

QA-6: WWETB FET Repeats Policy

1 Purpose of Policy

The purpose of this WWETB policy is to provide guidance on the rules governing repeats of QQI assessments for learners who have not achieved the minimum pass standard in a component.

2 Scope of Policy

2.1 The scope of this policy extends to all WWETB Further Education and Training programmes leading to QQI awards at level 4, 5 and 6 either as part of a QQI major award or in some instances, as a component award. For non-QQI awards, the policy of the relevant awarding body will apply.

2.2 For Trade Apprenticeships (pre-2016) the SOLAS QA procedure on repeat of assessments must be adhered to and in respect of non-trade Apprenticeships (post-2016), the QA procedures on repeat of assessment of the Coordinating Provider applies.

3 Responsibilities

3.1 Centre Management teams are responsible for informing learners what their entitlements are in relation to repeating of assessments.

3.2 Assessors are responsible for making repeat assessments available in the event that a learner is to repeat an assessment.

3.3 Learners are responsible for formally requesting information from Centre Management regarding the opportunity to repeat an assessment in the event that they fulfil the required criteria set down in this policy. (See Section 4)

4 Grounds for Repeating an Assessment

4.1 Where a learner receives an unsuccessful grade in the overall component on a first attempt in an assessment activity, they may be able to apply to repeat the assessment activity. A learner cannot repeat to improve their grade or if they do not pass only one or more elements of assessment for that component but achieve a minimum of a pass grade overall for the component.

4.2 The option to repeat the assessment will be dependent on a number of factors and will be ascertained by the relevant Programme Manager/Principal in all cases. These factors include but are not limited to:

- The ability of the centre/service to facilitate a repeat assessment in terms of required resources.
- The nature of the assessment and as to whether or not it can be re-run in a fair manner, consistent with the initial assessment and does not put the learner repeating the assessment at either a disadvantage or advantage with respect to other learners.
- The ability of the centre/service to oversee, mark and grade the repeat assessment by the most appropriate persons.

4.3 Given the nature of some of the assessment methods e.g. skills demonstrations, it is not possible due to time and resource constraints to facilitate repeats of all assessment types in the majority of centres. Most centres/services can only accommodate the repeat of examinations. In certain circumstances a learner may be permitted to repeat skills demonstrations and other forms of assessment but only where the centre has the resources and staffing necessary to accommodate this in place.

4.4 Where a repeat of an assessment is not possible, the learner may be able to repeat the entire module at the next available delivery.

5 Repeat Assessment Results

5.1 Upon the learner availing of the opportunity to repeat an assessment the repeat assessment must take the same format as the original assessment type. For example; a Skills Demonstration assessment can only be repeated as a Skills demonstration and in no other format or assessment type. **In all instances the maximum grade allowable for a repeat assessment will be a Pass grade.**

5.2 Examinations, Skills Demonstration, Assignments, Projects, Collection of Work and Learner

Record: It is the general policy of WWETB that where a submitted assignment, project, collection of work or learner record is to be repeated or re-submitted, the maximum mark will be capped at 50%.

5.3 Note: The policy of capping marks at 50% in **Examinations and Skills Demonstration** may be superseded, only in instances where a validated programme descriptor or AIS (Assessment Instrument Specification) expressly guides the assessor towards not restricting marks. In these cases where an examination or skills demonstration is to be repeated, there will be no capping of results and the maximum mark that can be achieved will be 100%.

Procedure for Repeating an Assessment

The procedure for repeating an assessment will be specific to the WWETB programme/provision.

BTEI: In development

PLC: In development

Training: Refer to individual AIS and TQAS-6-Policy-on-Assessment-Repeats-and-Resubmissions-of-an-Assessment

VTOS: In development