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

|  |  |
| --- | --- |
| Name of Centre |  |
| Date / Time / Venue |  |
| Access to HE Diplomas included in FAB |  |
| Chair |  |
| Role in organisation |  |
| Access Coordinator |  |
| Access Centre Moderator(s) |  |
| 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 the Rules of Combination Confirmation of Achievement Confirmation of decisions on referrals, extenuating circumstances etc. |  |  |  |
| 8 | Date of Next Board  |  |  |  |
| 9 | AOB  |  |  |  |