

Access to HE Quality Assurance and External Moderation Cycle 2023-24

Overview

Following the centre consultation undertaken in April and update on the outcomes in May, we have reviewed and revised the quality assurance arrangements for the Access to HE Diploma, resulting in the following moderation cycle:

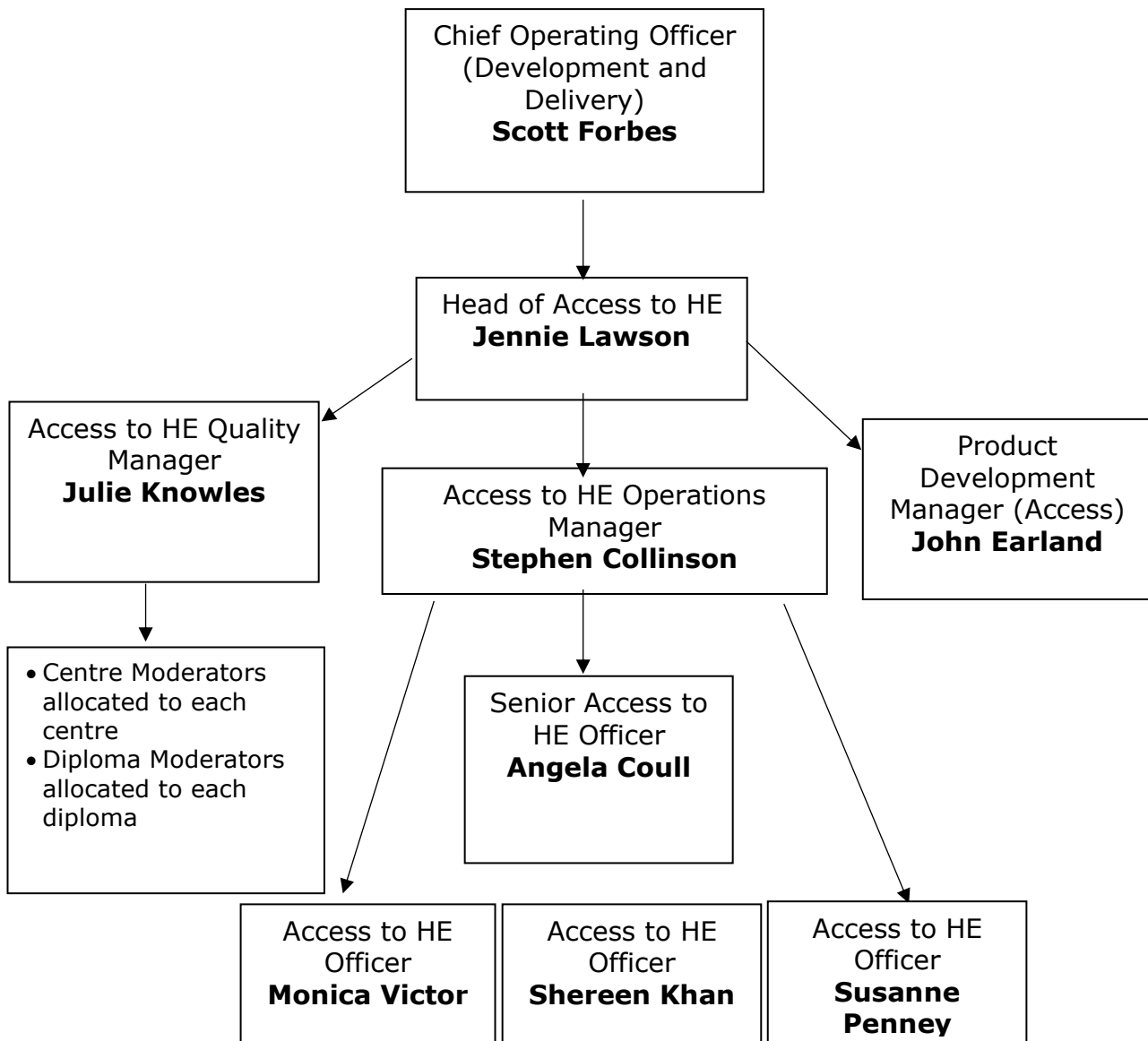
- End of August to mid-September – Access to HE Diploma Centre Annual Reviews completed
- Mid-end September - Centre Moderator Annual Review meeting with the Centre Quality Contact and planning for year ahead (Moderator sampling/FAB etc)
- Mid-October to late December - Initial sampling takes place, including moderation of assessment planning documents and early student work (risk-based approach)
- Late April to late May - Second and substantive sample of student work takes place, sample from every unit available
- May to June - additional sampling takes place, as required
- Mid-June to early July - Final Awards Boards.

The Skills and Education Group Access to HE Team

Our team has grown! We are all Access to HE specialists in our areas of responsibility and are here to help and support you through each phase of the cycle to deliver and award the Access to HE Diploma to your students.

Team contact details: acesstohe@skillsedugroup.co.uk

Telephone: 0115 854 1620 and choose 'Access to HE'

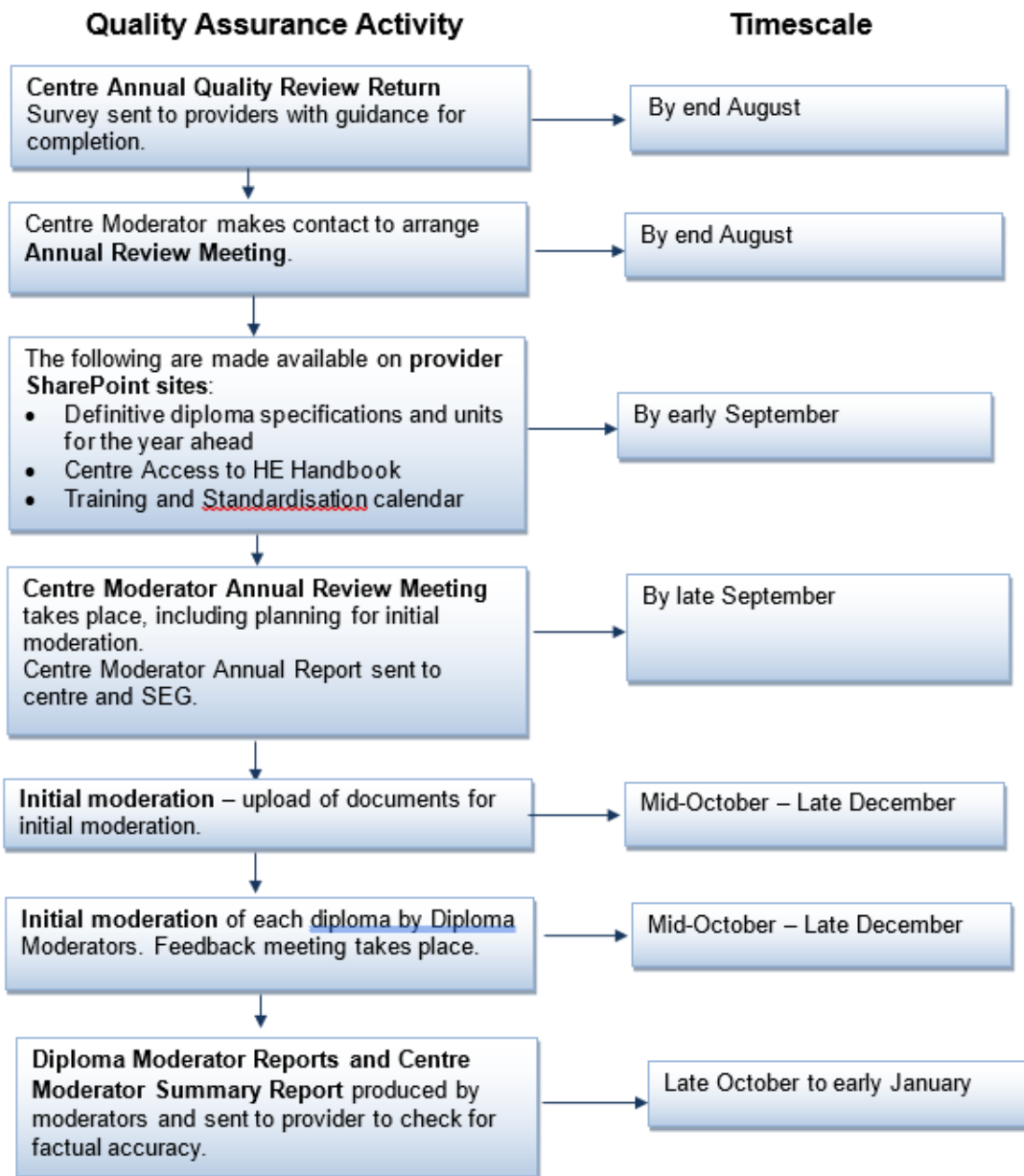


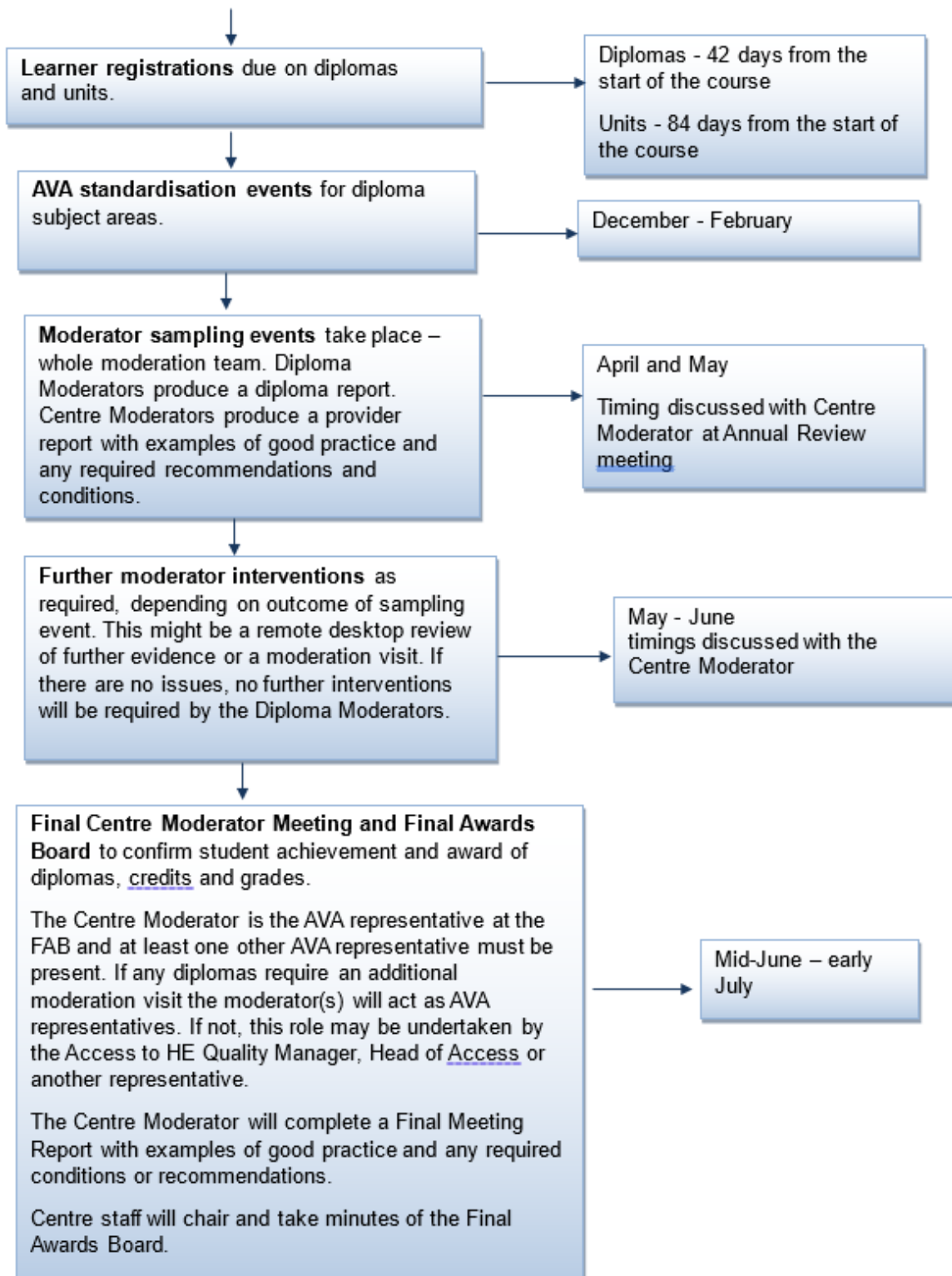
Flowchart of moderation activities

The flowchart below provides further detail about each stage of the moderation cycle.

We have made some adjustments to moderator roles for 2023-24. Your allocated Centre Moderator will be your main contact, coordinate all moderation activity and be the AVA representative at the Final Awards Board. External Moderators will now be titled 'Diploma Moderators' and be responsible for sampling assessment planning documents, student work and supporting documentation in order to confirm student achievement and that QAA requirements have been met.

Further guidance will be provided in due course within the Access to HE Centre Handbook 2023-24 and standalone guidance documents.





Questions and Answers

Where can I find more information on the moderation model?

The Access to HE Centre Handbook is being updated to reflect the new cycle and provide detailed guidance for centres on how each stage will work, how to prepare and who will be involved. Specific guidance will also be issued before each event with reminders about key dates.

Will there be any training or briefings on key moderation activities?

Yes, webinar sessions will be provided to brief centres on the changes and provide an opportunity for questions and clarification. **See dates in 'Welcome Back' email.**

Who will my key sources of support and advice be throughout the year?

Your Centre Moderator will be your key point of contact and will support and guide you and your team at each stage. They will liaise directly with the Centre Quality Nominee. A Diploma Moderator will also be appointed to each of the diplomas you are running and will provide feedback and guidance on assessment and internal quality assurance in the subject area. Please also call or email the Access Team at any time using the contact details above.

When will I find out which moderators have been allocated to our diplomas?

We will confirm your Centre Moderator allocation by 1 September, they will then make contact with you to arrange their Centre Moderator Annual Review Meeting. We will notify you of your allocated Diploma Moderators by 15 September.

Tell me more about the Diploma Annual Review process, how will it work?

You will be sent a link to an online survey for completion by Monday 18 September. Please complete the survey as fully as possible as your responses will inform your Centre Moderator Annual Review Meeting and provide valuable information for our self-evaluation and reports to QAA. We will collate the responses for all the diplomas running at each centre and send them to your Centre Moderator.

Tell me more about the Centre Moderator Annual Review Meeting - how will it be arranged, what will we need to provide and what will we discuss?

Your Centre Moderator will contact your Quality Nominee by the end of August to arrange a date for the meeting. This will be held at a mutually convenient time in September. The Quality Nominee will be asked to invite other staff as appropriate to the agenda; the centre representatives who attend must be in a sufficiently senior role and have the knowledge and experience required to discuss course strategy, planning and management. Once arranged the Centre Moderator will send a meeting agenda. A lot of the information they will need to prepare will be covered by the Diploma Annual Review survey, but you will also be sent a list of documents they would like to review, such as centre policies. The discussion will broadly cover the following:

- The outcomes of moderation and the Final Awards Boards for 2022-23 and any progress or plans to address any recommendation and/or conditions
- Your responses to the Diploma Annual Review survey, and any other changes which have taken place
- Your assessment strategy and approach to internal quality assurance for the year ahead
- Student enrolment and courses running
- Planning for the initial moderation, sampling and Final Awards Boards events
- Any urgent support needs and/or longer-term suggestions or requests for training

After the meeting the Centre Moderator will liaise with the Diploma Moderator team to discuss and agree the dates for moderation activities. They will then send you their draft report from the meeting, to check for factual accuracy, and confirm the schedule of activities for the year ahead.

I have heard that Skills and Education Group Access will be using SharePoint this year - what will it be used for and how will I access it?

We are setting up SharePoint sites for each centre which only your staff and Skills and Education Group Access moderators will be able to access. We will check who you would like to have login details for the site initially, but we are happy for a wide range of staff to have access, it's up to you. The site will include the following folders:

Folder title	Folder contents
Definitive Documents	Diploma specifications for your approved diplomas and units for each diploma
Guidance and policies	All guidance documents, Centre Handbook, policies, QAA guidance etc
Application forms	All application forms e.g. register a student late, credit transfer, referral etc
CM Annual Review Meeting	This is where you will upload the requested documents and the CMs will access them
Initial Moderation	This is where you will upload your documents, samples of student work etc for the initial moderation activity and the moderators will access them
Spring Sample	This is where you will upload your documents, samples of student work etc for the main sampling activity and the moderators will access them
Additional Sample	This is where you will upload any documents required for additional sampling
Final Moderation	This is where you will upload your documents and the CMs will access them
Final Awards Board	This is where you will upload your documents for the FAB and the CMs will access them

We will be writing to you soon to ask for confirmation of key contact details so that we can ensure our database is accurate. We will also ask you for a list of staff you would like to have access to SharePoint. The login details will be provided as soon as the site is ready, hopefully by the middle of September.

When will we be given access to QuartzWeb and will there be any support or training?

We have already written to you to ask when would be convenient for us to provide a bespoke training session for your team. If we haven't heard from you yet we will be in touch to arrange this. We will also be providing information videos and on-tap advice as you start to register your students. We will be issuing your login details early in October but we will keep you informed so that you know when to expect it.

What training and standardisation events will be offered this year for my team?

We will issue a calendar of training and standardisation events early in September covering a range of topics to support staff involved in the delivery, assessment, quality assurance, management and administration of the Access to HE Diploma. Please look out for the details and book a place.

What if we need some early support/bespoke training?

If you need early training and support for new staff or in response to actions set by moderators in 2022-23, please contact us on acesstohe@skillsedugroup.co.uk for a discussion.