

## **6.19a – Results Approval Meeting Agenda**

**Results Approval Panel meeting for *insert campus/centre name here***

**Date of meeting:**

**Time of meeting:**

**Venue for meeting:**

1. Apologies for absence
2. Confirmation of quorum and membership
3. Declaration of Interest
4. Confidentiality statement
5. Consideration of internal verification reports
6. Issues arising from internal verification reports
7. Consideration of external authentication reports
8. Issues arising from external authentication reports
9. Confirmation of amendments to results
10. Recommendations for approval of final QQI results for all learners
  - a. agree to submit final results to QQI and/or other awarding bodies
  - b. any amended results sheets are signed by the chair
  - c. confirmation of decisions by chair
11. Recommendations for approval of final non-QQI results for all learners
12. AOB

**Please ensure that all documents are returned to chair on close of meeting.**

**No results approval documents should be taken from the meeting.**