LMETB RAA Assessment Repeats Policy

**POLICY VERSION CONTROL**

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| **Policy Title** | LMETB Assessment Repeats Policy |
| **Policy Reference No.** | 21/02 (V1) |
| **Version Number** | 1 |
| **Version Author** | LMETB Quality Assurance |
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| **Document Owner** | LMETB Quality Assurance |
| **Approved By** |  |
| **Date Approved** |  |
| **Noted By** | LMETB Board |
| **Date Noted** |  |
| **Review Due Date** | 16/04/2024  Reviewed 02/24 to include RAA Apprenticeship |

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| **Document Title/Reference** | **Repeats Procedure** |
| **Purpose** | The purpose of this procedure is to outline the rules governing repeats of QQI assessments for apprentices who have not achieved the minimum pass standard in a component1. |
| **Scope** | Subject to the necessary resources being available, this procedure covers all programmes and courses offered by LMETB Colleges/Centres or by organisations such as Contracted Trainers, funded by LMETB to provide Further Education and Training (FET), in respect of QQI Awards.  For non-QQI Awards, the procedures of the relevant awarding body apply.  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. For the RAA Apprenticeship Programme, LMETB is the Co-ordinating Provider.  This procedure deals with repeating assessments where the apprentice 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. |
| **Contents** | 1. Introduction 2. Responsibility 3. Procedure Details- Grounds for Repeating Assessment 4. Application Process for Repeating Assessment 5. Operational procedures for policy/procedure development and review |
| **Related Policies** | LMETB Assessment Deadlines Procedure LMETB Assessment Appeals Procedure |
| **Audience & Communication** | Applicable to all staff and learners of LMETB. This procedure will be made available on the LMETB website and Learner Handbooks. |

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| **Policy/Procedure Owner &**  **Implementation** | 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. |
| **Monitoring, Evaluation and**  **Continuous Improvement** | 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. |
| **Revision History & Commencement Date & Date of Next Review** | Commencement Date:  Date of next review: |

1 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 an apprentice is unsuccessful, on a first attempt in an assessment activity, providers are required to provide apprentices with two further opportunities to repeat the assessment activity to achieve a pass grade. Providers should inform learners of the opportunities available to repeat assessments 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.

1. Responsibility

At the start of the RAA programme LMETB as Co ordinating provider, has a responsibility to communicate to apprentices that they have an opportunity to repeat an assessment as part of the apprenticeship programme. All providers offering the programme must ensure that they have the necessary staffing and resources in place to support such a facility. Centres are responsible for facilitating the repeat assessment process. Instructors/Tutors/Lecturers/Contracted Trainers are responsible for making repeat assessments available.

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

1. Procedure Details- Grounds for Repeating Assessment

Where an apprentice receives an unsuccessful grade in the overall component on a first attempt in an assessment activity all apprentices can apply to repeat. Apprentices will be given the opportunity to repeat the assessment activity on two occasions. Apprentices must pass all components of the RAA Programme

All RAA Centres must collaborate with apprentice employers to facilitate the repeat of examinations, skills demonstrations and other assessments and all centres who deliver the RAA Apprenticeship are required to have the facilities in place to facilitate repeat assessments.

1. Application Process for Repeating Assessment

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

Apprentices must apply within 5 working days of the issue of results. The Application to Repeat an Assessment Form (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 apprentice.

**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. An apprentice 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

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| Apprentice Name: |  | | | |
| Address: |  | | | |
| Telephone No: |  | | | |
| Email address: |  | | | |
| Centre/College: |  | | | |
| Course: |  | | | |
| Component and codes: |  | | | |
| Assessment Type: | Examination □  Project □  Skills Demonstration □ | Learner Record □  Collection of Work □  Assignment □ | | |
| Date assessment was first completed: |  | | | |
| Result in overall component: |  | | | |
| Apprentice Signature: |  | | Date: |  |
| Approved by: |  | | Date: |  |

1. Operational Procedures for Policy/procedure Development and Review

This procedure will be reviewed every three years.

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| Document Name | **LMETB** |
| Version Reference | 1 |
| Document Owner | LMETB Quality Assurance Working Group |
| Approved by |  |
| Date |  |
| Ratified by |  |
| **Date** |  |
| **Templates/Resources:** | Application to Repeat an Assessment |