

Agenda for Awarding Meeting

1	Welcome and Introductions Overview of meeting Overall approach to grading	Chair
2	Confirm subject/level and maximum marks	Statistician
3	Review of previous year <ul style="list-style-type: none"> Decision-making record Course assessment structure and grade distribution for relevant previous diets 	Advisor
4	Provide an overview of the standard of this year's assessment	Principal Assessor / QM
5	Discuss the standard of this year's assessment (using both qualitative and quantitative information) <ul style="list-style-type: none"> Report from PA on each component (using Sol and APF) (Principal Assessor) Overview of statistics headlines (Statistician) Discussion Summary (Advisor) 	Advisor
6	Evaluate performances standards and Agree Grade Boundaries In line with the 'Awarding and Grading' policy and Guide to Awarding	Chair/All
7	Confirm Grade Boundary decisions	All
8	Clarify and agree reasons for Grade Boundary decisions <ul style="list-style-type: none"> Complete decision-making record Finalise any action points Complete awarding meeting checklist 	Advisor/All
9	Thank you and Close	Chair