Annex D

This document is a template to aid the writing of minutes for Faculty APACs. Texts in green are notes for guidance purposes, and should be deleted from the final minutes. Text in blue is suggested text that will often be appropriate, but should be amended to reflect the actual content of the meeting. Text in black should remain in place.

## (Faculty) Faculty Assessment, Progression and Awarding Committee

A meeting of the Faculty Assessment, Progression and Awarding Committee for (Faculty) was held on (date), in (room).

|  |  |  |
| --- | --- | --- |
| **Name** | **Position/Title** (should be consistent with Chapter 7.11.1 of the Assessment, Progression and Awarding: Taught Programmes Handbook and ensure quoracy) | **Present/Absent** (put down as Present, Absent or Apologies) |
|  | APVCE (Chair) (put down official title, and then role in the meeting in brackets – e.g Chair, Minute taker, External Examiner, etc) | Present |
|  |  |  |
|  |  |  |
| (add extra rows to chart to fit in all invitees) |  |  |

1. Welcome and Introductions (amend as appropriate)
   * 1. Apologies for absence were received, and it was confirmed that the meeting was quorate.
     2. The Chair highlighted the terms of reference, specifically chapter 7 of the TQA manual.
     3. The Chair invited attendees to declare any conflicts of interest that the committee should be aware of. No declarations of interest were made.
     4. Minutes of the previous meeting (held on …) were considered. There were no matters arising./The following matters arose:
     5. …
     6. …
2. Oral reports from Programme/Discipline Assessment, Progression and Awarding Committees.
3. Programme 1. XX (Title) spoke on behalf of the PAPAC for Programme 1.
   * 1. They confirmed that the PAPAC was conducted in accordance with Progression and Awarding: Taught Programmes Handbook Chapter 7.
     2. They outlined incidences where scaling exceptions were applied and the rationale for doing this. (Details of these should be included in the minutes).
     3. They highlighted the following concerns or recommendations made by the External Examiners:
     + … (minutes should include conclusion/highlights of discussion within CAPAC)
     + …
     1. They raised the following exceptions requiring scrutiny or advice from Faculty APAC:
     + … (minutes should include conclusion/highlights of discussion within CAPAC)
     + …
4. Programme 2. XX (Title) spoke on behalf of the PAPAC for Programme 2.
5. They confirmed that the PAPAC was conducted in accordance with Progression and Awarding: Taught Programmes Handbook Chapter 7.
6. They outlined incidences where scaling exceptions were applied and the rationale for doing this. (Details of these should be included in the minutes).
7. They highlighted the following concerns or recommendations made by the External Examiners:
   * + …
     + …
8. They raised the following exceptions requiring scrutiny or advice from Faculty APAC:
   * + …
     + …
9. Discussion of common themes emerging from Programme/Discipline APACs and subsequent Faculty actions

The Committee discussed the following themes arising from the PAPACs:

* … (detail discussion, ensuring that any actions are clearly visible and are clearly assigned to an individual to take forward)
* …

1. Identification of requirements for policy clarification or enhancement

The Committee agreed that the following areas of policy needed raising with the Faculty APAC for clarification or for enhancement:

* …

(Alternatively)

No areas of policy were raised as needing clarification or enhancement.

1. Any other business

There was no other business.

1. Date of next meeting  
   The next meeting will take place on (date) in (room).

The Chair concluded the meeting with thanks to the Members of the Committee for their support and input.