#	POLICY TITLE:	POLICY ARE	A	VERSION:	DATE ADOPTED:
SINICHOLAS MONTESSORI	6.2 LECTURER: ASSESSMENT SUBMISSION A APPROVAL	6) ASSESSM	1ENT OF LEARNERS	3.0	August 2020
CONTINUOU: ASSESSMENT		review PROGRAMME DIRECTOR		_	OAD TO MOODLE
EXAMINATIO	HEAD OF EXAMS  module leader prepares  MARKING SCHEME INDICATIVE ANSWER		INTERNAL ALIGNED & APPROPRIATE		SUGGESTED STORE CHANGES SECURELY

## **Introduction and Context**

QQI Assessment and Standards (Revised 2013) provide clear guidance on the assessment of learners. SNMCI reflects this guidance in its QA Policies and Procedures related to Assessment.

- Assignments are designed to assess the achievement of Module Learning Outcomes.
- Some modules are assessed by one assignment which is considered to meet all module learning outcomes.
- Other modules may have assessment components, i.e more than one piece of assessment from a range appropriate to the content of each programme.

All modules are assessed in line with the QQI approved Programme Validation Document.

The purpose of this document is to outline, for academic staff, the operational procedure for submission and approval of module/stage assignments briefs and examinations. It will also outline the roles and responsibilities of all persons involved in the Assessment process.

#### Sources of Information:

The Lecturer's Handbook

The Approved Programme Schedule

Individual modules overview as per Programme Document

Assessment weighting as per Programme Schedule

#### Staff Involved:

Programme Directors, Lecturers, Head of Examinations, Programme Managers, T,L&A Board, Director of Quality Academic Affairs (DQAA)

### Scope:

This policy and the related procedure apply to all lecturers submitting module assignments or examinations for all programmes in the College.

Policy and Procedures:	Person/s	Records generated
	Responsible	to ensure evidence
		of follow through
Assignment Briefs (excluding examination papers):		
- Incoming lecturers may be presented with existing assignment briefs. They should read	Programme	APR
these carefully and, in consultation with Programme Management be aware of how they	Director/ Lecturer	
fit in to the overall module/s assessment.		Information in
		Lecturer Handbook

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-	Following end of year programme board meetings and based on lecturer and student		
	feedback, it may happen that the assessment strategy for a module will be changed.	Programme	Assignment Brief/s
-	Lecturers <b>MUST</b> liaise with Programme Management and agree any changes within the	Director/Lecturer	Marking Criteria
	boundaries of the validated document.		
_	All assignment briefs <b>MUST</b> be on an official SNMCI Assignment Title Sheet. (See Lecturer Handbook)		Gradebook
-	New assessment must be aligned carefully with the module learning outcomes.		
-	Assessment tasks and grading criteria will be clear and unambiguous.		
-	The language used in teaching will be the language used in assessment	T,L& A Board	
-	Grading is an assessment process. A grading scheme (i.e. marking scheme) which uses explicit criteria will be produced for each assessment task.	Internal Reviewer	Examination Papers
-	Grading will be criterion-referenced (based on learning outcome criteria). (See Lecturer Handbook)	External Examiner	Indicative Answers
-	Individuals undertaking team-based assessment tasks will also be assessed individually.  Marking schemes will take this into account. (See Lecturer Handbook)		
_	All assessment tasks, criteria, arrangements, and grading schemes <b>MUST</b> be sent to the	PD/Lecturer	
	Programme Director/s, at a date set by the PD's, prior to the beginning of the academic		
	year.		
_	Programme Directors will review all assessment in preparation for the first Assessment		Internal Reviews
	Board meeting of the year.		Report (FQA 6.2)
_	All assessment tasks, criteria, arrangements, and grading schemes <b>MUST</b> be agreed by		
	the <b>Teaching, Learning and Assessment Board</b> prior to being issued to students.		
Exam	inations:		External Examiner
_	Whereas some assignment briefs may continue to be valid from year to year, exams by	Examinations	Report
	their nature must be addressed on a yearly basis.	Office	
_	Where a module involves a terminal exam, lecturers are required to be proactive in		
	designing, discussing, editing and formatting exam papers, within a timeframe agreed by		
	the Programme Committee.		
_	The Head of Examinations (HoE) will send on a template and an example of a properly		
	formatted exam paper		

Lecturers will supply Indicative Answers and marking criteria for each question	
Lecturers will formulate exam questions and indicative answers, bearing in mind the Stage/Level of the module and the mlos being addressed by the examination.  Exam questions and indicative answers will be sent on to the relevant PD who will nominate an Internal Reviewer.	Internal Reviewer
The Internal Reviewer and lecturer will discuss any changes that need to be made When the Internal Reviewer is satisfied then s/he will complete an Internal Reviewer's	
Report (FQA 6.2) and return it along with the papers to the Head of Examinations.	External
The HoE will send the papers on to the External Examiner for the programme, to be reviewed.	Examiner
Lecturers should be available to comply with any changes suggested by the external examiner.	

External Examiners should be familiar with the entire programme assessment strategy.

**Policy Control Sheet** 

Policy	QA 6.2 Assessment Submission and Approval (lecturers)
Version	3.0
Adopted/Effective	August 2020
Supersedes	Version 2.0
Monitoring/Next Review Date	Yearly/August 2021
Responsible Officer(s)	Head of Examinations; Director of Quality and Academic Affairs (DQEAA) PD's/T,L& Assessment Board
Designated Reviewer(s)	
Scope	All Academic Staff/Examinations Office/Programme Administration

# References

SNMCI Policy area	6) Assessment of Learners: QA Vol 2	
Developed with reference to	QQI Assessment and Standards (Revised 2013) The Irish Qualifications and Quality Act (Education and	
	Training) 2012; European Standards and Guidelines for QA in the European Higher Education Area;	
	Green Paper on Assessment (2018); QQI, Effective Practice Guidelines for External Examining (2015).	
Related SNMCI Policies / Forms	Lecturer's Handbook; Internal Reviewers Form (FQA 6.2)	

## Revision

Revision	Revision Description	Originator	Approved By
Number			
1.0/08/2020	Review for Blended Learning	Office of DQAA	AB