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**Access Referral Form (AQ8)**

The form below should be completed in order to manage the representation process[[1]](#footnote-1). A copy should be retained as evidence for the Final Awards Board.

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| **Name of College** |  | | |
| **Access Diploma Course Title** |  | | |
| **Student Name** |  | | |
|  | | | |
| **Assignment / Unit Title:** | |  | |
| **Name of Access Tutor** | |  | |
| **Learning Outcomes / Assessment Criteria not met in resubmitted work** | | e.g. Learning Outcome 3 / Assessment Criteria 3.1 | |
| **Tutor Confirmation:** | | | |
| I confirm that the work identified above has been unsuccessfully resubmitted: | | | **Yes / No** |
| I confirm that the student is fully aware of the requirements for successful completion: | | | **Yes / No** |
| **Supporting Evidence:[[2]](#footnote-2)** | | | |
| **Student Confirmation:** | | | |
| **I** confirm that I am aware that there is **no automatic right** to referral (2nd resubmission) and that the decision allowing referral is taken by the External Moderator as a representative of the Access Validating Agency.  **Signed (student)……………………………………………………………………………………………….** | | | **Yes / No** |

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| --- | --- | --- |
| **Internal Moderator Confirmation** | | |
| I confirm that the AVA requirements for referral have been adhered to and the necessary documentation / evidence has been passed to the External Moderator | | **Yes / No** |
| **External Moderator Confirmation** | | |
| I agree to referral in terms of the above the student  **Printed name and signature of EM**  **……………………………………………………………………………………………..**  **Date:**  *Alternately e-mailed confirmation of EM’s agreement is attached as a printout.* | **Date for Completion of Referred Work:** |  |
| **IM Confirm receipt of decision from EM** | **Yes / No** |
| **Date of receipt of decision from EM** |  |
| Internal Moderator Confirmation (see right) ->  **Printed name and signature of EM**  **……………………………………………………………………………………………..**  **Date:** | **Decision passed to Student** |  |
| **Date Student received decision on EM** |  |

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| **Assessment of Referral (Tutor):** | | |
| I confirm that the Referred work was completed in line with the conditions set by the EM.  I confirm that the work has met the requirements for the award of credit (capped at PASS)[[3]](#footnote-3) | | **Yes / No**  **Yes / No** |
| **Approval:** | | |
| Decision Confirmed (IM) (where appropriate)  Decision Confirmed (EM) (where appropriate)[[4]](#footnote-4) | | **Yes / No**  **Yes / No** |
| **FINAL OUTCOME:** |  | |
| Confirm copy of decision passed to **all** relevant parties (EM / IM/ Tutor / Student) | | **Yes / No** |

1. For further details see the QAA [Grading scheme handbook Section C: Using the grade descriptors in assessment](http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/grading-scheme-section-c-2013.aspx), Annex C2, Representations [↑](#footnote-ref-1)
2. Supporting evidence must include a record of any special circumstances impacting upon the student, details of previous submission (s) in respect of the unit and details of achievement to date across the scope of the course (along with all assessment documentation relating to the unit). [↑](#footnote-ref-2)
3. If there should remain any doubt in respect of this decision the QAA Grading Scheme Handbook requires the work to be passed to the IM, who will then moderate the work and refer the piece (together with a commentary) to the EM for a final decision. The final decision is then recorded and passed back to the IM / Tutor and Student (and is recorded in the Student’s Record of Achievement. [↑](#footnote-ref-3)
4. Where email confirmation used please attach printed copy and/or save a copy with the form [↑](#footnote-ref-4)