****

****

**Awards Board Meeting**

**Agenda**

The Access Centre is responsible for taking these minutes and ensuring that they are available for the subsequent Final Awards Board.

**Agenda: Awards Board Meetings**

***Please complete this form electronically as a Word document***

This meeting[[1]](#footnote-1) constitutes the first part of the Awards Board process for LASER validated Access to HE Diplomas. **The notes from this meeting must be retained and will form an integral part of the Final Awards Board meeting**.

This form uses colour coding to signify which sections are to be completed for the Preliminary Awards Board (PAB) and which are to be completed for the Final Awards Board (FAB).

|  |  |
| --- | --- |
| **Centre / Provider:** |  |
| **Access External Moderator(s):** |  |
| **PAB Date:** |  |
| **FAB Date:** |  |

**Diploma Titles Covered by Awards Boards:**

|  |  |
| --- | --- |
| **Diploma Title(s)[[2]](#footnote-2)- Access to Higher Education Diploma….** | **Abbreviation[[3]](#footnote-3)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Membership of Awards Board Meetings**

1. **Formal Confirmation of Membership of Preliminary Awards Board:**

|  |  |
| --- | --- |
| **Names of those present:** | **Role (E.g. Co-ordinator / Tutor / EM /IM)** |
|  | Access Co-ordinator/Manager |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Apologies:** | |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Formal Confirmation of Membership of Final Awards Board:**

|  |  |
| --- | --- |
| **Names of those present:** | **Role (E.g. Co-ordinator / Tutor / EM /IM)** |
|  | Access Co-ordinator/Manager |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Apologies:** | |
|  |  |
|  |  |
|  |  |
|  |  |

**Preliminary Awards Board**

1. **Student Voice**

|  |
| --- |
| *Please summarise the key outcomes of any student satisfaction surveys and/or allow an opportunity for a student representative(s) to provide feedback to the course team with the LASER EM and if present, a member of the college’s management team with responsibility for Access to HE provision.* |
|  |

**2. Access Co-ordinator’s Summary Report on Diploma Title(s):**

|  |
| --- |
| *This should comprise of a short report identifying any specific issues which the centre feels represent conspicuous ‘good practice’ or challenges. If more than one Diploma Title is discussed at this meeting then please ensure that where appropriate each Diploma is represented separately (e.g. in terms of enrolments etc.), although where appropriate it is possible to make general comments.**Written reports may be appended to these minutes if available.* |
|  |

**3. External Moderator’s Feedback on Diploma Title(s):**

|  |
| --- |
| *This should provide an overview of the EM’s findings in relation to the sampling undertaken either on the day or at a previous visit. This it may include information gained from the initial visit earlier in the year and feedback from Subject Specialist Examiner ‘sampling’. The aim of this aspect of the reporting process is to focus upon key areas of conspicuous ‘good practice’ in terms of EM judgments and also areas which need to be addressed. Where more than one diploma title is covered, the EM should identify separate comments as being specific to an individual title in contrast to comments covering all of the titles.* |
|  |

**4. Student Extensions / Extenuating Circumstances:**

|  |  |  |  |
| --- | --- | --- | --- |
| *In the following table list students whose anticipated completion date will fall beyond the date of the Final Awards Board. Please list the student’s name and the anticipated date of completion[[4]](#footnote-4). Please ensure that where there is a need for the student to have their certificate prior to the start of the new academic year that the LASER Access Office has been notified* | | |  |
| **Student Name(s)[[5]](#footnote-5)** | **Diploma[[6]](#footnote-6)** | **Ext. Date** | **FAB Approval** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5. Aegrotat Awards:**

|  |  |  |
| --- | --- | --- |
| *Please include a list of the names of any students to whom an Aegrotat Award has been proposed. Please ensure that a summary of the reasons for the granting of any such award is maintained using the LASER AQR(v) Pro-forma and is stored with these notes.* | |  |
| **Student Name(s) [[7]](#footnote-7)** | **Diploma[[8]](#footnote-8)** | **FAB Approval** |
|  |  |  |
|  |  |  |
|  |  |  |

**6. Academic Malpractice:**

|  |
| --- |
| *Please list the names of any students who have been identified as having contravened the regulations in relation to academic malpractice. Please provide the name of the student and also a brief summary of the alleged malpractice alongside the decision of the Preliminary-Awards Board in relation to the malpractice. For example, this might be that the student be allowed to submit a new assignment prior to the FAB to address a confirmed case of plagiarism or that the student is in fact debarred from completing the unit (and therefore the course) as a result of consistent intentional malpractice. Please ensure that due consideration is given to the provisions of the LASER Academic Malpractice Policy and that where relevant a record of student conduct is kept on the appropriate AQ9 documentation* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name[[9]](#footnote-9):** | **Diploma[[10]](#footnote-10)** | **Brief Summary of Allegation and PAB Decision** | **FAB Approval** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**7. Student Representations / Appeals:**

|  |
| --- |
| *Please list the names of any students who have made a ‘Representation’ to the PAB (in line with the QAA Regulatory Framework) or those who have made an Appeal against a decision on the grounds of ‘extenuating circumstances’ or a failure to follow due procedure. Please use the appropriate boxes for each and ensure that the correct LASER Pro-Forma (or an appropriate alternative) is used to record the details in each case.[[11]](#footnote-11)* |

**Representations:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name[[12]](#footnote-12)** | **Diploma[[13]](#footnote-13)** | **Summary of Agreed Course of Action** | **FAB Approval** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Appeals:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name[[14]](#footnote-14)** | **Diploma[[15]](#footnote-15)** | **Summary of Agreed Course of Action** | **FAB Approval** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**8. Interim Conditions set by EM:**

|  |
| --- |
| *Please record any ‘interim Conditions’[[16]](#footnote-16) here. For the avoidance of doubt* ***Conditions*** *MUST be complied with prior to the External Moderator signing off the RAC for a diploma. Conditions might include further sampling requirements or the completion / provision of relevant documentation prior to the agreement of extensions.* |
| *Please ensure that where appropriate a clear resume of both the action required and the anticipated completion date is included. Please copy and complete separate records in relation to each Diploma title (where appropriate).* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Interim Condition** | **Diploma[[17]](#footnote-17)** | **By when?** | **FAB Approval** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**9. Any Other Business:**

*Please record Any Other Business in the space provided (if appropriate):*

|  |  |
| --- | --- |
| **Any Other Business:** | **FAB Approval** |
|  |  |

**10. Final Awards Board additional actions/decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| *Please record any actions decisions arising from any of the sections above – insert more rows if required* | | | |
| ***Agenda Item*** | **Action/Comment/Decision** | **By When** | **By Who** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**11. Formal Declarations** (this page can be printed off for physical signing or scanned signatures can be inserted if accompanied by an email authorisation)

**11.1 Completion of the Preliminary Awards Board Meeting**

|  |  |
| --- | --- |
| ***Signed (Access Co-ordinator):*** |  |
| ***Date:*** |  |
| ***Signed External Moderator(s):*** |  |
| ***Date:*** |  |

**11.2 Completion of the Final Awards Board Meeting**

Completion of this section, combined with the online verification by the external moderator(s) constitutes final approval of the award of credit.

|  |  |
| --- | --- |
| ***Signed (Access Co-ordinator):*** |  |
| ***Date:*** |  |
| ***Signed LASER Representative:*** |  |
| ***Date:*** |  |

|  |
| --- |
| **Next Steps after the Preliminary Awards Board** |
| *For the Centre*   * Write up the PAB sections of these minutes and have them ready for the Final Awards Board Meeting. Email copies to [your](mailto:accessenquiries@laser-awards.org.uk) Access External Diploma Moderator (do this immediately after the PAB) * Ensure that any actions required under ‘Interim Conditions’ are implemented ASAP and notify the relevant EM when complete * Upload the final versions of the RAC to Quartz Web (be sure to claim for partial achievement of students where appropriate) * Prepare for the Final Awards Board Meeting (see ‘End of Year Guidance’) * Copies of uploaded RAC (may be on a computer/projector) * List of students to whom Access Diploma is to be awarded     *For External Moderators*   * Check any interim conditions are met (if applicable) and then… * Login ASAP to Quartz Web and verify (sign off) each Access Diploma you are responsible for (see separate guidance) * Complete EMA1 Moderation Report and send to LASER * Claim your moderation fee! |

|  |
| --- |
| **Next Steps after the Final Awards Board** |
| *For the Centre*   * Write up the FAB sections of these minutes and email a copy to [accessenquiries@laser-awards.org.uk](mailto:accessenquiries@laser-awards.org.uk) (do this immediately after the FAB) * Ensure that any additional actions required by the Final Awards Board under section 10 are implemented ASAP and notify the relevant EM when complete |

1. Where more than one PAB is held at a centre (e.g. when External Moderators visit for final moderation visit on different days) please either complete separate PAB minutes for each meeting or insert the additional details in a single document. [↑](#footnote-ref-1)
2. Delete/add rows as required. [↑](#footnote-ref-2)
3. Please insert an abbreviation so that the Diploma can be referenced later in the minutes, e.g. Access to Nursing & Health Care Professions could be ‘ANHCP’ [↑](#footnote-ref-3)
4. In each case ensure that a separate AQ5(iv) is completed [↑](#footnote-ref-4)
5. Insert more rows as required [↑](#footnote-ref-5)
6. Please use a consistent abbreviation to identify the Diploma (e.g. Hums [for Access to Humanities), Health [For Access to Healthcare Studies] etc.) [↑](#footnote-ref-6)
7. Insert more rows as required [↑](#footnote-ref-7)
8. Please use a consistent abbreviation to identify the Diploma (e.g. Hums [for Access to Humanities), Health [For Access to Healthcare Studies] etc.) [↑](#footnote-ref-8)
9. Insert more rows as required [↑](#footnote-ref-9)
10. Please use a consistent abbreviation to identify the Diploma (e.g. Hums [for Access to Humanities), Health [For Access to Healthcare Studies] etc.) [↑](#footnote-ref-10)
11. See AQ7 form for Student Representations and AQ10 for Student Appeals [↑](#footnote-ref-11)
12. Insert more rows as required [↑](#footnote-ref-12)
13. Please use a consistent abbreviation to identify the Diploma (e.g. Hums [for Access to Humanities), Health [For Access to Healthcare Studies] etc.) [↑](#footnote-ref-13)
14. Insert more rows as required [↑](#footnote-ref-14)
15. Please use a consistent abbreviation to identify the Diploma (e.g. Hums [for Access to Humanities), Health [For Access to Healthcare Studies] etc.) [↑](#footnote-ref-15)
16. Interim conditions are actions required by the EM following the Final Moderation Visit and before the meeting of the Final Awards Board. [↑](#footnote-ref-16)
17. Please use a consistent abbreviation to identify the Diploma (e.g. AH [for Access to Humanities]) [↑](#footnote-ref-17)