

# ASSESSMENT PROCEDURES HANDBOOK

## REPEATS

### POLICY

EW - 02/12/2020

#### Updates and Additions to

- General Layout
- Section 5.2 and 5.3 - <http://www.wwetbtraining.ie/resources/learning-information#tab=panel4>
- Section 6 – Procedure for Repeating an Assessment
- Pg 8 – Repeat Assessment Application Form

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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.

### 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.**

## 3. Responsibilities

**3.1** 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.

**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 making themselves aware of the policies and procedures relating to repeating assessments.

## 4. Grounds for Repeating an Assessment

**4.1** 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.

**4.2** A learner cannot repeat to improve their grade

**4.2** 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:

- 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 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.
- The ability of the centre/service to oversee, mark and grade the repeat assessment by the most appropriate persons.

**4.3** 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.

**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 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”.

- 5.1.1 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.**
- 5.1.2 **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%.
- 5.1.3 **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.
- 5.1.4 Both the original, and the resubmitted learner materials, must be retained.

### 5.2 QQI Interim Standards Levels 4 to 6 (non-Apprenticeship)

A Referral assessment result is when a learner does not achieve a pass grade in that assessment. The grade is recorded as “Referral”

- 5.2.1 A minimum period of 5 days must elapse before a learner can attempt a referred assessment
- 5.2.2 An award of a Credit is only available to learners who fulfil the necessary conditions on the first attempt at that assessment
- 5.2.3 Learners who successfully pass a referred assessment at a second or third attempt will only be awarded a Pass Grade
- 5.2.4 The pass mark for Construction Skills and Quarrying Skills theory tests is 70%.
- 5.2.5 Learners who achieve a Referral Grade in theory tests cannot undertake the practical test until Pass Grade has been achieved
- 5.2.6 The overall module grade is determined by the aggregation of all the assessments grades for the module
- 5.2.7 The number of repeats should not exceed three for any assessment.

### 5.3 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”

- 5.3.1 Set-down by the Labour Service Act 1987-Apprenticeship Rules 1997, Apprentices have an opportunity to attempt each off-the-job assessment on three occasions
- 5.3.2 A minimum period of 5 days must elapse before an apprentice can attempt a re-sit of a referred module
- 5.3.3 A Credit Grade is only awarded to *version 1* and *version 2* Apprentices who fulfil the necessary conditions on a first attempt
- 5.3.4 A Merit/Distinction is only awarded to *Version 4* and *Version 5* apprentices who fulfil the necessary conditions on the first attempt.
- 5.3.5 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.
- 5.3.6 The Pass Mark for the Practical, Drawing Modules and Course Work is 70% based on all essential points achieved
- 5.3.7 The Pass Mark for Theory examinations is 70%
- 5.3.8 In the case of Aircraft Mechanic examinations, the Pass Mark for all modular assessments is 75%, and a failed module may not be retaken for at least 90 days following the date of the failed module examination, except in the case where an approved maintenance training organisation (Part-147), conducts a course of retraining tailored to the failed subjects in the particular module, and in this case a failed module may be retaken after 30 days
- 5.3.9 In Version 4 of Plumbing, a pass mark is between 50 and 64, therefore the highest mark achievable for a repeat assessment is 64.

## 6. Procedure for Repeating an Assessment (General)

- 6.1** For repeat of examinations in further education programmes, see **Section 7**.
- 6.2** The Assessor will advise the programme coordinator in the event that a learner has received a referral grade (Section 5 above).
- 6.3** 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.
- 6.4** 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
- 6.5** Should the request be granted, the learner will be notified of the repeat date or the date of resubmission of assessment.
- 6.6** 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.**

## 7. Procedure for Repeating an Examination- Further Education Programmes

- 7.1** 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.
- 7.2** 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.
- 7.3** The noted portfolios must be included in the IV check/sample.
- 7.4 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.
- 7.5** 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.

**7.6** 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.

**7.7** 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.

**7.8** WWETB QA assessment guidelines and procedures will apply at all times.



## REPEAT ASSESSMENT – APPLICATION FORM

### Part A: This section must be completed by the learner

*(This section must be completed within 10 days of assessment result)*

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:	
<b>Part B: This section must be completed by Programme Coordinator</b> <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:	