



Exam Board Guidelines

Prior to the final Moderation event AHE Providers must:

- Ensure that all RAC's have been received and checked. Initial checks should have been made in January/February when the RAC's are sent out and any subsequent amendments notified to OCNSWR. A final check should be made to ensure everything is correct.
- Have carried out all assessment marking and IV procedures throughout the year **prior** to the Final EM visit, all subject tutors should update and sign off units and credits as appropriate on the RAC. **Tutors must check and total credits on the RAC. It is the responsibility of the Centre to check and total credits on the RAC prior to the EM visit, not the Moderation Team when the event is under way.**
- Ensure that where APL is being claimed appropriate supporting documentation is available (e.g. signed copies of GCSE/other Certificates) and the RACs amended as required to indicate these claims

Following the review of students work by External Moderators both Moderators and Coordinators/Tutors should now be ready for the **final signing off** of RACs.

Who should attend the meeting?

- A senior manager with overall responsibility for AHE, eg the AHE Coordinator and this person should act as Chair
- Pathway leaders, Tutors/Assessors and Internal Moderators, as appropriate
- OCNSWR Lead EM and/or Subject Moderators

At the meeting the Provider must:

- Ensure that brief minutes/action points of the meeting are taken. These need to be retained after the meeting and a copy made available to the OCNSWR EM.
- Review all RACs confirming that students have or have not met all requirements to achieve the AHE qualification including credit and pathway completion criteria
- Agree any extension/extenuating circumstances/reassessment issues and ensure that these are clearly noted by both Centre and EM
- Sign off the RACs with the EM ready for submission to OCNSWR

Please note that having signed off the RACs the award of the AHE qualification is not confirmed until all requirements have been checked by OCNSWR.