

Results Approval Panel (RAP)

Date | Time | Venue of Meeting | Attendees

Agenda

1. Chair confirms quorum (min of 4) and introduces membership
2. Examination of the following:
 - a. Course set of results is examined and discussed
 - i. Results Review Exam board reports
 - ii. Data – relevant information
 - iii. External Authentication /Examiner Reports
 - iv. Grade Amendments.
3. Identify areas of good practice and issues/themes arising (to be reflected in Centre/College Service Review Report). Successes should be celebrated.
4. Make recommendations for improvement (to be reflected in Centre-Level/Service Sphere-Level Review Report and/or centre QIP)

Actions for QIP

5. List any quality improvement actions into the centre Quality Improvement Plane (QIP) – Follow the QIP template

Closing

Thank all staff for their participation. All documents are returned to the Chairperson - if online documents are deleted at close of meeting – care to be taken when handling sensitive data.

Link to [RAP Summary Excel file can be access from this link](#)