

A Guide to the Final Awards Boards (FAB) for Access to HE

Information regarding preparation for the Final Awards Board (FAB) can be found online in the QAA Grading Scheme handbook E. Standard documentation to be used is stored on the [Forms and Templates](#) page of the Gateway Qualifications website.

QAA Grading Scheme Handbook Section E

<https://www.qaa.ac.uk/access-to-he/access-to-he-resources/access-to-he-grading-scheme>

What you need to know:

1. The Final Awards Board marks the end of the course

The Centre must first hold an Internal Exams Board to agree on students' final grades and identify any outstanding issues to raise with the moderator before holding the FAB. It should take place sufficiently far ahead of the Final Awards Board so all student results can be entered on to the RAC. This will give the moderator time to make an informed decision on notification of extension requests, where required, at the Final Awards Board.

The Final Awards Board should typically take place one to two weeks after the Final Moderation meeting, and RACs must be uploaded to Quartzweb at least 24 hours before the final awards board.

Any student who has not completed the course and does not have an extension can claim the credits for units achieved.

If extensions are to be requested for a student to complete units at a later date, these must follow the formal rules for granting extensions. It will be necessary for all the units they have completed (and which have been assessed and moderated) to be claimed and verified at the FAB.

The NR form must be completed and made available to the moderator before being discussed and agreed upon at the FAB. This is so they can be identified and tracked against their agreed completion dates.

NR forms can be downloaded from our website [Forms and Templates](#).

2. The Final Awards Board has a prescribed format with standard documentation to be used

The meeting should be conducted in the prescribed format with specified members in attendance:

- An independent Chair
 - This cannot be the Moderator or the Access to HE Coordinator
- The Moderator
- One other representative from Gateway Qualifications
 - Also known as the 2nd AVA Representative
- A provider representative, for example, the Quality Manager
- Access to HE Coordinator or Access to HE Programme Manager
- Course representatives for each course

A standard agenda, proforma for meeting minutes, NR form and guidance document to help centres follow the format are all available from the [Forms and Templates](#) page of the Gateway Qualifications website.

3. The Final Awards Board (FAB) has specific functions at the end of the Access to HE course

The FAB formally approves the award of credits, grades, and Access to HE Diplomas.

The meeting will confirm that, for each student for whom the award of the Access to HE Diploma is approved, the rules of combination for the named Access to HE Diploma have been met, and the credit and grade profiles are accurate and complete.

Agreement of final decisions about referrals, special cases, including extenuating circumstances, aegrotat and posthumous awards, and cases of academic misconduct will be discussed and agreed upon where applicable.

Also included is the formal approval of the electronic Recommendation for Award of Credit (RAC) by the moderator to confirm all Awards and any other decisions made by the Awards Board. The 2nd AVA Representative will also confirm approval and ensure all registered students are accounted for.

Confirmation that the Centre has arrangements for processing and issuing certificates to students compliant with AVA requirements. The Chair will confirm with the course team that there is no embargo on releasing grades to students, and results and certificates can be released as soon as they are agreed at the FAB and verified by the moderator.

4. Tips to ensure that the FAB runs smoothly

Use the Internal Exams Board to check that the RACs are complete and accurately reflect each student's final achievement. Ensure all decisions have been made in the Internal Exams Board regarding student achievements and recommendations for actions.

The minutes of the Internal Exams Board and completed RACs must be made available to the moderator at least 24 hours before the Final Moderation meeting.

RACs must be uploaded to Quartzweb at least 24 hours before the final awards board.

Check there is a completed NR form for each student who will not finish the course until a later date. Also, make sure that their claims so far have been entered on the RAC, along with any partial achievements for students.

Ensure all meeting attendees have access to any documents required for the FAB. Standard documentation and templates, including agenda, minutes and course representative reports, can be found on the [Forms and Templates](#) page of the Gateway Qualifications website. This will ensure the smooth running of the meeting and that nothing is missed from the discussion.

No mention should be made of information which identifies students and their intended progression routes. Check that the statistical data and course review notes do not reference specific students and their chosen destinations.

Destination data can be distributed separately after the formal meeting of the FAB has closed and the moderator has approved the RACs.

Contact Details

If you are unsure or have a specific query, please email the support team at access@gatewayqualifications.org.uk