



etbi

Education and Training
Boards Ireland

*Boird Oideachais agus
Oiliúna Éireann*

DRAFT

NATIONAL ASSESSMENT PROCEDURES HANDBOOK

CONSULTATION PHASE

of

ASSESSMENT DEADLINES

Drafted by:

ETBI National Assessment Procedures Handbook Working Group

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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 providers¹, programmes and modules). As such, 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 allowed to be granted an extension to an assessment deadline. Extensions to assessment deadlines may be granted under **exceptional circumstances**. In these circumstances, the learner must not be unfairly disadvantaged as a result of exceptional circumstances. Furthermore, the learner must not gain significant advantage when compared with other learners.

¹ Note from Working Group: Agreement is needed on this term.

2. Definition of Assessment Deadlines

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 early 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.).

Assessment Deadlines can be categorised as Missed Assessment Deadlines (Planned) (see 4.1) and Missed Assessment Deadlines (Unplanned) (see 4.2).

2.3. Extenuating Circumstances for Assessment 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:

- Illness (with medical certificate)
- Illness (maximum three (3) days without medical certificate)
- Illness/care of child or dependent relative (maximum three (3) days without medical certification)
- Involvement in an accident
- Extreme bad weather
- Force majeure

Supporting relevant evidence/documentation from a qualified professional practitioner (e.g. medical practitioner or An Garda Síochána) should support an application. Supporting relevant evidence/documentation from a qualified professional practitioner will support (but not guarantee) an application for an assessment extension.

For extenuating circumstances related to a Compassionate Consideration application, see Compassionate Consideration in Extenuating Circumstances procedure.

3. Assessment Deadlines Roles and Responsibilities

3.1. The Programme Co-ordinator

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

In the event of a missed assessment deadline, the Programme Co-ordinator is responsible for the management of the application to extend the deadline.

3.2. 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 an Assessment Extension Application or Compassionate Consideration Application have been granted. Both Assessment Extension Application and Compassionate Consideration Application must be processed by the Programme Co-ordinator and not the Learning Practitioner.

3.3. The Learner

All learners will be notified in advance of assessment deadlines and examination dates (assessment plan, notices, 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 (Learner Handbook).

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

4. Missed Assessment Deadlines Process

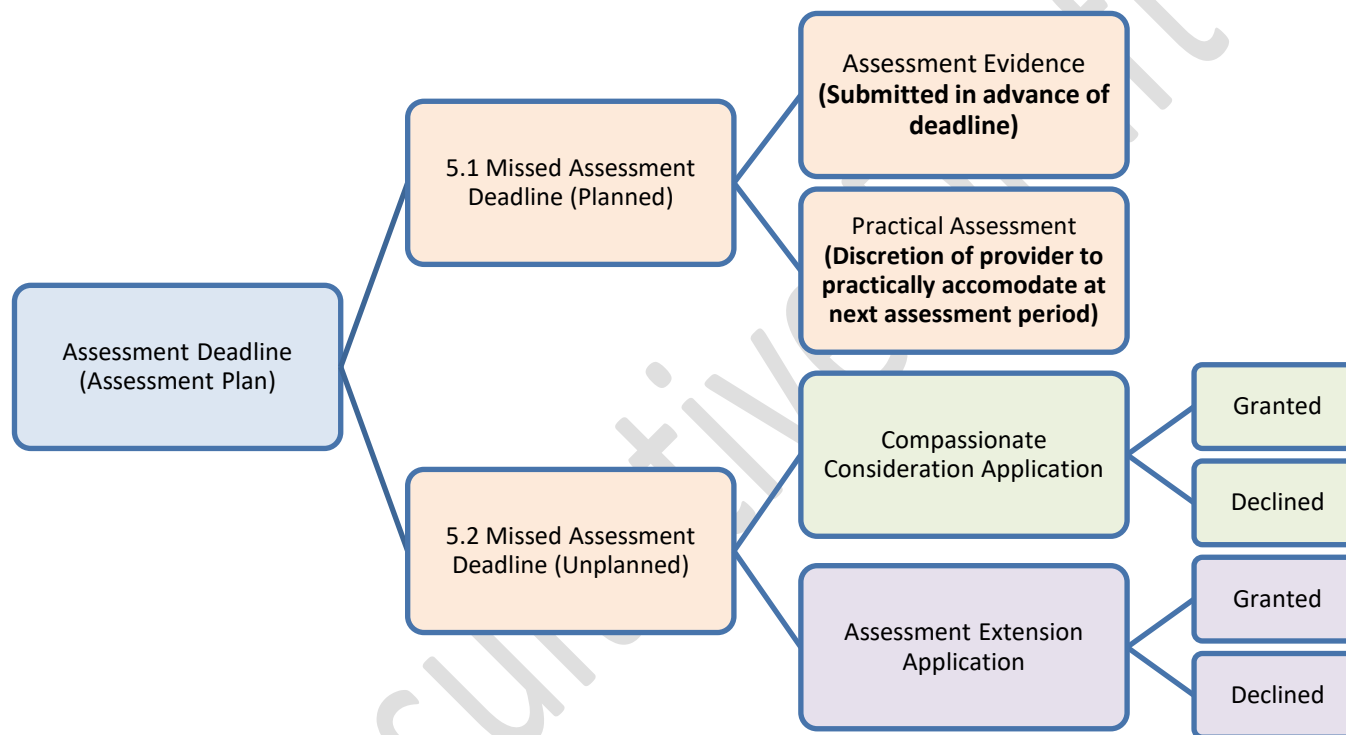


Figure 1.1 Missed Assessment Deadlines Process

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. On occasion, assessment deadlines may be missed by a learner (planned or unplanned) and this section documents the procedure for dealing with missed assessment deadlines. Figure 1.1 provides an overview of this process.

4.1 Missed Assessment Deadlines (Planned²)

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 he/she is unable to meet (for example, due to a clash of dates, where an appointment/arrangement had been made prior to the publication of assessment deadlines) (see Figure 1.2).

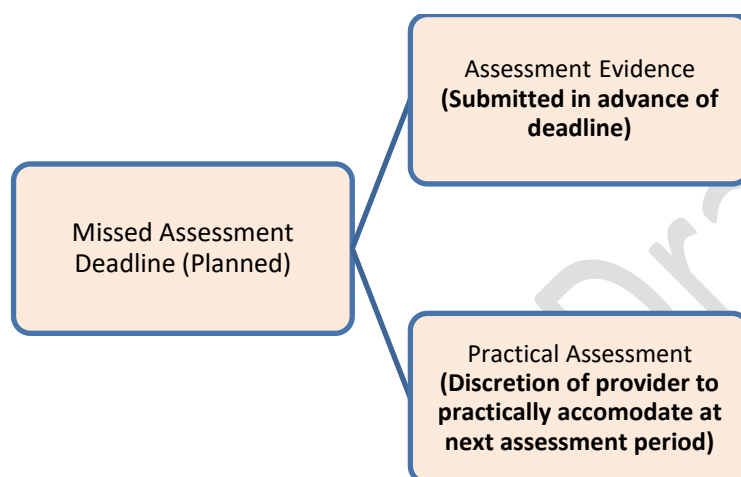


Figure 1.2 Missed Assessment Deadlines (Planned)

4.1.1 Submission of Learner assessment evidence with a specific assessment deadline

In the case of planned missed assessment deadlines, the learner is responsible for submitting assessment evidence (Assignment, Project, Collection of Work or Learner Record) 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.

4.1.2 Practical Assessment on a specific date

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

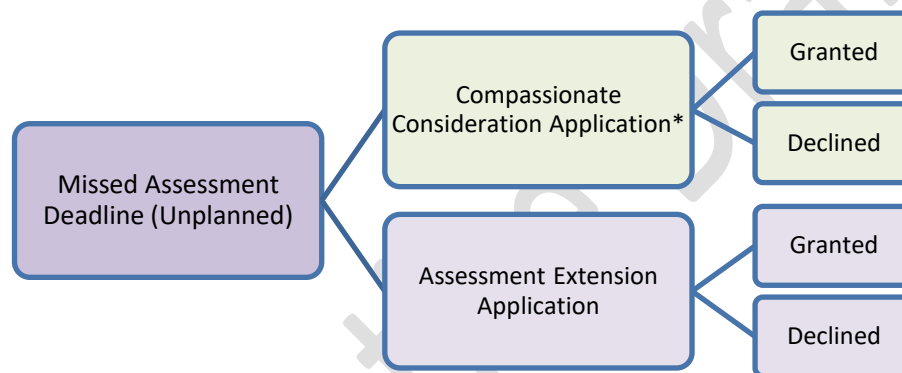
² Planned missed assessment deadlines **include** but are not limited to: court appearance, job interview, medical appointment, holiday, wedding, graduation, family event, pre-planned event, etc.

4.2 Missed Assessment Deadlines (Unplanned)

In the event that, due to unforeseen circumstances, a learner may be aware that he/she **will miss** an impending assessment deadline or **may have missed** an assessment deadline, the learner may apply for:

1. Compassionate Consideration (see Compassionate Consideration)
or
2. Assessment Extension

by using the appropriate application form (see Figure 1.3).



**Compassionate Consideration Application (see Compassionate Consideration Procedure)*

Figure 1.3 Missed Assessment Deadline (Unplanned)

4.3 Assessment Extension Application Procedure

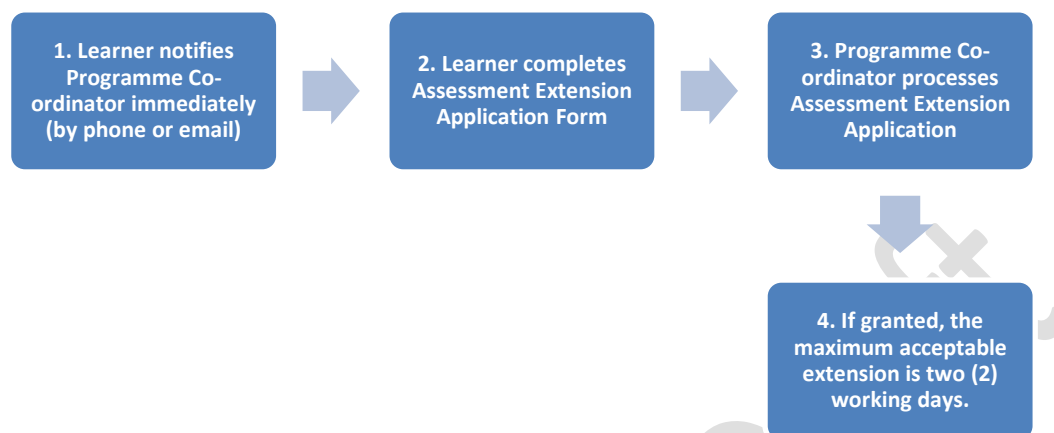


Figure 1.4 Assessment Extension Application Procedure

In the event that a learner may be aware that he/she will miss an impending assessment deadline or has missed an assessment deadline, the following procedure must take place within a maximum of two (2) working days (see Figure 1.4).

1. In the event that a learner **may miss** or **has missed** an assessment deadline, the learner (or someone acting on behalf of the learner) must notify the Learning Practitioner and/or the Programme Co-ordinator immediately (by phone or email). The Programme Co-ordinator will facilitate and 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)³.
2. 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 Co-ordinator.
3. The Programme Co-ordinator must complete **Assessment Extension Application Form (Part B)** and process the application based on the circumstances and evidence (if any). The Programme Co-ordinator must either grant or decline the application for an extension of assessment deadline. It is at the discretion of the Programme Co-ordinator to grant or refuse an extension. A learner can appeal the outcome (see Section 5).

³If the Programme Co-ordinator and/or 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.

4. **If an Assessment Extension is granted, the maximum acceptable extension is two (2) working days** (Assignment, Project, Learner Record or Collection of Work).

Learner Evidence (Assignment, Project, Learner Record or Collection of Work): Where the application is successful, the learner evidence is accepted by the Programme Co-ordinator/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 unplanned missed assessment of practical assessments (**Skills Demonstration/ Practical Examination**), it is at the discretion of the provider as to whether the provider can practically accommodate the learner at a repeat at the next assessment period.

5. Assessment Extension Appeals

The learner has the right to appeal the decision in relation to assessment deadlines. Appeals must be made within 24 hours of the decision (however, in exceptional circumstances, the Programme Coordinator may extend this). All appeals must be made in writing using the Appeals Application Form (see Appendix 2). The Appeals process is processed by the relevant line manager and in line with ETB appeals procedures.

Consultative Draft

Appendix 1: Assessment Extension Application Form

ASSESSMENT EXTENSION APPLICATION FORM

Part A: This section must be completed by the Learner	
Centre Name:	
Learner Name:	
Learner Address:	
Date of Birth:	
Course:	
Module:	
Learning Practitioner:	
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:	
Signed:	
Date:	

ASSESSMENT 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:	

Criteria:	Details:
➤ <i>Details of extenuating circumstances</i>	
Application:	Granted <input type="checkbox"/> Declined <input type="checkbox"/>
Declaration:	
I can confirm that: <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:	

APPEALS APPLICATION FORM
(Compassionate Consideration/Assessment Deadline)

Appendix 2: Appeals Application Form (Compassionate Consideration/Assessment Deadline)

Part A: This section must be completed by the Learner	
Nature of Appeal:	Compassionate Consideration <input type="checkbox"/> Assessment Deadline <input type="checkbox"/>
Centre Name:	
Learner Name:	
Date of Application:	
Reason for Appeal:	
Reason why decision was declined:	
Details of supporting evidence provided:	
Date of Application:	

Part B: (Office Use) This section must be completed by the relevant line manager	
Name:	
Receipt date of application:	
Application:	I can confirm that a review of the Application has been completed and that the Appeal is: Granted <input type="checkbox"/> Declined <input type="checkbox"/>
Reason:	
Signature:	
Date:	