
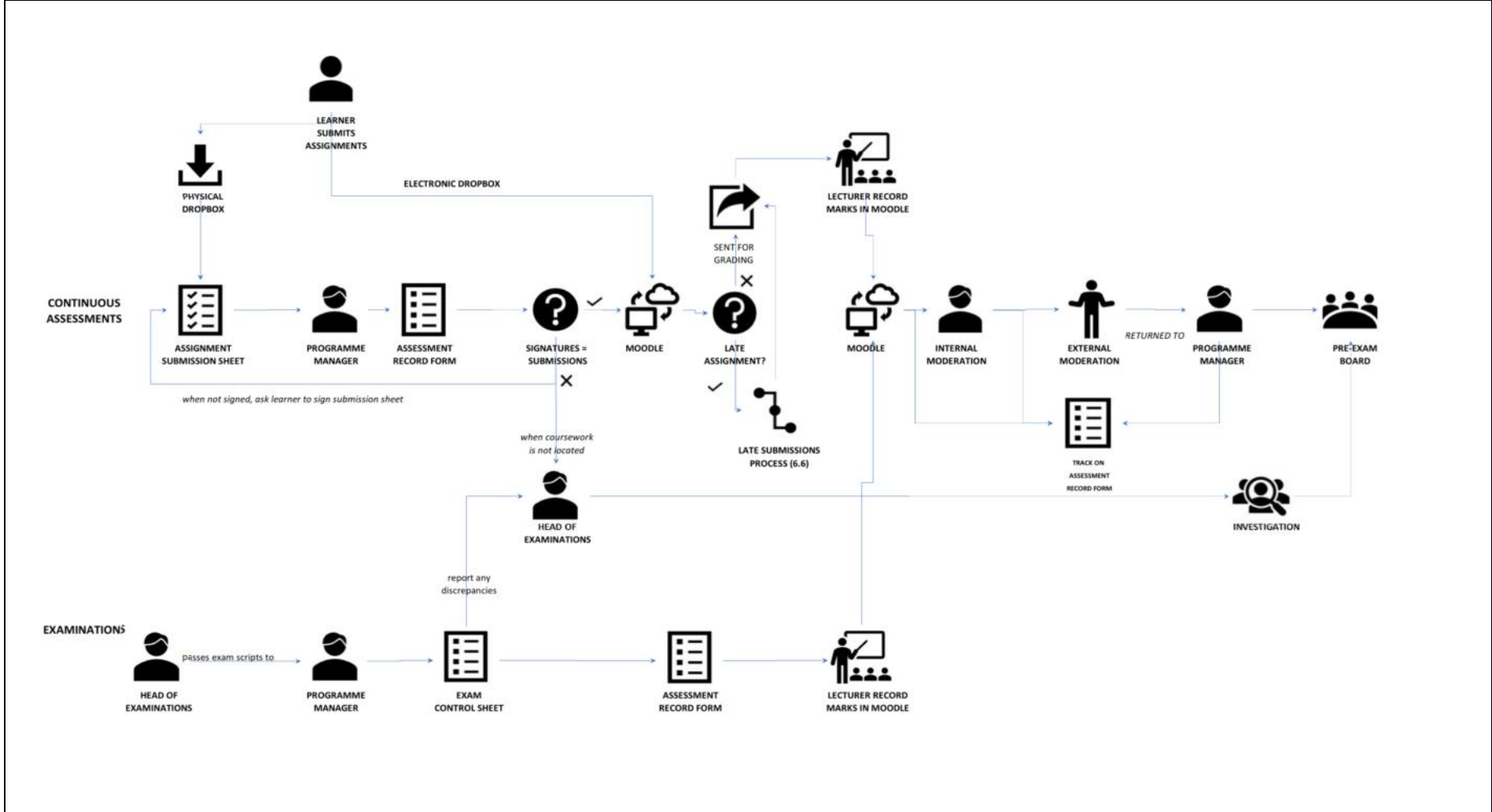


#	POLICY TITLE:	POLICY AREA:	Version:	DATE ADOPTED::
	6.4 ASSESSMENT CONTROL PRINCIPLES AND PROCEDURE	6) ASSESSMENT OF LEARNERS	3.0	AUGUST 2020



Introduction and Context

The following principles underpin operational assessment control procedures in place to safeguard assessments and to ensure control over assessment (coursework or examinations) from the time of submission until the release of approved results and beyond to the conclusion of the appeals process.

The principles apply to assessment linked to all academic programmes of the College in all delivery modes.

Policy Statement:**Principles of Assessment Control Procedures**

- When a piece of assessment is submitted in hard copy there is a control in place to identify the exact number of items received and the identity of the person who has received them.
- When a piece of assessment is submitted in electronic format to the VLE Moodle, there is a control in place to identify the exact number of items uploaded within the allowed timeframe.
- When an examination script is submitted there is a control in place to identify the exact number of scripts received and the identity of the person who has received them.
- When open-book examinations are held there is a control in place to identify the exact number of items uploaded within the allowed timeframe.
- Every time a piece of CA (hardcopy/or electronic) or an examination script (hardcopy or electronic) changes possession (e.g. to go to correctors or during the moderation process) there is a control in place, which identifies the number of items or scripts received and returned. Details will be confirmed by Programme Managers.
- Programme Managers (administrative) are responsible for checking the Moodle gradebook to ensure that the correct marking rubrics are present and are filled in in the correct manner.
- There will be an agreed system for assessment checking in place across the College
- Any proposed variations must be cleared by the Academic Board.

Staff Involved: Programme Managers; Invigilators; Lecturers; Moderators; Examinations Officer

Procedure Outline	Person/s Responsible	Records generated to ensure evidence of follow through
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<p>Hardcopy Coursework:</p> <ul style="list-style-type: none"> - An <i>Assignment Submission Sheet</i> is generated for each assignment that is to be collected in hardcopy (e.g. Teaching Portfolios or didactic materials that cannot be submitted through Moodle) - The person receiving coursework i.e the Programme Manager or the Lecturer asks learners to sign an <i>Assignment Submission Sheet</i> (FQA 6.4 A) as they hand in their assignments. - From the point of receiving the submissions the Programme Manager will keep an <i>Assessment Record Form</i> (FQA 6.4 B) to log all transactions related to the bundle of assignments as it passes through the correction and moderation processes. 	<p>Programme Manager</p> <p>Lecturer Programme Manager</p>	<p>Assignment Submission Sheet</p> <p>Assessment Record Form</p>
<p>Note:</p> <ul style="list-style-type: none"> - At point of submission, if there are more signatures than coursework received, the receiver will attempt to locate the coursework. - If the coursework is not located the Programme Manager will communicate this to the Examinations Office and record the discrepancy on the <i>Assessment Record Form</i> (QA 6.4 B) - If the coursework is located it will go through the normal control processes - If the coursework is not located the Head of Examinations is responsible for investigating and may refer the case the Assessment Board. - If the receiver is in receipt of more coursework than signatures the learner who has not signed the <i>Assignment Submission Sheet</i> is asked to sign the <i>Assignment Submission Sheet</i>. - The Programme Manager will make a note of the incident on the <i>Assessment Record Form</i>. 	<p>Programme Manager</p> <p>Head of Examinations</p>	<p>Assessment Record Form</p> <p>Report of the Head of Examinations</p>
<ul style="list-style-type: none"> - Lecturers record marks and comments in Moodle for all assignments including hardcopy assignments - The Programme Manager will check that correctors/lecturers have completed all sections of the Moodle marking sheet and that the marks and comments have 'saved' on the system - Programme Directors issue Programme Managers with a list of correctors and moderators for all assignments, prior to the beginning of the academic year, and Programme Managers will liaise with Programme Directors in relation to the removal and return of assignments for moderation. - Programme Managers and Moderators will record on the <i>Assessment Record Form</i> the 	<p>Lecturers</p> <p>Programme Manager</p> <p>Programme Managers</p> <p>PD's</p> <p>Moderators</p> <p>Head of</p>	<p>Moodle System</p>

<p>identity and number of assignments taken and returned by the Internal Moderator</p> <ul style="list-style-type: none"> - Where appropriate the Examinations Office will liaise with the Programme Manager in relation to the removal and return of assignments for review by the External Examiner. Both parties will record on the <i>Assessment Record Form</i> the identity and number of coursework taken and returned by the External Examiner. 	<p>Examinations Programme Managers External Examiners</p>	<p>Assessment Record Form</p> <p>Moodle Records</p>
<p>Moodle submissions:</p> <p>Where an assignment is to be submitted electronically the following applies:</p> <ul style="list-style-type: none"> - Programme Managers will advise learners of a 'timeframe' for uploading their assignment - When the timeframe is closed, Programme Managers will check to see that all assignments due have been uploaded in the correct format - If there is a discrepancy between the number of assignments due and the number uploaded Programme Managers will contact the Programme Director (or DPD). - Discrepancies on Moodle submissions are generally related to the awarding of late submissions. 	<p>Programme Managers Programme Managers/PD's</p>	<p>e-mail</p> <p>Moodle Records</p>
<p>Examination Control (In-person):</p> <ul style="list-style-type: none"> - At each examination, learner attendance, indicated by learner signatures on a pre-printed <i>Examination Attendance Sheet</i>, is taken by the invigilator - At the end of the examination, the invigilator compares the scripts collected against the number of signatures on the <i>Examination Attendance Sheet</i> (FQA 6.9) to ensure there are no discrepancies. - The invigilator records the total number of scripts received and the total number of signatures on section A of the <i>Examinations Control Sheet</i> (FQA 6.9 B) and signs accordingly as evidence of this check having been carried out. <p>Note:</p> <ul style="list-style-type: none"> - In the case of a discrepancy, the Invigilator will note the nature of the discrepancy on the <i>Invigilator Report</i> (FQA6.9C) and make the Examinations Office aware of the situation - The Examinations Office will investigate the discrepancy and consult with the invigilator 	<p>Invigilator</p> <p>Invigilator</p> <p>Invigilator</p> <p>Examinations Office</p>	<p>Examination Attendance Sheet</p> <p>Examinations Control Sheet Section A</p> <p>Invigilators Report update by Examinations Officer</p>

<p>and the learner(s) as appropriate</p> <ul style="list-style-type: none"> - Should the Head of Examinations be satisfied that the discrepancy was due to an administrative error, a note to this effect will be made on the <i>Invigilator Report</i>(FQA 6.9 C) - Should the Head of Examinations believe that the discrepancy was due to reasons other than an administrative error, he/she will request the Teaching, Learning and Assessment Board to carry out a further investigation of the incident and make recommendations to the Examinations Office. - The Academic Board will be made aware of this investigation - When custody of the scripts passes from the invigilator to the Examinations Officer, the Examinations Officer will check that the number of signatures on the <i>Examination Attendance Sheet</i> and the number of scripts received correspond. - The Head of Examinations will record this by completing and signing Section B of the <i>Examinations Control Sheet</i> (FQA 6.9 B) as evidence of this check having been carried out. - When custody of the scripts passes from the Examinations Officer to the Programme Manager, the Programme Manager will check that the number of scripts received corresponds with the number recorded on Section B of the Examinations Control Sheet. The Programme Manager will record this by completing and signing Section C of the Examinations Control Sheet (FQA 6.9 B) as evidence of this check having been carried out. - The Examinations Control sheet is kept by the Examinations Office. Information on this sheet forms the basis of an Assessment Record Form used from here on in by the Programme Managers - When custody of the scripts passes from the Programme Manager to the lecturer for correction both parties sign the <i>Assessment Record Form</i> indicating the number of scripts taken by the lecturer. - The same signing process occurs when scripts are returned by the lecturer to the 	<p>Head of Examinations</p> <p>Invigilator Examinations Officer</p> <p>Head of Examinations</p> <p>Programme Manager</p> <p>Examinations Office Programme Manager Programme Manager Lecturer</p> <p>Lecturers</p> <p>Programme Manager</p>	<p>Teaching, Learning and Assessment Board</p> <p>Examination Attendance Sheet</p> <p>Examination Control Sheet Section B</p> <p>Examination Control Sheet Section C</p> <p>Assessment Record Form</p>
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<p>Programme Manager</p> <ul style="list-style-type: none"> - Lecturer will record the examination marks on the scripts and on Moodle - Programme Managers will check that marks on scripts have been calculated correctly and that marks have been entered correctly into Moodle. - Should there be a discrepancy, the lecturer will be asked to identify and rectify it <ul style="list-style-type: none"> - The Programme Manager will liaise with the Internal Moderator in relation to the removal and return of scripts for moderation. They will record on the <i>Assessment Record Form</i> the identity and number of scripts taken and returned by the Internal Moderator - The Programme Manager and the Examinations Officer will carry out a final check to ensure that the number of results entered into the learner administration system and the number of signatures recorded on the original <i>Examination Attendance Sheet</i> correspond. - - Where appropriate the Examinations Office will liaise with the Programme Manager in relation to the removal and return of scripts for review by the External Examiner. - Both parties will record on the <i>Assessment Record Form</i> the identity and number of coursework taken and returned by the External Examiner. <p>Examinations (Open Book):</p> <ul style="list-style-type: none"> - At the end of the examination, the Head of Examinations (HoE) and Registrations will check that all learners registered for the exam have uploaded their script as a pdf. - The HoE will ensure there are no discrepancies. <p>Note:</p> <ul style="list-style-type: none"> - In the case of a discrepancy, the HoE will note the nature of the discrepancy on the <i>Invigilator Report (FQA6.9C)</i>. - The HoE will investigate the discrepancy and consult with the PD and the learner(s) as appropriate - Should the Head of Examinations be satisfied that the discrepancy was due to an 	<p>Lecturer</p> <p>Programme Managers Moderators</p> <p>Head of Examinations Programme Managers</p> <p>External Examiners Programme Managers</p>	<p>Moodle Records</p> <p>Marks on scripts Marks on Moodle</p> <p>Assessment Record Form</p> <p>Examination Attendance Sheet</p>
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administrative error, a note to this effect will be made on the *Invigilator Report*(FQA 6.9 C)

- Should the Head of Examinations believe that the discrepancy was due to reasons other than an administrative error, he/she will request the Teaching, Learning and Assessment Board to carry out a further investigation of the incident and make recommendations to the Examinations Office.
- The Academic Board will be made aware of this investigation.
- When 'custody' of the scripts passes from the HoE to the Programme Manager, the Programme Manager will check that the number of scripts received corresponds with the number of registered learners.
- The Programme Manager will make the corrector aware that scripts in Moodle Are ready for correction.
- Lecturer/corrector will record the examination marks on the scripts and on Moodle
- Programme Managers will check that marks on scripts have been calculated correctly and that marks have been entered correctly into Moodle.
- Should there be a discrepancy, the lecturer will be asked to identify and rectify it
- The Programme Manager will liaise with the Internal Moderator in relation to the identification of scripts for moderation.
- The Programme Manager and the Examinations Officer will carry out a final check to ensure that the number of results entered into the learner administration system is correct.
- The Programme Manager will liaise with the External Examiner in relation to times for moderation.

Subsequent Changes to Assessment Results

On completion of the procedures set out in this policy no person has the authority to change any mark entered into the learner administration system in respect of any learners other than on the direction of the Examination Board or the Academic Board.

Policy Control Sheet

Policy	QA 6.4 Assessment Control Principles and Procedures
Version	3.0
Adopted/Effective	August 2020
Supersedes	2.0
Monitoring/ Next Review Date	Yearly /August 2021
Responsible Officer(s) Designated Reviewer(s)	Examinations Office; Programme Managers; DQAA
Scope	

References

SNMCI Policy area	6) Assessment of Learners: QA Vol 2
Developed with reference to	<p>QQI (2016) <i>Core Statutory Quality Assurance Guidelines</i></p> <p>QQI (2016) <i>Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis</i></p> <p><i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), May 2015</i></p> <p>QQI (2013) <i>Assessment and Standards.</i></p>
Related SNMCI Policies / Forms	<p>FQA 6.4 A: Assignment Submission Sheet</p> <p>FQA 6.4 B: Assessment Record Control Form</p> <p>FQA 6.9 A: Examination Attendance Sheet</p> <p>FQA 6.9 B: Exam Control Sheet</p> <p>FQA 6.9 C: Invigilator Report</p>

Revision

Revision Number	Revision Description	Originator	Approved By
2.0/08/2020	Review for Blended Learning	Office of DQAA	AB