
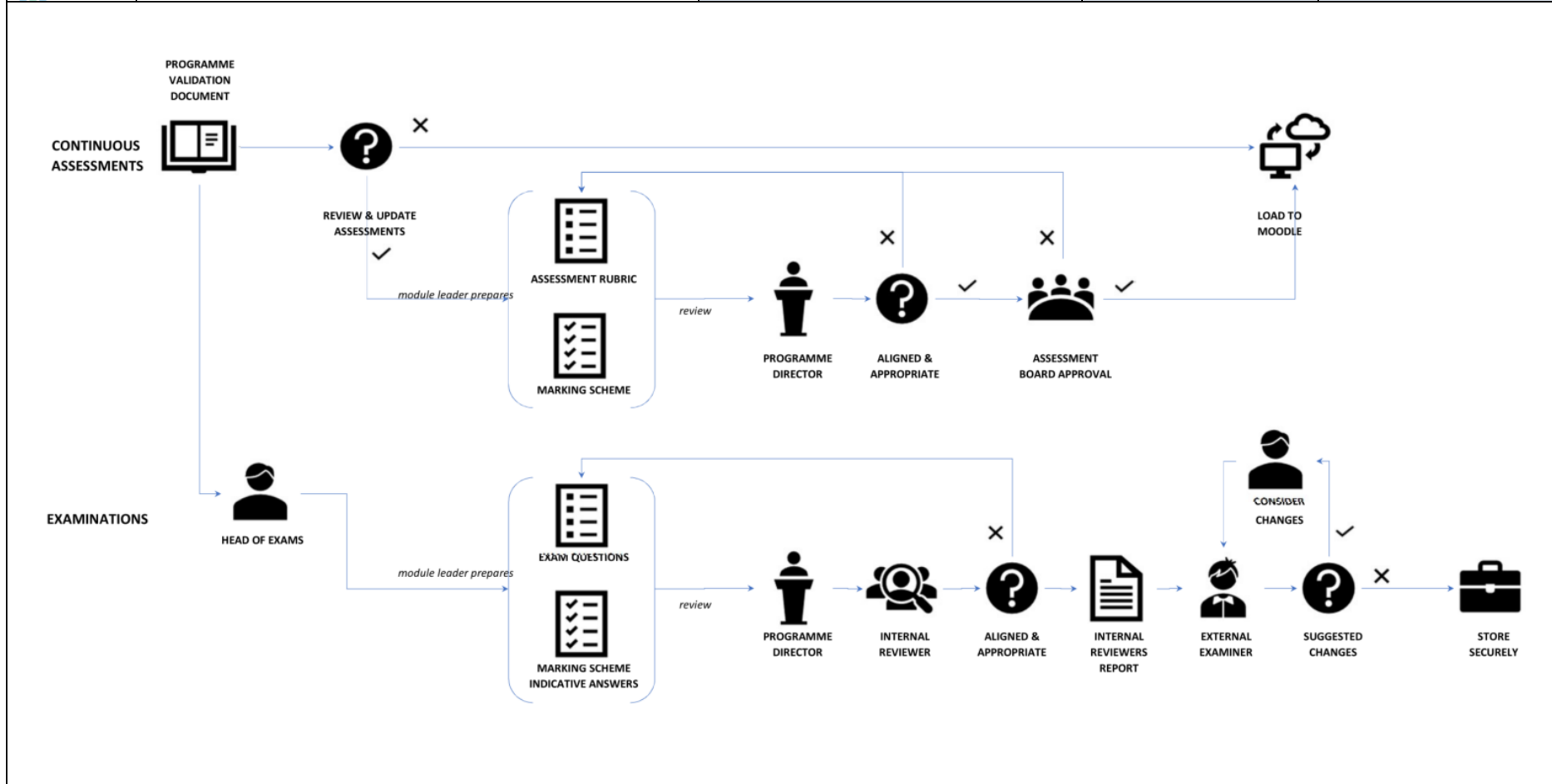


#	POLICY TITLE:	POLICY AREA	VERSION:	DATE ADOPTED:
	6.2 LECTURER: ASSESSMENT SUBMISSION AND APPROVAL	6) ASSESSMENT OF LEARNERS	3.0	August 2020



<p>Introduction and Context</p> <p>QQI <i>Assessment and Standards</i> (Revised 2013) provide clear guidance on the assessment of learners. SNMCI reflects this guidance in its QA Policies and Procedures related to Assessment.</p> <ul style="list-style-type: none"> - 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. <p>All modules are assessed in line with the QQI approved Programme Validation Document.</p> <p>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.</p>			
<p>Sources of Information:</p> <p>The Lecturer's Handbook The Approved Programme Schedule Individual modules overview as per Programme Document Assessment weighting as per Programme Schedule</p>			
<p>Staff Involved:</p> <p>Programme Directors, Lecturers, Head of Examinations, Programme Managers, T,L&A Board, Director of Quality Academic Affairs (DQAA)</p>			
<p>Scope:</p> <p>This policy and the related procedure apply to all lecturers submitting module assignments or examinations for all programmes in the College.</p>			
<p>Policy and Procedures:</p>		<p>Person/s Responsible</p>	<p>Records generated to ensure evidence of follow through</p>
<p>Assignment Briefs (excluding examination papers):</p> <ul style="list-style-type: none"> - Incoming lecturers may be presented with existing assignment briefs. They should read these carefully and, in consultation with Programme Management be aware of how they fit in to the overall module/s assessment. 		<p>Programme Director/ Lecturer</p>	<p>APR</p> <p>Information in Lecturer Handbook</p>

<ul style="list-style-type: none"> - Lecturers will write two separate examination papers (a first sitting paper and a repeat 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. - 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. - The HoE will send the papers on to the External Examiner for the programme, to be reviewed. - Lecturers should be available to comply with any changes suggested by the external examiner. <p>High-stake assessment tasks (e.g. examination papers), indicative answers and grading schemes MUST be reviewed independently of their authors, including by the External Examiners. An assessment task taken out of context cannot be reviewed effectively. Therefore, External Examiners should be familiar with the entire programme assessment strategy.</p>	<p>PD</p> <p>Internal Reviewer</p> <p>External Examiner</p>	
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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) Designated Reviewer(s)	Head of Examinations; Director of Quality and Academic Affairs (DQEAA) PD's/T,L& Assessment Board
Scope	All Academic Staff/Examinations Office/Programme Administration

References

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

Revision

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