

# LMETB Assessment Repeats Policy

Document Title/Reference	Repeats Procedure
<b>Purpose</b>	The purpose of this procedure is to outline the rules governing repeats of QQI assessments for learners who have not achieved the minimum pass standard in a component <sup>1</sup> .
<b>Scope</b>	<p>Subject to the necessary resources being available, this procedure covers all programmes and courses offered by LMETB Colleges/Centres or by organisations funded by LMETB to provide Further Education and Training (FET) in respect of QQI Awards.</p> <p>For non-QQI Awards, the procedures of the relevant awarding body apply.</p> <p>For Trade Apprenticeships, the SOLAS QA procedure on repeat of assessments must be adhered to and in respect of non-trade Apprenticeship the QA procedures on repeat of assessment of the Co-ordinating Provider applies.</p> <p>This procedure deals with repeating assessments where the learner has failed the overall component. LMETB Assessment Deadline Procedure for Short Term Extensions and Compassionate Consideration in Extenuating Circumstances deals with deferring assessments due to unanticipated exigencies.</p>
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<b>Related Policies</b>	<p>LMETB Assessment Deadlines Procedure</p> <p>LMETB Assessment Appeals Procedure</p>
<b>Audience &amp; Communication</b>	Applicable to all staff and learners of LMETB. This procedure will be made available on the LMETB website and Learner Handbooks.
<b>Policy/Procedure Owner &amp;</b>	The procedure owner is the CE of LMETB. It is the responsibility of the individual FET Centre/College management to ensure the policy/procedure is implemented.

<b>Implementation</b>	
<b>Monitoring, Evaluation and Continuous Improvement</b>	The LMETB Quality Assurance Working Group shall be responsible for keeping the procedure up to date and for ensuring that only approved versions of the procedure are accessible via the LMETB website. The LMETB Quality Assurance Working Group shall periodically review this policy.
<b>Revision History &amp; Commencement Date &amp; Date of Next Review</b>	Commencement Date: 16 <sup>th</sup> April 2021 Date of next review: 2024

<sup>1</sup> QQI outline the requirement for a Repeats Procedure in their document, 'Quality Assuring Assessment Guidelines for Providers' 2013 (Version 2 Revised 2018), p.12

### 3.2.10 Repeat of assessment activity

*Where a learner is unsuccessful, on a first attempt in an assessment activity, it is good practice for providers to provide learners with an opportunity to repeat the assessment activity to achieve a pass grade. Opportunities to repeat an assessment activity are dependent on the nature of the activity and the practical and/or operational issues involved. It is acknowledged that there may be specific constraints on providers which prevent them from offering repeat assessment opportunities to learners. Providers should inform learners of whether opportunities are available or not to repeat assessment opportunities and the associated procedures if applicable. A provider does not need to notify QQI in relation to occurrences of repeat assessment activities. The final approved result is returned to QQI.*

## Repeats Procedure

### 1. Introduction

The purpose of this procedure is to outline the rules governing repeats of QQI assessments for learners who have not achieved the minimum pass standard in a component.

### 2. Responsibility

At the start of the programme each LMETB Centre/College has a responsibility to communicate to learners as to whether they offer/do not offer learners an opportunity to repeat an assessment during or immediately after completion of their course of study. Some Colleges/Centre may not be in a position to facilitate repeats of assessments due to time constraints or they may not have the necessary staffing and resources in place to support such a facility.

In certain circumstances in some centres/colleges, students may be allowed to repeat modules or an entire programme in a subsequent year subject to; the same programme being run in the subsequent year; places being available on that programme; a successful application and interview process by the student.

Where such resources are available, centres are responsible for informing learners of the possibility to repeat an assessment where the required standard has not been attained and for facilitating the repeat assessment process. Assessors are responsible for making repeat assessments available.

Learners are responsible for making themselves aware of the policies and procedures relating to repeating assessments.

### 3. Procedure Details- Grounds for Repeating Assessment

Where a learner receives an unsuccessful grade in the overall component on a first attempt in an assessment activity all learners can apply to repeat. Learners will be given the opportunity to repeat the assessment activity on one occasion only.

A learner cannot repeat to improve their grade or if they do not pass only one element of the assessment for that component.

For example, if a learner fails an exam but because of the marks achieved in another assessment e.g. portfolio they achieve an overall pass grade for the component they cannot repeat the exam.

However, given the nature of some of the assessment techniques e.g. skills demonstrations, it may not be possible due to time and resources constraints to facilitate repeats of all assessments in the majority of centres. Centres that can facilitate repeats may only accommodate the repeat of examinations.

In certain circumstances, a learner may be allowed to repeat skills demonstrations and other assessments, where a centre has the resources and staffing in place to accommodate this. Opportunities to repeat assessment activities are dependent on the nature of the activity and the practical and/or operational issues involved.

For centres that do not have the staffing and resources in place to facilitate repeats of assessments other than examinations, every effort should be made to give constructive feedback to learners throughout the course through draft assessments for example. In certain circumstances in some centres/colleges, students may be allowed to repeat modules or an entire programme in a subsequent year subject to application, interview and approval.

### 4. Application Process for Repeating Assessment

When learners receive their results, they are reminded of the LMETB Assessment Appeals and Repeat of Assessment procedures.

Learners must apply within the specific College/centres' specified number of days of the issue of results (and pay, if applicable, the specified fee exam fees). The Application to Repeat an Assessment (attached) should be used.

Each Centre will:

- Process requests for repeats
- Make all necessary arrangements for repeat assessments.
- In the case of repeat examinations and skills demonstrations, a different examination paper and brief must be used.
- Ensure that the repeat assessment process is conducted in accordance with LMETB Assessment procedures
- Record and communicate results arising from repeat assessments to the learner and process the certification on QBS

**Form: Application to Repeat an Assessment**

Please complete this form, if you wish to apply to repeat an assessment when the overall component has not been passed. A learner cannot repeat to improve their grade or if they do not pass only one element of the assessment for that component.

Please read the section of your learner handbook relating to repeating assessments

Learner Name:			
Address:			
Telephone No:			
Email address:			
Centre/College:			
Course:			
Component and codes:			
Assessment Type:	Examination <input type="checkbox"/>	Learner Record <input type="checkbox"/>	
	Project <input type="checkbox"/>	Collection of Work <input type="checkbox"/>	
	Skills Demonstration <input type="checkbox"/>	Assignment <input type="checkbox"/>	
Date assessment was first completed:			
Result in overall component:			
Learner Signature:		Date:	
Approved by:		Date:	

## 5. Operational Procedures for Policy/procedure Development and Review

This procedure will be reviewed every three years.

Document Name	<b>LMETB</b>
Version Reference	1
Document Owner	LMETB Quality Assurance Working Group
Approved by	QAGMC
Date	16 <sup>th</sup> April 2021
Ratified by	LMETB Board
Date	27 <sup>th</sup> May 2021
Templates/Resources:	Application to Repeat an Assessment