

## WWETB Results Approval Process Report – Template

Section A: Details of the Results Approval Panel			
<b>In Attendance:</b>  (A minimum of three must be in attendance)	<b>Name:</b>	<b>Role:</b>	<b>Signature:</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
<b>Absences:</b>	_____		
	_____		
	_____		

**Section B: Results Approval Panel Meeting**

**Confidentiality Statement Agreed:**   
Members of the Results Approval Panel are reminded that the proceedings of the board are confidential and that all documentation is the property of the Panel and should be returned at the close of the meeting.

**Consideration of Internal Verification Report(s)**

**Decisions made by the Results Approval Panel as a result of the Internal Verification Report(s):**

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**Recommendations or actions to be implemented going forward:**

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**Consideration of External Authentication Report(s)**

**Decisions made by the Results Approval Panel as a result of the External Authentication Report(s):**

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**Recommendations or actions to be implemented going forward:**

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**Section C: Results Approval**

<b>All moderated results reviewed by the Results Approval Panel:</b>	<input type="checkbox"/>
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<b>All moderated results approved by the Results Approval Panel:</b>	<input type="checkbox"/>
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<b>All other results reviewed and approved by the Results Approval Panel:</b>	<input type="checkbox"/>
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<p><b>Agree to the submission to QQI of approved results by each Centre and the issuing of results to Learners:</b></p>	<input type="checkbox"/>
<p><b>Any other relevant information:</b></p>	

<p><b>Section D: Follow Up</b></p>	
<p><b>All copies of confidential material will be securely stored, as appropriate.</b> This must include the Internal Verification Report(s), the External Authentication Report(s) and the Results Approval Panel Report</p>	<input type="checkbox"/>
<p><b>The Centre will:</b></p> <ul style="list-style-type: none"> <li>• issue the results to Learners immediately <span style="float: right;"><input type="checkbox"/></span></li> <li>• update the results on the QQI Web Candidate Entry System, in line with results signed off on by the Results Approval Panel, and submit these results to QQI via the WCES <span style="float: right;"><input type="checkbox"/></span></li> <li>• Implement the Appeals Process for Learners <span style="float: right;"><input type="checkbox"/></span></li> </ul>	