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**Access External Moderator Diploma Report Form[[1]](#footnote-1)**

*(This document was formerly known as EMA1)*

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| --- | --- |
| **Centre:** |  |
| **Location of visit:** |  |
| **Moderator’s name:** |  | **Date of Initial visit:** |  |
| **Access Diploma Qualification Titles covered by this initial report:** |  |
| **Date of Final Moderation Visit / Preliminary Award Board:** |  |
| **Date of Final Awards Board** |  |
| **Centre Contact** |  |

**If there are any urgent action points or serious concerns which threaten the integrity of the Access course and/or the ability to award Access Diplomas then please ensure that the AVA is contacted immediately on 01227 811827**

***Recommendations and Conditions (see QAA Licensing Criteria 111c):***

*Please refer to External Moderation Guidance Notes before completion:*

**Previous Recommendations / Conditions[[2]](#footnote-2):**

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| --- | --- | --- | --- | --- |
| **Recommendation / Condition (R/C)** | **Area and Required Action (Organisation / Assessment Practice / Internal Moderation)** | **By Whom** | **Anticipated Date of Completion** | **Progress: Completed / On-Going / Not Met[[3]](#footnote-3)** |
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**Initial Recommendations / Conditions:**

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| **Recommendation / Condition (R/C)** | **Area and Required Action (Organisation / Assessment Practice / Internal Moderation)** | **By Whom** | **Anticipated Date of Completion** | **Progress: Completed / On-Going / Not Met[[4]](#footnote-4)** |
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**Final Recommendations / Conditions:**

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| **Recommendation / Condition (R/C)** | **Area and Required Action (Organisation / Assessment Practice / Internal Moderation)** | **By Whom** | **Anticipated Date of Completion** | **Progress: Completed / On-Going / Not Met[[5]](#footnote-5)** |
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***Organisation, Administration and Management of Access to HE Diploma Title(s) (QAA Licensing Criteria 110):***

*Please refer to External Moderation Guidance notes prior to completion:*

**Recruitment / Achievement:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Access to HE Diploma Title** | **Recruited** | **Retained** | **Achieved[[6]](#footnote-6)** |
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***Are there any areas of good practice identified in terms of the organisation, administration and management of the Access to HE Diploma title(s) discussed in this report?***

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| ***Initial Comment[[7]](#footnote-7):*** |
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| ***Final Comment[[8]](#footnote-8):*** |
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***Are there any areas of concern in relation to the organisation, administration and management of the Access to HE Diploma title(s) discussed in this report?***

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| ***Initial Comment[[9]](#footnote-9):*** |
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| ***Final Comment[[10]](#footnote-10):*** |
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*Please record any recommendations of conditions made in respect of the organisation, administration and management of the Access Diploma title(s) discussed in the appropriate section at the beginning of the report.*

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| ***Centre Compliant in relation to Organisation, Administration and Course Management (QAA Licensing Criteria 110)*** | Initial Visit | **Y/N** |
| Final Visit / FAB | **Y/N** |

***Assessment Practice (QAA Licensing Criteria 94[[11]](#footnote-11)-97 and 99-101):***

*Please refer to EMA1a Guidance Notes (Section Three):*

In relation to the regulatory framework set out in the ***QAA Grading Scheme Handbook Section C*** and its annexes please confirm that the assessment practice of the diploma title(s) is compliant in relation to the following:

|  |  |
| --- | --- |
| ***Regulatory Provision*** | ***Compliant: YES / NO*** |
| *Drafts* | ***YES / NO*** |
| *Resubmissions* | ***YES / NO*** |
| *Referrals* | ***YES / NO*** |
| *Representations* | ***YES / NO*** |
| *Numerical Marking* | ***YES / NO*** |

|  |
| --- |
| Please include details of any representations / referrals / appeals / misconduct matters that you have been asked to adjudicate upon (if applicable): |

***Are there any areas of good practice identified in terms of assessment practice in terms of the Access to HE Diploma title(s) discussed in this report?***

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| ***Initial Comment[[12]](#footnote-12):***  |
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| ***Final Comment[[13]](#footnote-13):*** |
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***Are there any areas of concern in relation to assessment practice in terms of the Access to HE Diploma title(s) discussed in this report?***

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| ***Initial Comment[[14]](#footnote-14):*** |
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| ***Final Comment[[15]](#footnote-15):*** |
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| ***Centre Compliant in relation to Assessment Practice?*** ***QAA Licensing Criteria 94[[16]](#footnote-16)-97 and 99-101***  | Initial Visit | **Y/N** |
| Final Visit / FAB | **Y/N** |

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| ***Examination Policy:******Are Centre /Diploma staff aware of the need to comply with the LASER Examination Policy?[[17]](#footnote-17)* YES / NO*****Is the Centre / Diploma compliant with the LASER Examination Policy?[[18]](#footnote-18)* YES / NO**LASER Examination Policy available at: <http://laser-awards.org.uk/uFiles/file/Access%20Files/2015-16%20Download%20Documents/Examination%20Policy%20for%20Access%20to%20HE%20Diplomas.pdf> |

***Internal Moderation QAA Licencing Criteria 94e and 102:***

*Please refer to EMA 1a Guidance Notes (Section Four)*

***Are there any areas of good practice identified in terms of Internal Verification / Moderation in terms of the Access to HE Diploma title(s) discussed in this report***

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| ***Initial Comment[[19]](#footnote-19):*** |
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| ***Final Comment[[20]](#footnote-20):*** |
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***Are there any areas of concern in relation to Internal Verification / Moderation in terms of the Access to HE Diploma title(s) discussed in this report?***

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| ***Initial Comment[[21]](#footnote-21):*** |
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| ***Final Comment[[22]](#footnote-22):*** |
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| ***Centre Compliant in relation to Internal Verification / Moderation*** ***QAA Licensing Criteria 94e and 102*** | Initial Visit | **Y/N** |
| Final Visit / FAB | **Y/N** |

*Please record any recommendations of conditions made in respect of assessment practice in relation to the Access Diploma title(s) discussed in the appropriate section at the beginning of the report.*

***Interim Declaration:***

***I confirm that I was able to sample (Insert Number) assessment / units available at the initial visit and the diploma title(s) are applying the QAA regulations in terms of the award and grading of credit consistently and to an appropriate standard (I confirm I have completed the relevant sections of the Appendix to this report):***

|  |  |
| --- | --- |
| ***Signed External Moderator[[23]](#footnote-23)*** |  |
| ***Date*** |  |

***Final Declaration:***

***I confirm that I was able to sample (Insert Number) of final portfolios and I agree to the Final Award of Credit as evidenced in the Records of Achievement for the diploma title(s).***

***I also support the award of extenuating circumstances / aegrotat award in relation to the following named students and confirm that I will be available to sign off any extensions granted by 31st July 2017***

***I confirm I have completed the relevant sections of the Appendix to this report.***

|  |  |  |
| --- | --- | --- |
| **Name of Student** | ***Aegrotat Granted***  | ***Extension Granted*** |
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| ***Signed External Moderator[[24]](#footnote-24)*** |  |
| ***Date*** |  |

***Appendix 1: Centre Scoring***

***In relation to the Access to HE Diploma Title(s) at the centre, when taken as a whole, how would you rate the Diploma title(s) performance in respect of the following categories?***

***Use a scale of 1-5 follows:***

***5 =*** Exemplary practice (fully compliant with all QAA precepts and demonstrates practice that could be shared more widely)

**4 =** Very good practice (fully compliant with QAA precepts and has evidence of very good practice in some key areas)

**3 =** Satisfactory provision and compliant with QAA precepts

**2 =** Not compliant with all precepts and requires some remedial action **(Condition(s) Set)**

**1 =** High risk and requires immediate intervention and in some cases possible suspension **(Condition(s) Set / AVA notified)**

**Guidance for completion:**

*Please delete unused scores leaving your score visible or highlight the appropriate score. Alternatively you may choose to simply fill the box with the* ***optional*** *colour code you judge appropriate (using the table included in further guidance) – no written comments are required and colour coding is optional.*

1. ***Admissions Requirements: (Consider use of GCSEs and / or diagnostic tests; induction programmes and pre-course work set for students in making this judgment****)*

|  |
| --- |
| *Centre / Diploma Score (Initial Visit):**1 2 3 4 5*  |

1. ***Quality of Teaching and Learning: (Consider diversity of practice in terms of delivery in relation to staff and student feedback. Where appropriate centres may provide evidence on internal quality assurance / Ofsted inspection but this is at the centre’s discretion)***

|  |  |
| --- | --- |
| *Centre / Diploma Score (Initial Visit):**1 2 3 4 5*  | *Centre / Diploma Score (Final Visit):**1 2 3 4 5*  |

1. ***Quality of Additional Learning Support: (Consider feedback from students and evidence from the centre as appropriate)***

|  |  |
| --- | --- |
| *Centre / Diploma Score (Initial Visit):**1 2 3 4 5*  | *Centre / Diploma Score (Final Visit):**1 2 3 4 5*  |

1. ***Quality of Assessment Practice: (Consider the quality of assignment documentation in terms of clarity of expression of assignment requirements and the contextualization of grading descriptor component language to help students understand what is required to achieve the different grade boundaries):***

|  |  |
| --- | --- |
| *Centre / Diploma Score (Initial Visit):**1 2 3 4 5*  | *Centre / Diploma Score (Final Visit):**1 2 3 4 5*  |

1. ***Quality of Assessment Decisions: (Consider to what extent assessment and grading of work is accurate? Do assessments consistently evidence the meeting of Learning Outcomes and Assessment Criteria accurately and at the appropriate levels commensurate to the grades awarded?):***

|  |  |
| --- | --- |
| *Centre / Diploma Score (Initial Visit):**1 2 3 4 5*  | *Centre / Diploma Score (Final Visit):**1 2 3 4 5*  |

1. ***Quality of Feedback: (Consider both the quality of feedback generally to students across the range of provision in terms of its effectiveness in helping students to understand how to improve their work)***

|  |  |
| --- | --- |
| *Centre / Diploma Score (Initial Visit):**1 2 3 4 5*  | *Centre / Diploma Score (Final Visit):**1 2 3 4 5*  |

1. ***Quality of Internal Verification / Moderation Systems: (Consider the effectiveness of Internal Verification / Moderation in relation to the verification of assessment / assignment briefs and the appropriate moderation of work (including the appropriateness of the sampling frame. It may be useful to adjust the focus over the two visits to consider verification more closely at the initial visit and moderation in more detail at the final visit)***

|  |  |
| --- | --- |
| *Centre / Diploma Score (Initial Visit):**1 2 3 4 5* | *Centre / Diploma Score (Final Visit):**1 2 3 4 5*  |

***Further Guidance:***

Running in parallel to both the initial and the final moderation visits EMs should complete the Centre Scoring detailed above for the centre / diploma titles moderated. The Scoring process is part of an on-going research exercise and for 2016-17 will be shared with the centre. The scores allocated are part of research into the correlation between centre behaviours and performance in relation to the QAA ABB+ Equivalence Benchmark.

A guide to scoring can be found below (with optional colour coding):

|  |  |  |
| --- | --- | --- |
| **Category** | **Characteristics** | **Colour code (optional)** |
| 5.       Exemplary | * Fully compliant with QAA precepts in relation to judgment
* Several areas of exemplary practice of which some are worthy of wider dissemination
* Further areas of minor improvement may be suggested by EM
 |   |
| 4.       Very good practice | * Fully compliant with QAA precepts in area of judgment
* Areas of very good practice identified
* Further improvement areas may be suggested by EM
 |   |
| 3.       Satisfactory | * Generally compliant with QAA precepts in relation to area of judgment
* May exhibit good practice in some areas
* Further improvement areas may be suggested by EM
 |   |
| 2.       Some remedial action required | * Not fully compliant with one or more of the QAA precepts in relation to area discussed
* Requires remedial action as agreed with EM
* Student experience not compromised
 |   |
| 1.       High risk | * Non-compliant with one or more of the QAA precepts in relation to area of judgment
* Poses risk to quality of student experience
* Remedial action required before next intake permitted and in severe instances may require suspension of approval
 |   |

1. This form may be used for multiple diploma titles within a centre (as was the case for the EMA1) but please ensure any comments pertaining to individual diploma titles are clearly highlighted if this is the case. [↑](#footnote-ref-1)
2. From Previous External Moderation Report [↑](#footnote-ref-2)
3. Please note that any conditions set at Final Awards Board or that remain on-going from the initial visit will need to be carried across to the next years EMA Report. [↑](#footnote-ref-3)
4. Please note that any conditions set at Final Awards Board or that remain on-going from the initial visit will need to be carried across to the next years EMA Report. [↑](#footnote-ref-4)
5. Please note that any conditions set at Final Awards Board or that remain on-going from the initial visit will need to be carried across to the next years EMA Report. [↑](#footnote-ref-5)
6. Do not complete until the E-RACs are finalized (please treat extensions as incomplete) [↑](#footnote-ref-6)
7. Complete after the Initial Visit [↑](#footnote-ref-7)
8. Complete after the Final Moderation Visit / PAB [↑](#footnote-ref-8)
9. Complete after the Initial Visit [↑](#footnote-ref-9)
10. Complete after the Final Moderation Visit / PAB [↑](#footnote-ref-10)
11. Excluding 94e [↑](#footnote-ref-11)
12. Complete after the Initial Visit [↑](#footnote-ref-12)
13. Complete after the Final Moderation Visit / PAB [↑](#footnote-ref-13)
14. Complete after the Initial Visit [↑](#footnote-ref-14)
15. Complete after the Final Moderation Visit / PAB [↑](#footnote-ref-15)
16. Excluding 94e [↑](#footnote-ref-16)
17. Complete after the Initial Visit [↑](#footnote-ref-17)
18. Complete afer the Final Moderation Visit / PAB [↑](#footnote-ref-18)
19. Complete after the Initial Visit [↑](#footnote-ref-19)
20. Complete after the Final Moderation Visit / PAB [↑](#footnote-ref-20)
21. Complete after the Initial Visit [↑](#footnote-ref-21)
22. Complete after the Final Moderation Visit / PAB [↑](#footnote-ref-22)
23. Please either insert scanned signature or if no scanned signature available then type your name and the email in which this document was sent will be used as evidence of your confirmation of the content of this report [↑](#footnote-ref-23)
24. Please either insert scanned signature or if no scanned signature available then type your name and the email in which this document was sent will be used as evidence of your confirmation of the content of this report [↑](#footnote-ref-24)