

Terms of Reference	Results Approval Panel
Associated Policies	CG1 Governance, CG6 Assessment
Approved by	Board of Trustees
Version number and approval date	V2 January 2022
Document owner	Operations Director
Review date	+1 Year

Role
To make final decisions regarding the outcome of the assessment and authentication processes. To confirm that learner results are fully quality assured and signed off prior to submission to QQI.

Membership and Tenure
<p>Membership</p> <p>The Education Board appoints members of the Results Approval Panel. There is a minimum of four members:</p> <ul style="list-style-type: none"> • Independent member of Education Board (Chair) • Education Coordinator • Lead tutor • Member of the Senior Management Team <p>Occasional Members: The Chair may invite occasional members e.g. the External Authenticator to present their report or to attend all or a particular section of the meeting as appropriate. Occasional members do not have voting rights on the approval of results or participate in the decision-making process.</p> <p>Members will carry out their roles without bias and will make their determinations based on the information provided to the Panel.</p>

Responsibilities
<ul style="list-style-type: none"> • Comprehensively and thoroughly review assessment results submitted to the Results Approval Panel and confirm that they are quality assured • Consider reports from the Internal Verifier and External Authenticator • Make appropriate decisions regarding the outcome of the assessment, verification and authentication processes • Confirm that assessment procedures are adhered to and appropriate evidence and records are available • Notify any suspected irregularities to the appropriate person • Make recommendations for corrective action • Track the implementation of agreed corrective actions/recommendations from previous Results Approval Panel meetings • Implement the assessment appeal procedure if required

- The Chair signs off the approved results prior to requesting certification from the awarding body (if applicable)
- Appoint an independent person with relevant expertise to investigate and adjudicate on appeals in relation to academic misconduct as outlined in the Dealing with Academic Misconduct Procedure

Further details are given in the Results Approval Procedure.

Meetings

The Education Coordinator convenes meetings as required.

Standard Agenda items:

- Minutes of previous meeting and matters arising
- Conflicts of interest
- Consideration of the External Authenticator and Internal Verifier's reports
- Concerns, irregularities or malpractice
- Recommendations for corrective action or changes
- Approval of results and signing off by Chair
- Report to Education Board

Governance and authority

The Results Approval Panel reports to the Education Board.

Administrative support

The Education Coordinator provides administrative support: coordinating meetings, issuing agendas and reports and maintaining all documentation.

Supporting documents

Results Approval Panel Report Template
Results Approval Procedure

Report Schedule

Report/document received	From	Frequency	Presented by
External Authenticator's Report	External Authenticator	Each RAP meeting	External Authenticator if present or the Education Coordinator
Internal Verification Report	Internal Verifier	Each RAP meeting	Education Coordinator
Report/document title	Submitted to	Frequency	Presented by
Results Approval Panel Report	Education Board	Following each RAP meeting	Education Coordinator