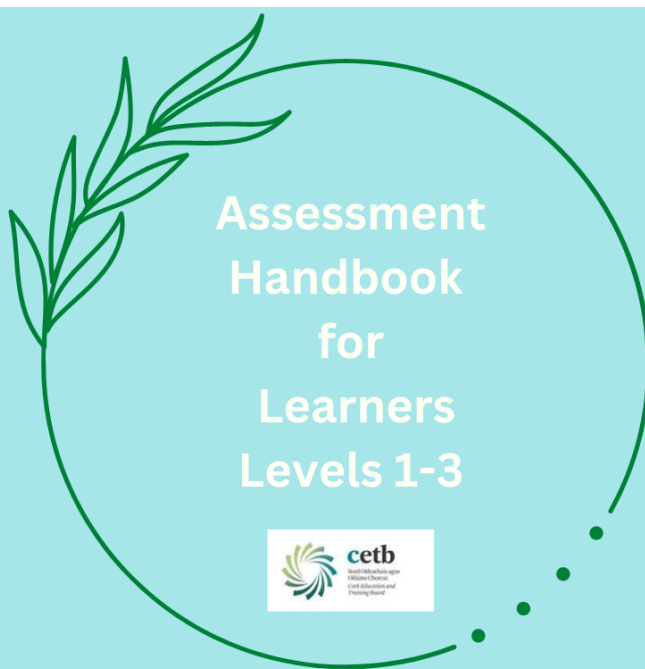




**cetb**

Bord Oideachais agus  
Oiliúna Chorcaí

*Cork Education and  
Training Board*



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## FOREWARD

Welcome to the Cork ETB Assessment Handbook for Learners.

This handbook aims to give you the basic information you need on assessment.

We talked with learners to get their advice when writing the procedures in this handbook. If you have any suggestions as to how we can improve them, please email [qa@corketb.ie](mailto:qa@corketb.ie).

We hope you find the information in this handbook useful and informative and wish you every success in your studies.

Beir bua agus beannacht,



Mr Denis Leamy, Chief Executive

### Cork ETB's Vision



Cork Education and Training Board is a driving force of education and training in Cork, providing high quality services which are innovative, responsive and inclusive. Through Cork ETB there is a pathway for every learner.

## INTRODUCTION

Your local centre is a Cork Education and Training Board centre.

All Cork ETB centres aim to treat all learners fairly and assess them in the same way across our centres. Qualifications and Quality Ireland (QQI) ensures that we have high standards across our service.

### We aim that our assessments will be:

1.  
Suitable

2.  
Reliable

3.  
Fair

4. Clear

5.  
High  
Quality

This document outlines how we plan to do this. More detailed versions of the documents are available on the Cork ETB website: [www.corketb.ie](http://www.corketb.ie).

# ASSESSMENT

## What is Assessment?

Your tutor teaches you to a standard of knowledge and skills at the appropriate level. Assessment is how your tutor measures what you have learned against these standards. This assessment may or may not lead to a certificate.

## How will I be assessed?

Your tutor will ask you to complete tasks to check that you understand what you have learned. You may be asked to write, speak or perform a task.

Assessment can be formal or informal. Informal assessment does not lead to a certificate. Formal assessment leads to a certificate.

## Assessments

**If you are working towards a certificate from Qualifications and Quality Ireland (QQI) you will be asked to complete one of the following:**



1.  
Assignment  
or Task

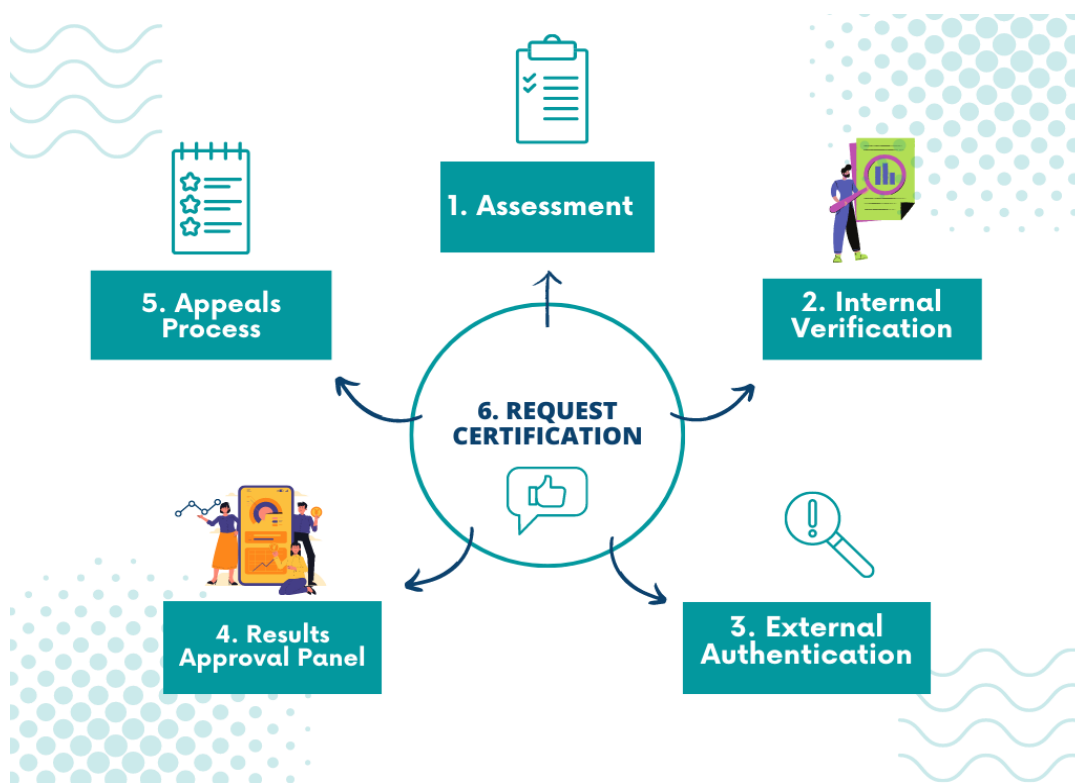
2.  
Portfolio or a  
collection of  
work

3.  
Skills  
Demonstration  
- where you  
show your  
skills

## How do I know that my work is being assessed fairly?

**Cork ETB has put policies and procedures in place to ensure that learners are assessed fairly.**

1. Your tutor assesses what you have learned in class and a record of this is prepared.
2. Your folder is checked by someone else in the centre to make sure that everything is as it should be. This is called Internal Verification.
3. Then Cork ETB will ask someone outside the centre to check the results. This is called External Authentication.
4. When this is completed results are approved by a group called a Results Approval Panel.
5. If a learner is unhappy with a decision they can appeal their results.
6. When the centre is happy that everything has been done correctly they will ask for the certificates.



## INFORMATION FOR LEARNERS

### What assessment information should I receive as a learner?

Before starting a course, you should have the following information which is usually available on the Cork ETB or centre website or in brochures or flyers:

1. If the course leads to a certificate or not
  2. What certificate it leads to
  3. Where the certificate comes from, for example, QQI
  4. If the certificate is recognised in the National Framework of Qualifications
  5. The type of certificate you will receive. A major award is given when you complete the full programme. A minor award is given when you complete part of a programme
  6. Fees
- 

When you start the course, you should have the following information which is usually available in the course handbook during the induction process:

<b>a) A plan for how you will be assessed</b>
<b>b) What you are expected to know at the end of the course</b>
<b>c) Where to find out further information on your certificate</b>



When you are given an assessment, you should be given a brief. A brief is what the tutor writes to explain the task that they want you to complete. It should explain:

<b>a) what you are being asked to do</b>
<b>b) when you are expected to do it</b>
<b>c) how important the assessment is</b>

### What is QQI?

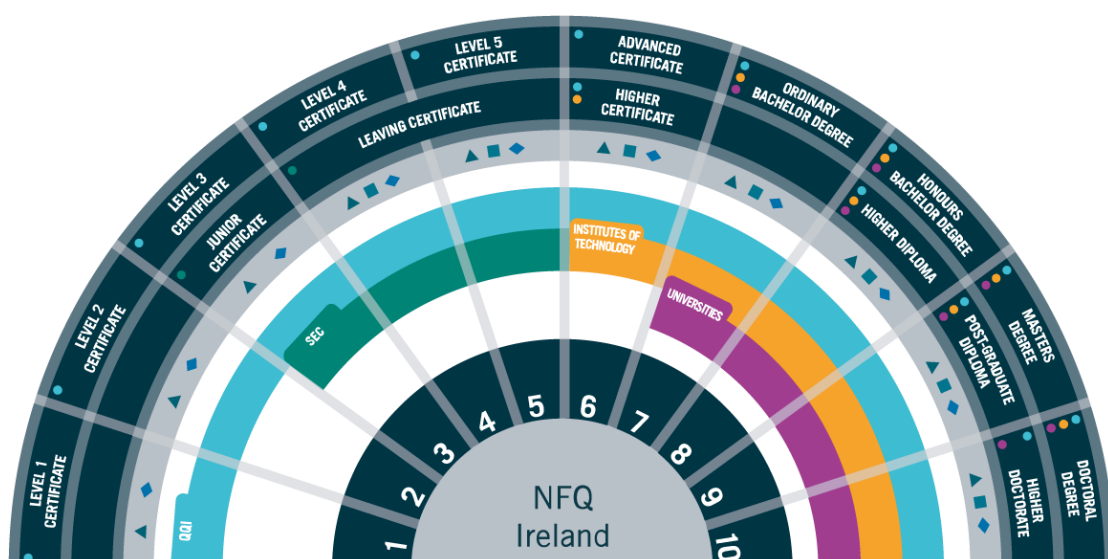
QQI (Quality and Qualifications Ireland) is an independent State agency responsible for promoting quality and accountability in education and training services in Ireland. For further information see [www.qqi.ie](http://www.qqi.ie).

### What is the National Framework of Qualifications?

The National Framework of Qualifications (NFQ) is a framework that describes all the qualifications in the Irish education and training system and how they are linked.

This framework can help you to see what level you are at now and what you can do next.

For further information see [www.nfq.ie](http://www.nfq.ie).



### What is my responsibility as a learner in relation to assessment?

Learners are expected to sign a Learner Assessment Contract agreeing to the following:

#### Learner Contract

1. I will attend class and join in	5. I will let the tutor know if I need help
2. If I miss a class I will try to catch up	6. I will follow the procedures that have been explained to me
3. I will complete the assessments on time	7. I will ask for more feedback from my tutor if I need it
4. I will ask for more information if I need it	8. I will present my work on time



### What happens when I complete an assessment?

You will be asked to sign the brief so that we can be sure that you are handing up your own work and that you know about these procedures.

Your tutor will collect your assessments and they will ask you to sign a hand up sheet. This is to help them to keep track of what assessments they have collected.

You may not get your work back so you will need to photocopy it if you want to keep a copy.

### Is there a deadline for assessments?

Your tutor will let you know when work needs to be completed by. If there is a reason you can't complete an assessment, please talk to your tutor and they will support you.

If your assessment is not completed on time, it may be possible to hold it until the next opportunity to get certification.

## ASSESSMENT MALPRACTICE

### What is Learner Assessment Malpractice?

Assessment Malpractice means bad practice in assessment. It is any action that makes assessment unfair. Learner Assessment Malpractice might include:

**1. Pretending that someone else's work is yours**

**2. Damaging someone else's work or doing something unsafe**

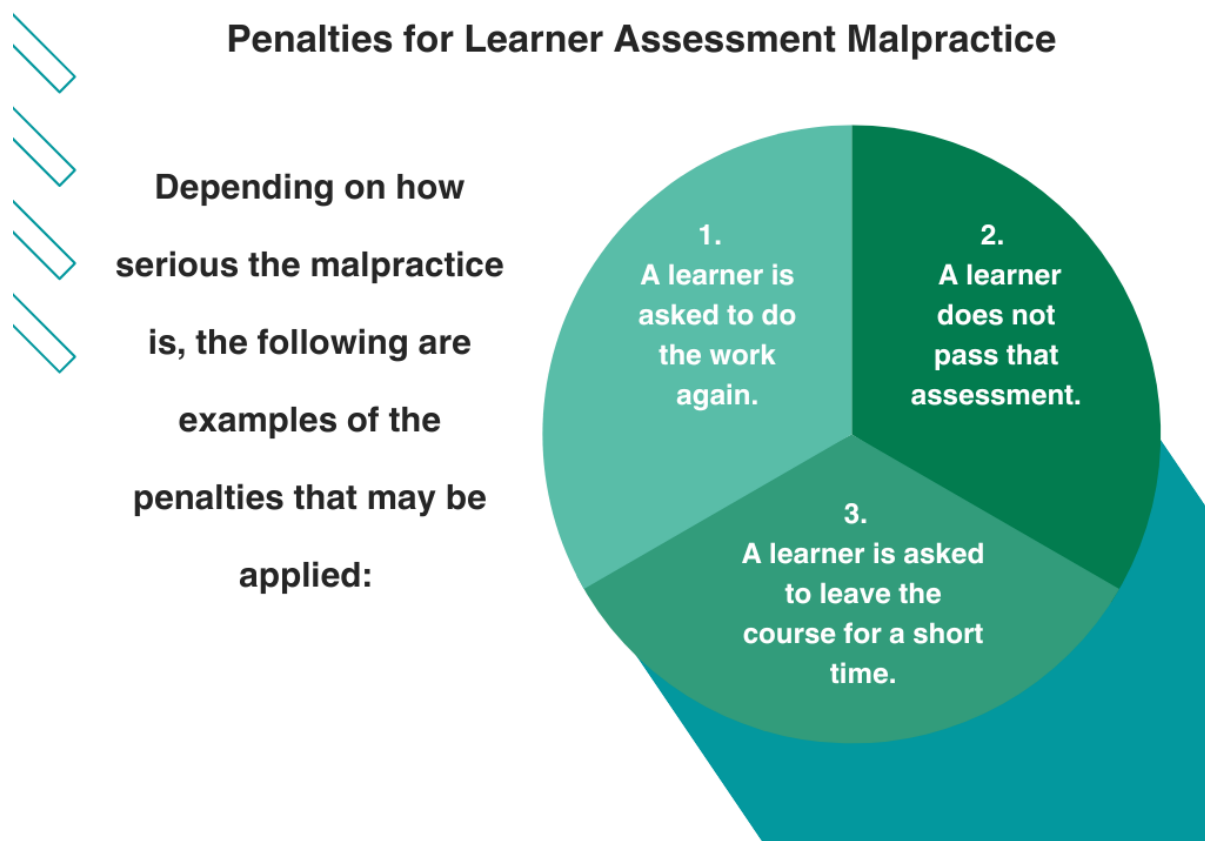
### What happens in this situation?

Any suspected malpractice is reported to the centre manager who manages an investigation. The situation is investigated by at least two people who were not involved. The investigation will be completed within 20 days. A report is prepared, and the centre manager makes a decision based on the report.

The investigation will be confidential, and the learner will be kept informed.

Full details of **QA 6.10 Cork ETB Assessment Malpractice Procedures** are available on the Cork ETB website.

## What are the penalties for learner assessment malpractice?



## What if I am not happy with the decision that has been made?

If you think that the decision is unfair or was not investigated properly you can ask for it to be looked at by someone more senior. Your coordinator will advise you on how to do this.

## REASONABLE ACCOMMODATION

### I have a disability or a specific need. Can I get help with assessments?

Cork ETB centres will do all that is reasonable to help a learner who has a disability or a specific need in assessments in a way that is fair to all learners. This is called

reasonable accommodation in assessment and is available for examinations and skills demonstrations.

## Reasonable Accommodations

Cork ETB makes accommodations in assessment if a learner has one of the following:

1.  
Learning  
Difficulty

2.  
Hearing  
Difficulty

3.  
Visual  
Difficulty

4.  
Physical  
Difficulty

5.  
Mental Health  
or Behavioural  
Difficulty

This usually applies to examinations and skills demonstration. If your tutor can make it easier for you by enlarging print, please talk to your coordinator.

## What types of help is available?

The help available depend on the specific disability or learning need. They may include the following:



Using a word processor or a recording device



A waiver from spelling, grammar and punctuation in language subjects



Technology that can help learners



Additional time to complete an exam or skills demonstration



Someone to write for you, in exceptional cases



Enlarged papers



Someone to read for you



A personal loop system or Irish sign language interpreter



A coloured sheet to help learners with dyslexia



A separate examination centre

## How do I apply for Reasonable Accommodations in assessments?

Your coordinator can explain to you what accommodations are available. You may also be asked for proof of your specific need. This is so learners are treated fairly.

## What if I am not happy with the decisions made?

If you are not happy with decisions regarding reasonable accommodations in assessment you should write to the Principal or Centre Manager.

## RECOGNITION OF PREVIOUS LEARNING

### **I have a certificate already. Does it count for anything?**

You may not have to complete an assessment if you have completed it before on another course.

Certain rules apply. Your coordinator can tell you if you can get an exemption if you show them your certificates. An exemption means that you do not have to do the assessment again.

### **I have a lot of experience from work. Does it count for anything?**

Cork ETB can recognise the learning that takes place at work or elsewhere. Your coordinator can give you more information on how we can recognise this learning. Cork ETB's **QA 6.5 Recognition of Prior Learning Procedure** is available on the Cork ETB website.

## GRADING

### **How are assessments graded?**

At levels 1, 2 and 3, when a learner has completed all of the assessments to the standard they are recorded as **Successful**.

If a learner has not completed all of the assessments to the standards, they will be recorded as **Referred**.

Assessments at levels 4, 5 and 6 are graded as **Pass, Merit** or **Distinction**.

## FEEDBACK ON ASSESSMENTS

### **Will I get feedback on my assessments?**

Your tutor will give you feedback on how you are doing. If you would like more feedback please talk to your tutor.

## REPEATING ASSESSMENTS

### **Can I repeat an assessment if I am not successful?**

Usually, at levels 1, 2 and 3 your tutor will not ask you to complete an assessment unless they think you will be successful.

If you are not successful, talk to your tutor and they will arrange for you to do the assessment again.

## APPEALING RESULTS

### **What can I do if I am not happy about a decision in relation to assessment?**

If you are not happy with a decision your tutor has made in relation to assessment please talk to the coordinator of the course.





## GLOSSARY

<b>Assignment</b>	An assignment is a task carried out in based on written instructions from your tutor.
<b>Assessment</b>	Assessment is how your tutor judges what you have learned against the set standard.
<b>Assessor</b>	The assessor is your tutor, teacher or instructor. They carry out assessments and judge the evidence provided.
<b>Award</b>	An award is a qualification given by a QQI, for example, to recognise that you have reached a standard of knowledge, skill or competence.
<b>Award type</b>	There are different types of awards for example major, minor, supplemental or special purpose.
<b>Awarding Body</b>	means a body which makes an award for example: QQI or City & Guilds
<b>Competence</b>	This is how you use what you have learned to do something.
<b>Examination</b>	An examination is a test in a certain place at a certain time to assess what you have learned.
<b>External authentication</b>	External authentication is when someone from outside the centre checks that assessments are fair and that procedures are followed.
<b>External authenticator</b>	The person who checks that assessments are fair and that procedures are followed.
<b>Internal verification</b>	Internal Verification is when someone from inside the centre checks that assessments were carried out correctly and that procedures are followed.
<b>Major award</b>	A major award is a full award. It may be made up by a number of minor or smaller awards. A major award is usually required to

	work in a particular area for example, Childcare. Learners complete a programme to get a major award.
<b>Minor award</b>	A minor award is part of a major award. Learners complete a component to get a minor award.
<b>National Framework of Qualifications</b>	The National Framework of Qualifications (NFQ) is a framework that describes all the qualifications in the Irish education and training system and how they are linked.
<b>Learning Outcomes</b>	Learning outcomes outline what the learner is able to do when they successfully complete a course.
<b>Portfolio / Collection of Work</b>	A portfolio or collection of work is a collection and/or selection of pieces of work produced by the learner over a period of time. It is evidence that a learner has achieved what they were asked to do.
<b>Programme</b>	A programme is a learning experience leading to a major QQI award.
<b>Provider</b>	An organisation that provides or organises education and training. Cork Education & Training Board is a provider
<b>Quality Assurance</b>	A system put in place by a provider to maintain and improve the quality of its work.
<b>Recognition of Prior Learning (RPL)</b>	Recognising learning that has taken place previously.
<b>Skills Demonstration</b>	A skills demonstration will require the learner to complete a task or series of tasks that show a range of skills.
<b>Special Purpose</b>	A special-purpose award is made for specific relatively narrow purposes. It does not have to link to a major award e.g. Fork Lift Truck Driving.

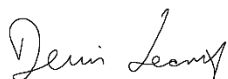
<b>Standards</b>	Standards identify the knowledge, skill and/or competence that a learner must have in order to achieve an award.
<b>Supplemental Award</b>	A supplemental award is an award to recognise learning which involves updating or continuing education and training for specific jobs, for example, Gas Installation

## 6.1a Learner Assessment Contract (Levels 1-3)

As a learner with Cork ETB, I can expect the following in relation to assessment:

- fairness
- suitable assessments
- clear information about what I need to do
- procedures to ensure that assessments are fair
- extra help if necessary
- feedback from my tutor
- more information if I need it
- keeping my assessments secure
- a chance to do the assessment again if I am not successful

Signed on behalf of Cork ETB:



Mr Denis Leamy, Chief Executive

As a learner with Cork ETB:

- I will attend class and join in
- If I miss a class, I will try to catch up
- I will complete the assessments on time
- I will ask for more information if I need it
- I will let the tutor know if I need help
- I will follow the procedures that have been explained to me
- I will ask for more feedback from my tutor if I need it
- I will present my work on time

**Learner Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Parent/Guardian signature (if learner is under 18):**

\_\_\_\_\_

**Date:** \_\_\_\_\_



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