

ASSESSMENT PROCEDURES HANDBOOK

ASSESSMENT DEADLINES: SHORT-TERM EXTENSION

POLICY

TABLE OF CONTENTS

1	PRINCIPLES OF ASSESSMENT IN RELATION TO ASSESSMENT DEADLINES	2
2	DEFINITIONS	3
2.1	ASSESSMENT DEADLINES	3
2.2	MISSED ASSESSMENT DEADLINES.....	3
2.3	SHORT-TERM EXTENSION	3
2.4	EXAMPLES OF EXTENUATING CIRCUMSTANCES (SHORT-TERM EXTENSION).....	3
3	PRINCIPLES OF ASSESSMENT IN RELATION TO ASSESSMENT DEADLINES: COMPASSIONATE CONSIDERATION IN EXTENUATING CIRCUMSTANCES.....	5
3.1	VALIDITY	5
3.2	RELIABILITY.....	5
3.3	FAIR	6
3.4	QUALITY	6
3.5	TRANSPARENCY	6
4	ASSESSMENT DEADLINES ROLES AND RESPONSIBILITIES.....	7
4.1	THE PROGRAMME COORDINATOR.....	7
4.2	THE LEARNING PRACTITIONER	7
4.3	THE LEARNER.....	7
5	“EXPECTED” MISSED ASSESSMENT DEADLINE PROCEDURE	8
5.1	SUBMISSION OF LEARNER ASSESSMENT EVIDENCE WITH A SPECIFIC ASSESSMENT DEADLINE (E.G. PROJECT, LEARNER RECORD, ASSIGNMENT OR COLLECTION OF WORK).....	8
5.2	PRACTICAL ASSESSMENT (E.G. EXAMINATION OR SKILLS DEMONSTRATION) ON A SPECIFIC DATE.....	8
6	“UNEXPECTED” MISSED ASSESSMENT DEADLINES PROCEDURE	9
7	APPENDIX 1: ASSESSMENT DEADLINE: SHORT-TERM EXTENSION APPLICATION FORM	12
7.1	APPENDIX 1: ASSESSMENT DEADLINE: SHORT-TERM EXTENSION APPLICATION FORM.....	12

CES

1 PRINCIPLES OF ASSESSMENT IN RELATION TO ASSESSMENT DEADLINES

Assessment is underpinned by the **principles of assessment** including the *fair* principle (equal opportunity for all learners) and *consistent* principle (consistency in approach to assessment across ETBs, programmes and modules). Assessment deadlines are dates that are planned in advance of assessment and should be adhered to. In order to ensure the fair and consistent assessment of learners, the following procedures should be followed in relation to the deadlines for submission of learner evidence. The provider's Quality Assurance System overarches these principles and ensures learner achievement is assessed in a fair and consistent way in line with the national standards for the award.

In order to ensure *fairness* and *consistency* across all assessment activities, learners may be granted an extension to an assessment deadline under **extenuating circumstances**. In these circumstances, the learner must not be unfairly disadvantaged as a result of extenuating circumstances. Furthermore, the learner must not gain significant advantage when compared with other learners.

2 DEFINITIONS

2.1 ASSESSMENT DEADLINES

Assessment deadlines are planned in advance of assessment and adhere to the assessment plan for the programme or module. Learners **MUST** be made aware of assessment deadlines including submission dates for assessment evidence and dates of practical assessments (e.g. examination, skills demonstration, etc.) prior to, or as soon as is feasibly possible, in the programme or module (e.g. assessment plan, notice boards, etc.). These assessment deadlines should allow the learner adequate time in which to fully complete the assessment tasks.

2.2 MISSED ASSESSMENT DEADLINES

The term missed assessment deadlines refers to:

- Failure to submit assessment evidence on or in advance of agreed assessment deadline, and/or
- Failure to attend a practical assessment (e.g. Examination, Skills Demonstration, etc.).

Missed Assessment Deadlines can be categorised as “Expected” (see Section 4) or “Unexpected” (see Section 5).

2.3 SHORT-TERM EXTENSION

The term short-term extension refers to a **defined** timeframe which an assessment deadline will be extended for in the case of extenuating circumstances (see 2.4). The recommended maximum acceptable extension is two (2) working days. If the circumstances are expected to extend beyond a short-term extension, the procedures for [Assessment Deadlines: Compassionate Consideration in extenuating circumstances](#) should be followed.

2.4 EXAMPLES OF EXTENUATING CIRCUMSTANCES (SHORT-TERM EXTENSION)

Extenuating circumstances are situations or events which unexpectedly interfere with a learner’s ability to complete or sit an element of assessment. Extenuating circumstances which **may** be considered include, but are not limited to:

- Personal illness (with medical certificate)
- Illness/care of child or dependent relative (with medical certificate)
- Extreme bad weather
- Other extenuating circumstances may be considered under Compassionate Consideration application, see *Assessment Deadlines: Compassionate Consideration in extenuating circumstances* procedure

Relevant evidence/documentation from a qualified professional practitioner (e.g. medical practitioner) should support an application (but will not guarantee an assessment extension).

3 PRINCIPLES OF ASSESSMENT IN RELATION TO ASSESSMENT DEADLINES: SHORT-TERM EXTENSION

Quality assured assessment ensures that, in criterion referenced assessment, “learners are assessed and the assessment judgment is made based on whether the learner has reached the required national standards of knowledge, skill and competence for the award” (QQI, 2013 p.5).

Central to quality assured assessment is the assumption that learners are assessed in a fair and consistent manner in line with the award standard. Quality assured assessment ensures adherence to the principles of assessment.

The following sets forth the principles of assessment which apply to this document: these principles are based on the QQI (2013) principles for assessment.

3.1 VALIDITY

Validity is a fundamental assessment principle ensuring that an assessment measures what it is designed to measure: the relevant standard of knowledge, skill or competence required for an award should be assessed.

Validity in assessment occurs when:

- Assessment is fit for purpose (i.e. a practical assessment assesses a practical skill)
- Learners can produce evidence, which can be measured against the award standard
- Assessors can make accurate assessment decisions
- Assessment is accessible to all candidates who are potentially able to achieve it

3.2 RELIABILITY

Reliability in assessment ensures that assessment measurement is accurate: the knowledge, skills and competence which the assessment measures should produce reliable and accurate results. Reliability in assessment ensures that results are consistent under similar conditions.

Reliability in assessment occurs when:

- The assessment is based on valid assessment techniques.

- Assessment conditions are consistent.
- Learner evidence is reliable.
- Results are consistent over time across various assessors, contexts, conditions and learners.

3.3 FAIR

Fairness in assessment supports the validity and reliability principles and provides equal opportunity to all learners. Fairness in assessment ensures: learners have access to appropriate resources/equipment in assessment; assessment design and implementation are fair to all learners; and policies and procedures exist to ensure fair assessment of learners.

3.4 QUALITY

Quality in assessment ensures that all assessment processes are quality assured.

3.5 TRANSPARENCY

Transparency in assessment ensures that assessment policy and process provide clarity to all relevant stakeholders.

Assessment deadlines are dates that are planned in advance of assessment and should be adhered to. In order to ensure the fair and consistent assessment of learners, the following process should be followed in relation to the deadlines for submission of learner evidence. The provider's Quality Assurance System overarches these principles and ensures learner achievement is assessed in a fair and consistent manner in line with the national standards for the award.

In order to ensure fairness and consistency across all assessment activities, learners may be granted an extension to an assessment deadline under extenuating circumstances. In these circumstances, the learner must not be unfairly disadvantaged as a result of extenuating circumstances. Furthermore, the learner must not gain significant advantage when compared with other learners.

4 ASSESSMENT DEADLINES ROLES AND RESPONSIBILITIES

4.1 THE PROGRAMME COORDINATOR

The Programme Coordinator must ensure that the Learning Practitioner and the learner are made aware of their responsibilities in relation to assessment deadlines (e.g. Notices, etc.).

In the event of a missed assessment deadline, the Programme Coordinator or a person formally designated by the Programme Coordinator is responsible for the management of the application to extend the deadline.

4.2 THE LEARNING PRACTITIONER

Assessment deadlines are identified by the Learning Practitioner and communicated to learners in advance of assessment (notice boards, etc.) and included in the programme assessment plan (QA requirement), which is also made available to the learners. Learners are expected to present assessment evidence on or in advance of the deadline identified by the Learning Practitioner unless there are extenuating circumstances.

Where a learner attempts to submit assessment evidence after a deadline, the Learning Practitioner **must not** accept the assessment evidence unless there are **proven** extenuating circumstances and either a Short-term Extension Application or Compassionate Consideration Application have been granted. Both Short-term Extension Application and Compassionate Consideration Application must be processed by the Programme Coordinator or person formally designated by the Programme Coordinator.

4.3 THE LEARNER

Assessment deadlines are communicated to learners in advance of the assessment deadline (assessment plan, notice boards, etc.).

At the commencement of the programme, all learners should sign a **Learner Contract** (where possible) which declares their responsibility in relation to meeting assessment deadlines and consequences for same.

Important: The learner is responsible for the submission of assessment evidence for an assessment activity within the deadline specified (**on or in advance** of the deadline).

5 “EXPECTED” MISSED ASSESSMENT DEADLINE PROCEDURE

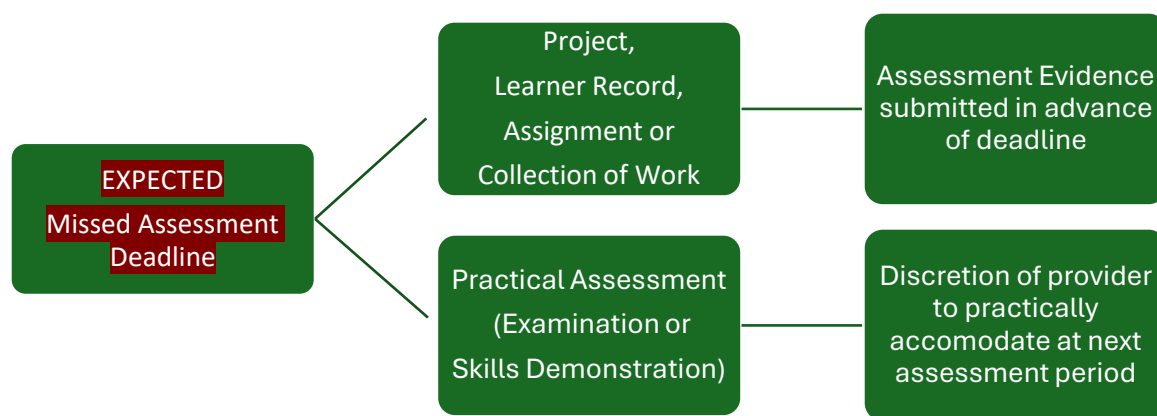


Figure 1.1 Expected Missed Assessment Deadlines Procedure

'Expected' missed assessment deadlines include, but are not limited to: court appearance, job interview, medical appointment, wedding, graduation, family event, pre-planned event, etc.

Assessment Deadlines are planned in advance of a programme or module and assessment deadlines are detailed on the Assessment Plan (QA requirement) for the programme and/or module.

On occasion, prior to the commencement of the course/programme or once the assessment plan has been distributed to learners, the learner may discover that there is a planned assessment deadline which s/he is unable to meet (for example, due to a clash of dates, where an appointment/arrangement had been made prior to the publication of an assessment deadline). The following procedure should be followed in relation to an expected missed assessment deadline (see Figure 1.1).

5.1 SUBMISSION OF LEARNER ASSESSMENT EVIDENCE WITH A SPECIFIC ASSESSMENT DEADLINE (E.G. PROJECT, LEARNER RECORD, ASSIGNMENT OR COLLECTION OF WORK)

In the case of an expected missed assessment deadlines, the learner is responsible for submitting assessment evidence (Project, Learner Record, Assignment or Collection of Work) in advance of the assessment deadline, unless there are extenuating circumstances. In such cases, the learner may apply for Compassionate Consideration due to extenuating circumstances (see *Assessment Deadlines: Compassionate Consideration in Extenuating Circumstances* procedure).

5.2 PRACTICAL ASSESSMENT (E.G. EXAMINATION OR SKILLS DEMONSTRATION) ON A SPECIFIC DATE

In the case of an expected missed practical assessment on a specific date, (e.g. Examination or Skills Demonstration), it is at the discretion of the provider as to whether the provider can practically accommodate the learner at an alternative sitting at the next assessment period.

6 “UNEXPECTED” MISSED ASSESSMENT DEADLINES PROCEDURE

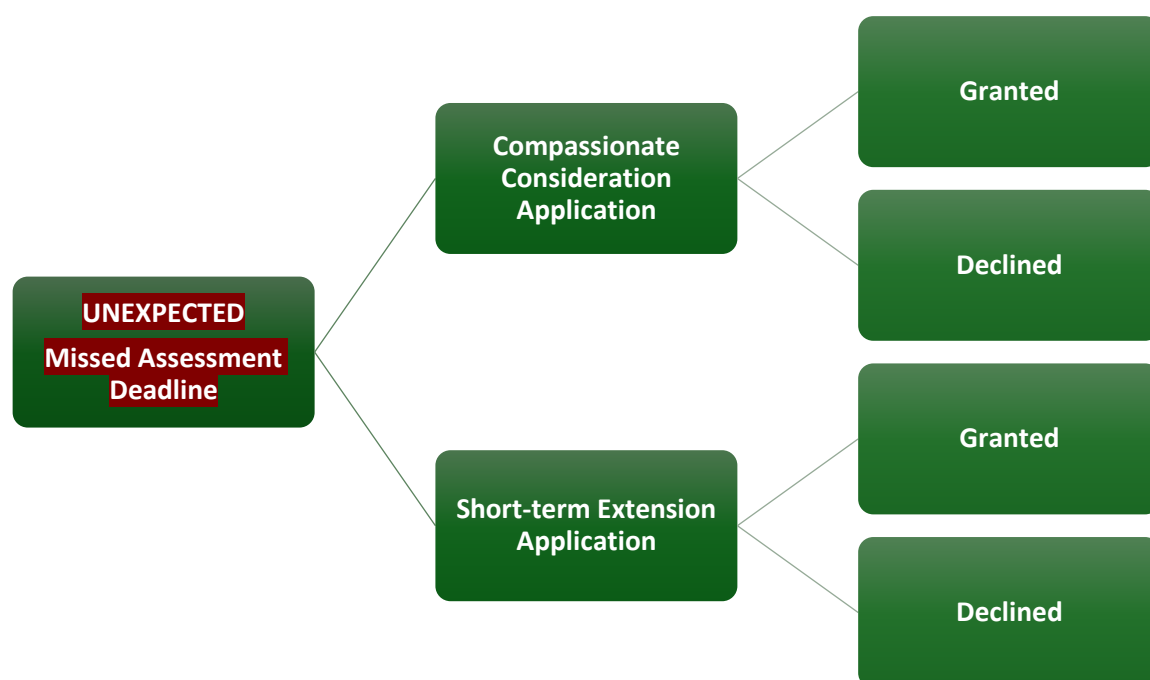


Figure 1.2 Unexpected Missed Assessment Deadlines Procedure

‘Unexpected’ missed assessment deadlines include, but are not limited to: illness (with medical certificate), involvement in an accident, etc. For further details relating to extenuating circumstances, see Section 2.3.

Assessment Deadlines are planned in advance of a programme or module and assessment deadlines are detailed on the Assessment Plan for the programme and/or module.

In the event that, due to unforeseen circumstances, a learner may have missed an assessment deadline or may be aware that s/he will miss an impending assessment deadline, the learner may apply for (see Figure 1.2):

1. Assessment Deadlines: Short-term extensions (see Section 5.1)
or
2. Assessment Deadlines: Compassionate Consideration in extenuating circumstances (see *Assessment Deadlines: Compassionate Consideration in extenuating circumstances* procedure)
using the appropriate application form.

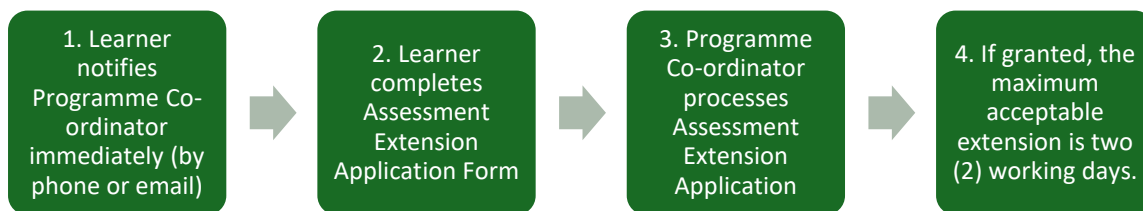


Figure 1.3 Assessment Extension Application Procedure

In the event that a learner may be aware that s/he will miss an impending assessment deadline or has missed an assessment deadline, the following procedure must take place within a **defined timeframe** (maximum of two (2) working days (see Figure 1.3). If there are extenuating circumstances, which will extend beyond the **defined timeframe**, the learner should proceed to the *Assessment Deadlines: Compassionate Consideration in extenuating circumstances* procedure.

1. Learner notifies the Learning Practitioner, Programme Coordinator or Person formally designated by the Programme Coordinator immediately (by phone or email)

In the event that a learner *may miss* an impending assessment deadline or *has missed* an assessment deadline, the learner must notify the relevant contact person immediately (by phone or email). The Learning Practitioner, Programme Coordinator or Person formally designated by the Programme Coordinator will give due consideration to the learner. In some cases (where assessment evidence is required in hard copy), the learner *may* be eligible to submit the assessment evidence via email or other electronic method and subsequently submit the hard copy evidence (Assignment, Project, Collection of Work or Learner Record). (If the Programme Co-ordinator and Learning Practitioner agree that the assessment evidence sent via email (or other electronic method) is acceptable, the learner does not need to proceed with the Missed Assessment Deadline application.)

2. Learner completes Assessment Extension Application Form

The learner must complete an **Assessment Extension Application Form (Part A)**. Where *relevant evidence/documentation is available*, the learner must submit the evidence to the Programme Coordinator or person formally designated by the Programme Coordinator.

3. Programme Coordinator or Designated Person processes Assessment Extension Application

The Programme Coordinator or designated person must complete **Assessment Extension Application Form (Part B)** and process the application based on the circumstances and evidence (if any).

The Programme Coordinator or designated person must either grant or decline the application for an extension of assessment deadline. It is at the discretion of the Programme Coordinator or the person formally designated by the Programme Coordinator to grant or refuse an extension. A learner can appeal the outcome (see Section 6).

4. If granted, the **maximum acceptable extension as per the defined timeframe (two (2) working days)**.

If an Assessment Extension is granted:

Learner Evidence (Project, Learner Record, Assignment or Collection of Work): Where the application is successful, the learner evidence is accepted by the Programme Coordinator/ Designated Person/ Learning Practitioner and **should be marked and graded in accordance with the standards for the award**. The actual marks and grade awarded are determined solely on the basis of the evidence submitted in accordance with the standards for the award. **There is no mark/grade penalty under this procedure.**

In the case of unexpected missed assessment of a practical assessment (**Skills Demonstration/ Practical Examination**), it is at the discretion of the provider as to whether the provider can practically accommodate the learner at a re-sit at the next assessment period.

ASSESSMENT DEADLINE: SHORT-TERM EXTENSION APPLICATION FORM	
Part A: This section must be completed by the Learner	
Centre Name:	
Learner Name:	
Learner Address:	
PPS Number (only if requested for identification purposes):	
Course:	
Module(s):	
Learning Practitioner(s):	
Types of Assessment:	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"/>
Assessment Due Date:	
Reasons for requiring the extension:	
Supporting relevant evidence/documentation included:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of supporting relevant evidence/documentation:	
Learner Signature:	
Date:	

Learner Instructions: Please complete all sections of this application form and return it to the Programme Coordinator with supporting relevant evidence/documentation from a qualified professional practitioner (see *Assessment Deadlines: Short-term Extensions* procedure for further details).

7.1 APPENDIX 1: ASSESSMENT DEADLINE: SHORT-TERM EXTENSION APPLICATION FORM

ASSESSMENT DEADLINE: SHORT-TERM EXTENSION**APPLICATION FORM****Part B: (Office Use) This section must be completed by the Programme Co-ordinator**

Programme Co-ordinator Name:	
Assessment Due Date:	
Date notified by Learner:	
Notified by:	Telephone <input type="checkbox"/> Email <input type="checkbox"/>
Receipt date of application:	
Learning Practitioner Name (s):	

Criteria:	Details:
<p>➤ <i>Details of extenuating circumstances</i></p>	
Application:	Granted <input type="checkbox"/> Declined <input type="checkbox"/>
Declaration:	
<p>I can confirm that:</p> <ul style="list-style-type: none"> ▪ There is sound evidence to grant or decline the application for an Assessment Extension ▪ If granted, the granting of an assessment extension will not give the learner in question an unfair assessment advantage over other learners undertaking the assessment ▪ I will inform the learner immediately of the decision regarding the Assessment Extension decision 	
Signature:	
Date:	