

ASSESSMENT PROCEDURES HANDBOOK

REPEATS

POLICY

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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. Definition

Course Coordinator: Designated person responsible for managing the programme. Depending on the provision delivering the programme, this could refer to the Centre Manager, Coordinator, Principal or Head of Department.

4. Responsibilities

- 4.1. At the beginning of the programme, the course coordinator is responsible for informing learners of the opportunities available to them in relation to repeating assessments.
- 4.2. Assessors are responsible for making repeat assessments available in the event that a learner is to repeat an assessment.
- 4.3. Learners are responsible for making themselves aware of the policies and procedures relating to repeating assessments.

5. Grounds for Repeating an Assessment

- 5.1. A Learner may be able to apply to repeat an assessment activity only when they receive an unsuccessful grade in the overall component. If successful in their application, a learner will have the opportunity to repeat the assessment activity only once.
- 5.2. A learner cannot repeat to improve their grade
- 5.3. The option to repeat the assessment will be dependent on a number of factors and will be ascertained by the relevant course coordinator in all cases. These factors include but are not limited to:
- 5.4. The ability of the centre/service to facilitate a repeat assessment in terms of required resources.
- 5.5. The nature of the assessment and as to whether or not it can be assessed 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.
- 5.6. The ability of the centre/service to oversee, mark and grade the repeat assessment by the most appropriate persons.
- 5.7. Due to time and resource constraints, it is not possible 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.
- 5.8. Where a repeat of an assessment is not possible, the learner may be able to repeat the entire module at the next available delivery.

6. Repeat Assessment Results

6.1 QQI Common Awards Levels 4 to 6

A Referral assessment result is when a learner does not achieve an overall pass grade, as a result of the aggregation of all the assessments, for the module. The grade is recorded as “Referral”.

- 6.1.1 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.**
- 6.1.2 **Examinations, Skills Demonstration, Assignments, Projects, Collection of Work and Learner Record:** It is the general policy of WWETB that where a submitted assessment piece is to be repeated/re-submitted, the overall maximum mark will be capped at 50%, Pass grade only.
- 6.1.3 Note: The policy of capping marks at 50% may be superseded, only in instances where a validated programme descriptor or AIS (Assessment Instrument Specification) expressly guides the assessor towards not restricting marks.
- 6.1.4 Both the original, and the resubmitted learner materials, must be retained.

6.2 Apprenticeship

A Referral assessment result is recorded when an apprentice fails to achieve an overall pass or merit grade in an individual module assessment component. The grade is recorded as “Referral”

- 6.2.1 Set-down by the Labour Service Act 1987-Apprenticeship Rules 1994, Apprentices have an opportunity to attempt each off-the-job assessment on three occasions.
- 6.2.2 A minimum period of 5 days must elapse before an apprentice can attempt a re-sit of a referred module.
- 6.2.3 Apprentices who fail to meet the minimum requirements of an assessment are afforded the opportunity to repeat an equivalent assessment in accordance with SOLAS policy on repeats.
- 6.2.4 Apprentices who cannot continue an assessment due to sickness or unforeseen emergency are afforded the opportunity to re-sit the assessment as per Apprenticeship Rules 1994.
- 6.2.5 Referrals, re-sit and repeat assessments are conducted in the same conditions as previously outlined for regular assessment event activities.
- 6.2.6 An equivalent assessment is selected by the Training Standards Officer for referral, re-sit and repeat assessments, where applicable.
- 6.2.7 Apprentices who successfully pass a referred assessment at a second/third or any subsequent attempt will only be awarded a Pass Grade across all versions of the curriculum. This would also legislate for granted fourth attempts.

7. Procedure for Repeating an Assessment (General)

- 7.1. For repeat of examinations in further education programmes, see Section 8.
- 7.2. For Repeat of assessments relating to specific programmes where ALL Minimum Intended Programme Learning Outcomes (MIPOs) must be achieved in order to be successful in a module (Example: Early Learning and Care) see Section 9.
- 7.3. The Assessor will advise the programme coordinator in the event that a learner has received a referral grade (Section 6 above).
- 7.4. The Assessor will advise the programme coordinator in the event that a learner has received a referral grade (Section 6 above).
- 7.5. The learner will be informed of their referral grade and given the opportunity to repeat an assessment and will be advised to refer to the contents of this policy.
- 7.6. Should the learner wish to repeat an assessment, the Learner will complete the Repeat Assessment Application Form within 10 days of receiving result and be notified of the decision of the programme coordinator within 30 days of coordinators receipt of application form
- 7.7. Should the request be granted, the learner will be notified of the repeat date or the date of resubmission of assessment.
- 7.8. WWETB QA assessment guidelines and procedures will apply at all times.

NOTE: In the case of repeats, WWETB cannot ensure that the final results will meet CAO or other progression deadlines.

8. Procedure for Repeating an Examination- Further Education Programmes

- 8.1. All courses leading to awards at level 4, 5 & 6 will provide repeat opportunities for examinations. This will only happen in the event where a failed examination leads to a failed grade for a module.
- 8.2. The Assessor identifies learners who have failed an examination contributing to a 'unsuccessful' grade for a module, and formally notifies the Programme Coordinator/Designated person with final portfolio submission.
- 8.3. The noted portfolios must be included in the IV check/sample.
- 8.4. QBS: The learner in question is submitted as unsuccessful for the module. This presents them with the opportunity to either repeat the examination or appeal their grade for the entire module. The learner may apply to have a grade appealed and also apply to repeat the examination.
- 8.5. The learner is sent a standard formal letter with their results which includes:

- A brief overview of the repeats process including the date the 'Repeat Assessment Application Form has to be returned to the centre/college by. (within 10 days of receipt of letter)
 - Information on the examination(s) they have been unsuccessful in
 - The proposed dates and times for the examination repeats
 - an application form to be filled out requesting an opportunity to repeat and returned to the centre/college by post or hand delivered by or on the date given.
- 8.6. The Assessor will provide a second examination paper to the proposed invigilator which should be different from the original examination paper but will be still in line with the requirements of the module descriptor.
- 8.7. The completed examination paper will be marked and graded. Highest new grade the learner can be submitted for is a Pass grade for the module.
- 8.8. WWETB QA assessment guidelines and procedures will apply at all times.

9. Procedure for repeating/resubmitting an Assessment where ALL MIPLOs must be achieved to be successful in a module – Further Education Programmes

- 9.1. All learners must be given ONE opportunity to repeat/resubmit any assessment task in which they were unsuccessful. This will **only** happen in the following scenarios:
- Learner achieves a cumulative 50% in a module but is unsuccessful in one or more assessments. However, taking into account all of the assessments submitted for that module, the learner has not demonstrated achievement of all the MIPLO(s) principally associated with that module.
 - Learner achieves less than 50% in a module.
- 9.2. The repeat/resubmission opportunity should be made available as soon as possible to the learner following correction of **all** assessments for that module.
- 9.3. All original and repeat attempts will be made available for all stages of the Assessment Process (example: Internal Verification and External Authentication)

REPEAT ASSESSMENT – APPLICATION FORM			
Part A: This section must be completed by the learner			
<i>(This section must be completed within 10 days of assessment result)</i>			
Centre Name:			
Learner Name:		PPSN:	
Course Name:			
Assessor:			
Component Name & Code:			
Result in Overall Component:			
Assessment Technique	Examination <input type="checkbox"/>	Project <input type="checkbox"/>	
	Skills Demonstration <input type="checkbox"/>	Learner Record <input type="checkbox"/>	
	Assignment <input type="checkbox"/>	Collection of Work <input type="checkbox"/>	
Reason for Repeat Request:			
<i>(include any supporting documentation that will assist you request)</i>			
Learner Signature:		Date:	
Part B: This section must be completed by Programme Coordinator			
<i>(This section must be completed and decision communicated to learner within 30 days of receipt of application)</i>			
Programme Coordinator Name:			
Date application form received:			
Request Granted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Reason for Decision:			
Should the request be granted, outline specific criteria (repeat date, etc...)			
Programme Coordinator Signature:		Date:	