



# Access to HE Diploma: Toolkit for HE admissions staff

Part A: Setting entry requirements and making offers

Part B: Grading

Part C: PowerPoint presentation

March 2014

# Part A: Setting entry requirements and making offers

March 2014 (for 2015 entry cycle)<sup>1</sup>

## Section 1: the Access to HE qualification

### 1.1 The 2013 specification for the Access to HE Diploma

The Quality Assurance Agency for Higher Education (QAA) published a new specification for the [Access to HE Diploma \(the Diploma\)](#)<sup>2</sup> in September 2013. From September 2014 students will register on Diplomas that comply with this specification, and will be applying for entry to higher education in the 2015 entry cycle.

**The key features of the new specification are:**

- the **total** credit requirement is **60 credits**
- of these 60 credits, all Diplomas must contain **45 credits from graded level 3 units** which are concerned with **academic subject content**
- the remaining 15 credits must consist of **ungraded level 2 or level 3 units**
- the grades available for graded units are Pass, Merit or Distinction<sup>3</sup>
- unit values may be of 3, 6 or 9 credits.

### 1.2 The 2006 and 2013 specifications compared

#### Maximum possible credit value of student achievement

The 2006 specification introduced the required credit value of 60 credits for all Diplomas. However, because it also recognised that in certain circumstances it might be necessary for students to achieve more than 60 credits, Access to HE applicants to higher education since that time may have provided information about units with a total credit value of more than 60 credits. To ensure equity and consistency, the 2013 specification has introduced a requirement that all students register for named units to a value of exactly 60 credits, and from 2014-15 units with this total credit value should be listed by name on students' applications to higher education.

#### Registration deadlines

The 2006 specification contained no specific requirements with regard to student registration. The 2013 specification requires that from September 2014, students must be registered for named units within 12 weeks of the start of their course, or before they apply to higher education, whichever happens first.

#### Ungraded level 3 units

At the time that the Access to HE Grading Scheme was introduced it was possible for Access to HE students to achieve a Diploma with between 45 and 60 credits from level 3 units, all of which were graded. The 2013 specification fixes the value of credit to be derived from graded units at 45 credits. In order to allow local determination and flexibility in the use

---

<sup>1</sup> These Guidelines update and replace previous guidelines published by QAA for HE admissions staff about the Access to HE Diploma. All current guidance documents and other information about Access to HE are available at: [www.accesstohe.ac.uk/AboutUs/Publications/Pages/Default.aspx](http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/Default.aspx).

<sup>2</sup> Details of the new specification are available at: [www.accesstohe.ac.uk/AboutUs/Publications/Pages/diploma-specification-2013.aspx](http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/diploma-specification-2013.aspx).

<sup>3</sup> As defined in the requirements of the Access to HE Grading Scheme 2013 available at: [www.accesstohe.ac.uk/AboutUs/Publications/Pages/Default.aspx](http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/Default.aspx).

of the remaining 15 credits the facility to use level 3 units which are ungraded has been introduced alongside the continuation of the option to derive these credits from level 2 units. The content of ungraded units at either level may be concerned with study skills or generic English or maths, and at level 3 may also be concerned with academic subject content relevant to the title of the Diploma. The statement of the outcome of such units is 'achieved' or 'not achieved'. Further information about the concept of ungraded level 3 units and how they may be used, and about the definition of academic subject content, can be found in the specification document.

### **Credit value of units**

The range of credit values available for units has been reduced to 3, 6, or 9. Units of 1, 2, or 12 credits, which were allowed in the 2006 specification, may no longer be used.

### **GCSE equivalent units**

Under the 2006 specification it was possible for Diplomas to include units which were accepted by some higher education providers as meeting their requirements for GCSE achievement in English, maths or science (generally known as GCSE equivalent units). The claim to GCSE equivalence was regulated by QAA through requirements relating to the process of [Diploma approval](#).<sup>4</sup> From the academic year 2014-15, the claim to GCSE equivalence will no longer be regulated by QAA and any claims to GCSE equivalence are not supported by QAA. However, some Diplomas may continue to include, within the 15 credits of ungraded units, some level 2 units that relate to English or maths, if this has been agreed through the development and validation process to be the most appropriate use of those units to support the intended progression. Individual higher education providers may decide that such units, where offered, meet their requirements for achievement in English and maths.

## **1.3 Awards, registration and certification**

Access Validating Agencies (AVAs) licensed by QAA are the awarding bodies for the Diploma. All current AVAs are listed on [our website](#).<sup>5</sup> All approved Access to HE providers and courses recognised as leading to the achievement of the Diploma are listed on QAA's Access to HE [courses database](#).<sup>6</sup>

Under the terms of the 2013 specification, students must be registered for units to the value of 60 credits (including their choice of optional units where these are available) within 12 weeks of the start of their course, or before they apply to higher education, whichever is the sooner; opportunities to make changes to this registration are only allowed under defined, limited circumstances.

Successful Access to HE students are awarded a Diploma. The certificates of achievement issued by different AVAs vary in appearance, but all include QAA's Access to HE logo and the words 'recognised by the Quality Assurance Agency for Higher Education'. All students are also issued with an achievement transcript which lists all the units achieved and, for each unit, the level and number of credits awarded and, where relevant, the grade. To ensure that the distinction between the level 3 units which are graded and those which are ungraded remains clear, the achievement of the ungraded units is recorded as achieved/not achieved on achievement transcripts. Any concerns about the legitimacy of evidence of certification should be referred to QAA.

---

<sup>4</sup> Information regarding GCSE equivalence is available at:

[www.accesstohe.ac.uk/AboutUs/Publications/Pages/GCSE-equivalence-AHE-08.aspx](http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/GCSE-equivalence-AHE-08.aspx).

<sup>5</sup> The list of current AVAs is available at: [www.accesstohe.ac.uk/HowCourses/AVA-profiles/Pages/Default.aspx](http://www.accesstohe.ac.uk/HowCourses/AVA-profiles/Pages/Default.aspx)

<sup>6</sup> A list of all current AHE courses is available at: [www.accesstohe.ac.uk](http://www.accesstohe.ac.uk).

## **1.4 Results confirmation**

To support the admissions process, UCAS's awarding body linkage (ABL) scheme systematically transfers information about student achievement from awarding bodies such as AVAs, via UCAS, to higher education providers that are UCAS members.

In the 2012-13 academic year pass/fail results were transferred to UCAS by 11 AVAs. Progressing this project involves all 13 AVAs taking part in the transfer of pass/fail results via ABL for Diploma results reported in the 2013-14 academic year. This lays the foundations for the transfer of graded Diploma results in the 2014-15 academic year, to coincide with the implementation of the new Diploma specification. The details of the information about graded results that might be conveyed in 2014-15, alongside the timing and technical developments needed to make this happen, are being confirmed. Further information on this will be provided in due course as a supplement to this guidance.

## **1.5 UCAS Tariff**

The Access to HE Diploma is not included in the UCAS Tariff, because the Tariff methodology cannot be applied to a qualification such as the Diploma, which has a degree of local determination and flexibility.

## **1.6 Legacy qualifications**

Students who are either currently studying on Diploma courses on a part-time basis, or who started Diploma courses in the early months of 2014 (which therefore still comply with the 2006 specification), will be applying for higher education courses that start in 2015 alongside students who have completed Diplomas based on the 2013 specification. The Diplomas taken by some of these students may contain GCSE equivalent units, as they start before the date on which QAA ceases to regulate the claim to GCSE equivalence.

In 2009 (and, in a small number of exceptional cases, 2010) Diplomas were awarded without grades, recording only the achievement of the standard 60 credit requirement.

Before 2009, Access to HE certificates were awarded. No common format applied to titles and there were no national agreements about credit (so different numbers of credits were required on different courses). Any grades awarded before 2009 were awarded on the basis of local agreements only. There is therefore no relationship between any grades that may have been awarded before 2010 and grades awarded as part of the current national grading scheme for Access to HE.

## Section 2: Framing entry requirements

### 2.1 Expressing qualification requirements: the Access to HE Diploma

The name of the national qualification regulated by the QAA is the Access to HE Diploma (the Diploma). If a qualification has this name, it is QAA recognised. All current and archived recognised Diplomas are listed on QAA's Access to HE [courses database](#).<sup>7</sup>

The Access to Higher Education certificate (the certificate) is the title of the predecessor qualification, which is no longer available. References to 'access courses' may or may not indicate courses which lead to the Diploma. QAA does not use the term kite-marked to refer to recognised Diplomas.

### 2.2 Referring to particular Diplomas

Although the 2013 specification has introduced greater consistency in Diploma structures, with all Diplomas containing 45 credits from graded level 3 units concerned with academic subject content, it is still possible for Diplomas with the same title to have different content, and for Diplomas with very similar content to have slightly different titles. This is because:

- individual Diplomas are approved and named by subject at Access Validating Agencies (AVA) level, using a common titling format (for example: Access to HE Diploma (Nursing) or Access to HE Diploma (Law)) which must be adhered to, but which allows the subject title to be determined by the AVA
- there is no national statement of the range of expected content relating to Diplomas with the same title.

This means that entry requirements for the achievement of Diplomas in particular disciplines are best expressed generically. It is preferable, for example, to refer to an 'Access to HE Diploma in art and design or creative arts subject' rather than 'Access to HE Diploma (Art and Design)'. Over-specification can also cause difficulties because a Diploma with a general title, such as 'Access to HE Diploma (Combined Sciences)' could contain as many credits in subjects specified in entry requirements (for example, human biology), as a Diploma with a more tightly specified title, such as 'Access to HE Diploma (Nursing)'.

### 2.3 Requirements for achievement in particular subjects

To achieve a Diploma, students must register for, and achieve, a particular approved set of units to a total credit value of 60 credits. From 2014-15 these units should be listed on students' applications, with the unit title, level (2 or 3), credit value (3, 6, 9) and status of the unit as graded or ungraded.

Some units are used on more than one named Diploma approved by the same AVA, but other units are unique to a named Diploma. AVAs do not share units. Requirements for achievement in particular subjects are therefore best expressed in generic terms, as specific units are not available to all students taking different Diplomas in the same, or similar, discipline areas.

---

<sup>7</sup> A list of current AHE courses is available at: [www.accesstohe.ac.uk](http://www.accesstohe.ac.uk).

## 2.4 Requirements for specific amounts of achievement in particular subjects

The total volume of learning required for a Diploma is always the same (60 credits, with a minimum of 45 at level 3), but different sized units can be combined in different ways to realise that standard total. For example, Diploma Y may require completion of 20 x 3-credit units, with the graded component derived from 15 x 3 credit units, whereas Diploma Z may require completion of 5 x 9-credit units + 1 x 3-credit unit + 2 x 6-credit units, with the graded component derived from the 5 x 9 credit units. An entry requirement which specified, for example, '3 units in mathematics' would not therefore make consistent demands on students taking different Diplomas, as this could represent a requirement for anything from 9 credits (3 x 3-credit units) to 27 credits (3 x 9-credit units). It is therefore preferable in entry requirements to refer to subjects in generic terms and to the total number of credits to be achieved in those subjects, for example, 18 level 3 credits from mathematics units.<sup>8</sup>

## 2.5 Requirements relating to overall credit achievement

The Diploma has a standard credit value of 60 credits, with at least 45 credits at level 3, and students cannot be awarded a Diploma without achieving this. From the academic year 2014-15 no student will be able to register for, or achieve, more than 60 credits. Differentiation of students' academic performance is achieved through the application of grading. Any applications which offer units with a combined value of more than 60 credits should be queried.

## 2.6 Requirements relating to academic performance (grades)

A common system of unit grading applies to all Diplomas. Please note that from 2014-15, all Diplomas include a fixed volume of 45 credits that must be derived from graded level 3 units concerned with academic subject content. Differentiated achievement in these units is recorded as Pass, Merit or Distinction. The details and operation of the Grading Scheme are described in the [Access to HE Diploma: Toolkit for HE admissions staff, Part B: Grading and the Access to HE Diploma](#).<sup>9</sup>

Students' differentiated achievement on the 45 credits from graded level 3 units is recorded on the student's achievement transcript, issued with the certificate of achievement of the Diploma. No overall grade is given as this cannot be meaningfully calculated because of the differences in credit value, subject and assessment of units. A requirement for an overall grade is therefore not appropriate, and may lead to informal calculations being made, based on varying assumptions about what is intended.

As a grade is awarded for each unit the total number of grades that a student can achieve is determined by the total number of graded units that make up the required 45 credits; for example, a student taking 5 x 9 credit units will achieve 5 grades, while another taking 15 x 3 credit units will achieve 15 grades. An entry requirement which specified a certain number of grades (or units) to be achieved at a particular grade would therefore require students on different courses to achieve different proportions of the Diploma at that grade. The examples in [Section 3](#) suggest that graded entry requirements should specify a certain number of credits to be achieved from units awarded at a certain grade, for example, 18 credits achieved at Merit.

---

<sup>8</sup> Some students or providers may refer to 'modules', generally meaning sets or clusters of units. This term has no formal status within the Access to HE Diploma specification.

<sup>9</sup> Details about the Grading Scheme are available within the *Access to HE Diploma: Toolkit for HE admissions staff* at: [www.accesstohe.ac.uk/AboutUs/Publications/Pages/AHE-Toolkit-admissions-2014.aspx](http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/AHE-Toolkit-admissions-2014.aspx).

## 2.7 Assessing academic potential (predicted grades)

Diplomas are designed for adults who may have been out of education for a number of years and generally have few prior qualifications. Diploma courses are typically delivered in one year, and students often have to make rapid progress to meet the standards of the Diploma. Grades awarded at different stages of the course often reflect the trajectory of the steep learning curve followed by many students; grades awarded for units completed early in the course may not reflect students' full potential.

Referees may find it difficult to provide reliable predicted grades in the early months of a course, when UCAS applications are being prepared, for units to be assessed towards the end of the course. Tutors should, however, be able to give an indication of the standard of performance in completed units, although grades are not confirmed until they are externally moderated, usually at the end of the course. A request for a second reference, to be provided later in the course, can be helpful in gathering fuller information about a student's potential. As the qualification does not result in a single grade, an overall grade cannot be predicted.

## 2.8 Additional requirements

To ensure that the curriculum and assessment of Diplomas are appropriate to support progression to higher education, QAA's criteria for Diploma approval require the involvement of higher education staff in the development and validation of every Diploma. It is recognised, however, that particular higher education courses may have additional admissions requirements. Where this is the case the following points may be relevant.

- **GCSE requirements**  
Where a higher education provider requires applicants to have achieved GCSEs in one or more subjects, this should be clearly specified in terms of the subject of the GCSE(s), and the grade(s) required.
- **Non-academic experience**  
If the course requires students to have certain types and/or durations of practical or work experience, this should be made clear in the entry requirements.
- **Additional level 3 qualifications**  
Entry requirements which ask for additional level 3 qualifications are likely to be regarded as unrealistic for most Access to HE students (unless they already hold the additional qualification) because of substantial practical and financial barriers to undertaking the study necessary for such achievement. Access to HE providers may be willing to be flexible with individual students' timetables, but allowing an Access to HE student to study for an additional level 3 qualification, as well as the Diploma, may not be feasible or fundable, even if the two qualifications were undertaken consecutively. Students who are 24 or over and choose to apply for a 24+ Advanced Learning Loan are also not allowed to apply for concurrent loans for more than one qualification. It may also prove impossible for some students claiming job-related benefits because of restrictions on the number of hours of study permitted.
- **Additional level 3 credit**  
Although the Diploma has had a credit target of 60 credits, since the introduction of the 2006 specification, it was possible, under certain circumstances, for students to achieve more than 60 credits, and occasionally higher education providers have specified requirements of more than 60 credits. To ensure consistency, under the 2013 specification no student will be able to achieve more than 60 credits under any circumstances. From 2014-15, entry requirements which specify more than 60 credits will therefore no longer be achievable for any Access to HE student.

## 2.9 Making offers

Higher education providers, who specify clear entry requirements for Access to HE students, provide useful information to help AVAs and providers to structure their Diplomas to meet those requirements. Where higher education providers have not provided detailed entry requirements for Access to HE applicants, the guidance in paragraphs 2.1 to 2.8 should be helpful in framing conditional offers. In either instance, the following further points should be taken into consideration.

In **conditional offers**, it is generally helpful to name the Diploma title given on the application. If the title of the Diploma, as provided by the applicant, is not specified, an applicant may not be aware that their offer could be jeopardised if they transferred to a course leading to a different Diploma.

Whereas in framing entry requirements it is suggested that references to specific units are avoided, it may sometimes be helpful when making conditional offers to name particular units listed by the applicant to clarify which of the units are regarded, for example, as acceptable science units. Care should be taken, though, to ensure that specific conditions made in offers are consistent with more general entry requirements.

Because of their life circumstances, **if unconditional offers** are made to Access to HE students by higher education providers, it is common for them to withdraw from the course and therefore not complete their Diploma. While it is recognised that, in making an unconditional offer, a higher education provider has made a judgement that the applicant has the capability to succeed in the course that they have applied for, completing the Diploma will ensure that the applicant is well prepared to progress to higher education. For students who have taken out a 24+ Advanced Learning Loan there may also be personal financial implications of non-completion.<sup>10</sup> If an unconditional offer is thought appropriate because a higher education provider is confident that the student will be suitably prepared for higher education by completing the access course, irrespective of what grades are achieved, then Approach 1 in Section 3 is recommended.

---

<sup>10</sup> Guidance published by the Skills Funding Agency states that Access to HE students in receipt of 24+ Advanced Learning Loans must complete their Access to HE course to be eligible to have the outstanding loan written off when they complete their higher education course:  
[http://readingroom.lsc.gov.uk/SFA/Covers\\_24+\\_Advanced\\_Learning\\_Loads\\_FAQsFINAL.pdf](http://readingroom.lsc.gov.uk/SFA/Covers_24+_Advanced_Learning_Loads_FAQsFINAL.pdf).

## Section 3: Examples of approaches to setting entry requirements and conditional offers

Several approaches are provided to enable higher education providers to specify appropriate course entry requirements in prospectuses and for UCAS Entry Profiles, and to make offers to Access to HE applicants which are in line with their broader admissions policies. The credits and particular grades in the examples provided are illustrative only. Note that under the 2013 specification, units can only be of 3, 6, or 9 credits.

### Approach 1: achievement of the Diploma (in a general, named subject discipline area)

This approach is appropriate when institutions require applicants to achieve:

- the total volume and level of the Access to HE Diploma, with no additional requirements in terms of performance beyond the threshold (achievement of all units, with Pass grades for graded units)
- no specific requirements in terms of subjects studied (or with requirements which relate only to the general discipline area of the Access to HE Diploma as a whole).

Entry requirements 1 (examples):	Conditional offers 1 (examples):
a the Access to HE Diploma in any subject	a the Access to HE Diploma (title as given on application)
b the Access to HE Diploma in a health-related or science subject	b the Access to HE Diploma (Health Studies)
c the Access to HE Diploma in art and design or creative arts subject.	c the Access to HE Diploma (Art and Design)

### Approach 2: achievement of the Diploma (in a general, named subject discipline area), with a certain volume of the whole achieved in specific subjects

This approach is appropriate when institutions require applicants to achieve:

- the Access to HE Diploma in a general, named discipline area (or with no requirements relating to the discipline area of the Diploma as a whole)
- a certain amount of credit in specific subject area(s), but with no additional requirements in terms of performance beyond the threshold (that is, Pass grades on all units).

Entry requirements 2 (examples):	Conditional offers 2 (examples):
a the Access to HE Diploma in any subject, with 30 level 3 credits from units in arts or humanities, of which at least 6 credits are from units in English literature	a the Access to HE Diploma (Combined Arts), with 30 level 3 credits from English literature, history or philosophy units, of which at least 6 credits are from units in English literature
b the Access to HE Diploma in a science or engineering subject, with 12 level 3 credits from units in mathematics	b the Access to HE Diploma (Engineering), with 12 level 3 credits from units in mathematics

### Approach 3: achievement of a certain volume of the total Diploma at a standard above Pass

This approach is appropriate when institutions require applicants to achieve:

- the Access to HE Diploma (whether in a named discipline area or not)
- a standard of performance beyond pass for a certain amount of the 45 credits from graded units
- no requirements in terms of the performance in any particular subject area.

Entry requirements 3 (examples):	Conditional offers 3 (examples):
a the Access to HE Diploma (specify discipline area, if required), with 12 credits at Merit or Distinction	a the Access to HE Diploma (Social Studies), with 12 credits at Merit or Distinction
b the Access to HE Diploma (specify discipline area, if required), with 18 credits at Merit or Distinction, of which at least 9 credits must be at Distinction	b the Access to HE Diploma (Education), with 18 credits at Merit or Distinction, of which at least 9 credits must be at Distinction
c the Access to HE Diploma (specify discipline area, if required), with 45 credits at level 3, of which 30 must be awarded at Distinction and 15 at Merit or higher	c the Access to HE Diploma (Law), with 45 credits from graded units awarded at level 3, of which 30 must be awarded at Distinction and 15 at Merit or higher

### Approach 4: achievement in certain subjects within the Diploma at a standard above Pass

This approach is appropriate when institutions require applicants to achieve:

- the Access to HE Diploma (whether in named discipline area or not)
- a certain amount of credit in specific subject area(s)
- a standard of performance beyond pass in specific subjects or subject area(s).

Entry requirements 4 (examples):	Conditional offers 4 (examples):
a Access to HE Diploma (specify discipline area, if required), with 12 credits from science units awarded at Merit or Distinction	a the Access to HE Diploma (Environmental Science), with 12 credits from science units awarded at Merit or Distinction
b Access to HE Diploma (specify discipline area, if required), with 18 credits from science units at Merit or Distinction, of which 6 credits must be achieved in biology units awarded at Distinction	b Access to HE Diploma (Nursing), with 18 credits from science units at Merit or Distinction, of which 6 credits must be achieved in biology units awarded at Distinction
c Access to HE Diploma (specify discipline area, if required) with 30 credits at Distinction from biology and chemistry units, and the remaining 15 credits at Merit or higher	c Access to HE Diploma (Science), with 30 credits awarded at Distinction from biology and chemistry units, and 15 credits from other science units awarded at Merit or higher

## Good practice recommendations

- **Recommendation 1:** refer to 'the Access to HE Diploma'.
- **Recommendation 2a:** in entry requirements, refer to generic disciplines for Diplomas, not particular titles.
- **Recommendation 2b:** in conditional offers, refer to the title of the Diploma named on the application.
- **Recommendation 3a:** to ensure consistency in requirements about the amount of achievement in a particular subject, refer to the number of credits to be achieved (not the number of units) in that subject.
- **Recommendation 3b:** in conditional offers, ensure that any specification of requirements does not exceed 60 credits.
- **Recommendation 3c:** in conditional offers, consider whether more detailed specifications about particular unit requirements might be necessary or helpful.
- **Recommendation 4:** when making requirements and offers based on achievement of grades specify the number of credits (not units) which must be achieved at Merit or Distinction (within the maximum total available of 45 credits).
- **Recommendation 5:** consider asking for a second reference to gain more information about students' academic potential.
- **Recommendation 6:** consider alternative approaches to making unconditional offers (See section 3, Approach 1).
- **Recommendation 7:** if any additional qualifications or other requirements (such as work experience) are a pre-requisite, ensure that such requirements are made clear in published entry requirements.

# Part B: Grading and the Access to HE Diploma

## Brief outline for HE admissions staff, updated to reflect the requirements of the 2013 Diploma specification

Other information and guidance available on the Access to HE website ([www.accesstohe.ac.uk](http://www.accesstohe.ac.uk))

- [Access to HE Diploma: Toolkit for HE admissions staff, Part A: Setting entry requirements and making offers.](#)<sup>11</sup>
- [The Access to HE Diploma Specification \(2013\).](#)<sup>12</sup>
- [Grading Scheme handbook: Index](#) (full details of the grading system).<sup>13</sup>
- [Access to HE courses database](#) (complete list of all courses leading to the Access to HE Diploma).<sup>14</sup>

1 A common grading system was introduced on all Access to HE Diploma courses in 2009-10.

2 All Access to HE Diplomas are made up of units. The total credit value of a Diploma is 60 credits. Of these 60 credits, 45 credits are derived from graded level 3 units concerned with academic subject content. The remaining 15 credits are derived from units that are not graded.

3 The grades available are Pass, Merit or Distinction. No other grades or intermediate grades are used. The grades are not converted from percentages or other numerical marks, and have no numerical equivalents. (Some limited use of numerical marking can be used to contribute to the final unit grade with certain kinds of assessment.)

4 A grade is awarded for each of the graded level 3 units, resulting in a grade profile. There is no overall, average or single aggregate grade for the Diploma.

5 Grades are derived from the use of seven generic grade descriptors:

- understanding of the subject
- application of knowledge
- application of skills
- use of information
- communication and presentation
- autonomy and/or independence
- quality.

6 The grade descriptors, in appropriate combinations, are used as the basis for grading judgements on all units and with all assessment methods on all Diplomas.

---

<sup>11</sup> Details about setting entry requirements and making offers are available within the *Access to HE Diploma: Toolkit for HE admissions staff* at: [www.accesstohe.ac.uk/AboutUs/Publications/Pages/AHE-Toolkit-admissions-2014.aspx](http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/AHE-Toolkit-admissions-2014.aspx).

<sup>12</sup> *The Access to HE Diploma Specification (2013)* is available at: [www.accesstohe.ac.uk/AboutUs/Publications/Pages/diploma-specification-2013.aspx](http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/diploma-specification-2013.aspx).

<sup>13</sup> The *Grading Scheme Handbook: Index* is available at: [www.accesstohe.ac.uk/AboutUs/Publications/Pages/Grading-scheme-index.aspx](http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/Grading-scheme-index.aspx).

<sup>14</sup> The Access to HE courses database is available at: <https://ava.accesstohe.ac.uk/SubSites/PublicSearch/search.aspx>.

7 The combination of grade descriptors to be used with any particular unit are confirmed when the unit is validated. At least two descriptors must be used for each unit, including Grade descriptor 7 (Quality), which is used for all units.

8 Each of the seven grade descriptors comprises a set of related components. Each component is made up of two statements, one of which describes characteristics or qualities that are typical of academic performance at Merit (for example, work 'is structured in a way that is generally logical and fluent') and the other a complementary statement for the same component that describes academic performance at Distinction (for example, work is 'structured in a way that is consistently logical and fluent').

9 The knowledge and skills requirements of a unit are expressed as a set of learning outcomes and associated assessment criteria. A student's work must reach the standard needed to Pass (that is, all the learning outcomes must be achieved) before it can be considered for grading. A Pass grade is awarded when a student achieves the learning outcomes for the unit but does not meet the requirements defined by the relevant Merit descriptors: there are no separate grade descriptors for Pass.

10 In order to ensure that the grade descriptors are used appropriately for the particular subject and assignment requirements, tutors identify the components from a unit's descriptors which are relevant to the assignment when they specify the assignment requirements. For example, there is a component within the Communication and presentation descriptor that relates to 'the use of images'. This component would not be included in the assignment brief if the use of images was not relevant for the assessment of the particular assignment and would not contribute to the tutor's considerations in assessing the quality of the student's performance.

11 Some units are assessed by more than one assignment. The grading process (see [Grading Scheme handbook](#)) generates a grade indicator for each of the grade descriptors used in each assignment, producing a unit grade profile, on the basis of which a decision about the final grade for a unit is made. Each unit is given an overall grade in this way: individual assignments are not given overall grades.

12 As well as specifying details of the grading model and process, QAA specifies the assessment regulations that apply on Access to HE courses. Regulations are detailed in the [Grading Scheme handbook](#) and cover the following aspects of assessment.

- Resubmissions - when the assessed work demonstrates that the learning outcomes covered by the assessment have been met, a grading decision is made. If a student's work does not meet all the learning outcomes (and, therefore, does not meet the requirements for Pass), there is one opportunity for resubmission, according to a regulated process of referral. Grades for work resubmitted through referral are capped at Pass.
- Late submission - if work is submitted after the formal submission deadline has passed, and where no extension has been granted, grades are capped at Pass.
- Drafts - particular restrictions apply to the submission of drafts.
- Moderation - grades are subject to internal moderation and to external moderation by external moderators who are appointed and trained by Access Validating Agencies (AVAs).
- Grades confirmation - following moderation, the award of grades is confirmed at course awards boards, conducted according to a process specified by QAA.

13 The unit grades are recorded on the student's achievement transcript, which is issued with the certificate of achievement of the Access to HE Diploma by the AVAs.

14 AVAs are responsible for the design and operation of standardisation mechanisms, including standardisation within and between centres and over time, and moderator training for standardisation.

# Part C: PowerPoint presentation

March 2014

A PowerPoint presentation on [The 2013 Access to HE Diploma and admissions to higher education](#) is also available. These annotated slides provide a comprehensive introduction to the new Access to HE Diploma specification. They highlight key changes from the previous version and summarise the guidance from QAA about how best to express entry requirements and make offers in ways relevant to the new Diploma.

QAA675 - Mar 14

© The Quality Assurance Agency for Higher Education 2014  
Southgate House, Southgate Street, Gloucester GL1 1UB

Tel: 01452 557 000  
Email: [enquiries@qaa.ac.uk](mailto:enquiries@qaa.ac.uk)  
Website: [www.accesstohe.ac.uk](http://www.accesstohe.ac.uk)

Registered charity numbers 1062746 and SC037786

QAA manages the national framework for the recognition and regulation of Access to HE Diplomas. [www.qaa.ac.uk](http://www.qaa.ac.uk)