre-support/quality-assurance/access-to-he/registration-awards-and-certification/)