



**cetb**

Bord Oideachais agus  
Oiliúna Chorcaí

*Cork Education and  
Training Board*

# QUALITY ASSURANCE

## QA 6.1 ASSESSMENT INFORMATION FOR LEARNERS PROCEDURE

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## PURPOSE

The purpose of this procedure is to outline the information regarding Cork ETB Assessment procedures that needs to be provided to learners in order to ensure fair and consistent assessment.

## SCOPE

This procedure applies to all further education and training provision provided by Cork ETB campuses and centres or by organisation funded by Cork ETB to provide further education and training, whether accredited or unaccredited.

Note this procedure relates to information for learners on assessment only. It does not include other information for learners, for example with regard to refunds, code of conduct, attendance policy etc.

## RESPONSIBILITIES

Campuses and centres are responsible for ensuring that accurate information about the programme and its assessment is available to learners for example in learner handbooks, websites etc. and is presented in a format that is appropriate for their learners.

Assessors are responsible for ensuring that learners understand the information through induction and in preparing for assessment.

Learners are responsible for ensuring that they have made themselves familiar with Cork ETB assessment procedures. Learner responsibilities are outlined in [QA 6.1a](#) and [QA 6.1b](#) learner assessment contracts. This must be signed by the learner and returned to the campus/centre. This can be done either in hard copy or electronically. If returning electronically learners must type their name onto an electronic version of

the learner assessment contract and return same to the campus/centre via email or via moodle. If the learner assessment contract is being submitted via moodle, clicking agree on the submission statement is accepted in lieu of signature. A digital version of the learner assessment contract can be made available to learners through a Cork ETB digital platform. The learner can complete the form digitally and their response will be recorded online.

## PROCEDURE

All information must be given to learners in writing and where possible be available electronically on the campus/centre website or moodle for future access.

For learners with literacy difficulties or general learning disabilities a simplified version of this information will be provided by Cork ETB, which can be explained orally prior to the commencement of the assessment process.

### **6.1.1 Assessment information to learners before starting a course**

Before commencing a course, all learners must be informed of:

1. the course title
2. the title of the award that it is leading to
3. the name of the awarding body
4. whether the award is recognised within the National Framework of Qualifications
5. the level of recognition within the framework
6. whether the award is a major, minor, supplemental or special purpose award
7. if the course is unaccredited, this needs to be mentioned

Learners should also be made aware of the structure of the award, the credit value of components and whether they are mandatory or elective.

Learners should also be informed of any exam fees payable. This information can be made available through brochures, flyers, websites etc.

### **6.1.2 Information to learners on commencement of the course**

Learners must be fully aware of the QQI or other award to which the programme leads and the assessment and grading classifications for the programme that they are undertaking. Learners should be provided with the learning outcomes for the components that they are studying and must be given access to the relevant award specification (not the descriptor) on the QQI or other website.

Learners should receive an assessment plan, including the assessment techniques, at the beginning of the course outlining the provisional dates when assessment are due or when exams will take place. These are essential to learners in order to plan their studies.

It should be made clear to learners that QQI assessments are criterion referenced i.e. learners are assessed and the assessment judgment is made based on whether the learner has reached the required national standards of knowledge, skill and competence for the award. (QQI, Quality Assuring Assessment Guidelines for Providers 2013, page 5). If the mode of assessment is different for another awarding body this should be made clear to the learners.

### **6.1.3 General information on assessment to be included in the learner handbook**

- Information on assessment techniques i.e. assignment, portfolio, skills demonstration, project, examination or learner record
- The procedure for submission of assessment including signing the brief to declare that the work is their own
- Reasonable accommodation for learners in assessment with disabilities or other specific needs as per procedure
- Information on applying to defer an assessment due to extenuating circumstances
- Referencing guidelines

- Guidelines for academic writing will be included in the learner handbook
- Examination regulations
- Feedback Procedure
- Assessment Malpractice Procedure
- Recognition of Prior Learning Procedure
- Appeals Procedure

#### **6.1.4 Information to learners when issuing assessments**

A brief or set of instructions regarding assessment should give clear instructions of what the learner is required to do. It must contain the weighting of the assessment, the assessment instrument, the evidence expected, details of how marks will be allocated and the deadline for submission.

#### **6.1.5 Learner Assessment Contract**

The learner assessment contract outlines what a learner can expect from Cork ETB in terms of assessment and what the learners' responsibilities are in relation to assessment.

There are two versions of Cork ETB learner assessment contract:

- **6.1a Learner Assessment Contract (L1-3)** – This is a simpler version for learners at levels 1-3
- **6.1b Learner Assessment Contract (L4-6)** - This is a more detailed version for learners at levels 4-6

A digital version of the learner assessment contract can be made available to learners through a Cork ETB digital platform. The learner can complete the form digitally and their response will be recorded online. [Levels 1-3 sample provided as per Appendix A.](#) [Levels 4-6 sample provided as per Appendix B.](#)

Learners are required to sign the contract to commit to agreeing to these responsibilities. Where a learner is under 18 years of age, the contract needs to be co-signed by their parent or guardian.

Only learners completing formal assessments are required to sign the learner assessment contract. This is not a requirement for unaccredited courses.

Learner contracts must be retained in the learners file in accordance with Cork ETB's Records Retention Schedule.

The learner contract is not required to be included in the assessor's folder.

## DOCUMENT DETAILS

<b>Title:</b>	QA 6.1 – Cork ETB Assessment Information for Learners Procedure
<b>Authors:</b>	Cork ETB Assessment Working Group
<b>This Version Number:</b>	3.0
<b>Approval</b>	Cork ETB Quality Assurance Steering Group
<b>Status:</b>	Active
<b>Effective Date:</b>	September 2023
<b>Review Date:</b>	April 2025 or as required
<b>Templates/Resources:</b>	<a href="#">QA 6.1a Learner Assessment Contract (L1-3)</a> <a href="#">QA 6.1b Learner Assessment Contract (L4-6)</a> Digital version of learner assessment contract: <a href="#">Levels 1-3 sample provided as per Appendix A.</a> <a href="#">Levels 4-6 sample provided as per Appendix B.</a> <a href="#">QA 6.1c Referencing Handbook</a>



## 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:** \_\_\_\_\_

## 6.1b Learner Assessment Contract (Levels 4-6)

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

- fair and consistent assessments that are transparent and accessible.
- a valid, reliable, quality assured assessment process
- accurate, accessible information about course requirements, learning outcomes and assessment dates
- clear instructions in relation to assessments that provide opportunities to demonstrate achievement of the standards of knowledge, skills and competencies required
- information regarding assessment procedures in a learner handbook
- an assessment process that is internally verified as fair and consistent
- externally authenticated assessments consistent with national standards
- reasonable and appropriate accommodations in assessments
- constructive feedback from my assessor
- security of all assessment materials submitted
- a right to appeal results and to repeat assessments under certain conditions.

Signed on behalf of Cork ETB:



Mr Denis Leamy, Chief Executive

As a learner with Cork ETB:

- I will attend and participate in all classes as required
- it is my responsibility to get any information that I have missed through non-attendance
- I will submit assessments on time and in the format requested
- I will bring my support needs to the attention of the campus/centre in a timely manner
- I will prepare for and participate fully in assessments
- I will take responsibility for ensuring that I have received all assessment information
- I will familiarise myself with and adhere to Cork ETB assessment procedures and regulations
- I will arrive on time for examinations
- I will submit my own original work, correctly reference any quotations and not plagiarise anyone's work
- I will attend feedback sessions and request additional feedback if required
- I will keep copies of all my assessment materials where possible
- I will review my progress to get the most from my class

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

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

**Class/Group:** \_\_\_\_\_

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

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

# APPENDIX A - LEARNER ASSESSMENT CONTRACT (LEVELS 1-3)



## SAMPLE ONLY

Cork ETB Learner Assessment Contract  
(Levels 1-3)



Hi, Emma. When you submit this form, the owner will see your name and email address.

1

Learner Name

Enter your answer

2

Course Name / Class Code

Enter your answer

3

Please tick the box below (in lieu of your signature) to confirm that you have read and agree with the contents of the Learner Assessment Contract. If you are under 18 years please ask a Parent or Guardian to tick the box on your behalf.

QA 6.1a Learner Assessment Contract (Levels 1-3) Version 3.0 September 2023



### 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: \_\_\_\_\_

Yes I have read and agree with the contents of the Learner Assessment Contract and I am ticking this box in lieu of my signature.

Submit

# APPENDIX B - LEARNER ASSESSMENT CONTRACT (LEVELS 4-6)



## SAMPLE ONLY

Cork ETB Learner Assessment Contract  
(Levels 4-6)



Hi, Emma. When you submit this form, the owner will see your name and email address.

1

Learner Name

Enter your answer

2

Course Name / Class Code

Enter your answer

3

Please tick the box below (in lieu of your signature) to confirm that you have read and agree with the contents of the Learner Assessment Contract. If you are under 18 years please ask a Parent or Guardian to tick the box on your behalf.

QA 6.1b Learner Assessment Contract (Levels 4-6) Version 3.0 September 2023



### 6.1b Learner Assessment Contract (Levels 4-6)

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

- Fair and consistent assessments that are transparent and accessible.
- A valid, reliable, quality assured assessment process
- Accurate, accessible information about course requirements, learning outcomes and assessment dates
- Clear instructions in relation to assessments that provide opportunities to demonstrate achievement of the standards of knowledge, skills and competencies required
- Information regarding assessment procedures in a learner handbook
- An assessment process that is internally verified as fair and consistent
- Externally authenticated assessments consistent with national standards
- Reasonable and appropriate accommodations in assessments
- Constructive feedback from my assessor
- Security of all assessment materials submitted
- A right to appeal results and to repeat assessments under certain conditions.

Signed on behalf of Cork ETB:

Mr Denis Leamy, Chief Executive

As a learner with Cork ETB:

- I will attend and participate in all classes as required
- It is my responsibility to get any information that I have missed through non-attendance
- I will submit assessments on time and in the format requested
- I will bring my support needs to the attention of the campus/centre in a timely manner
- I will prepare for and participate fully in assessments
- I will take responsibility for ensuring that I have received all assessment information
- I will familiarise myself with and adhere to Cork ETB Assessment Procedures and regulations
- I will arrive on time for examinations
- I will submit my own original work, correctly reference any quotations and not plagiarise anyone's work
- I will attend feedback sessions and request additional feedback if required
- I will keep copies of all my assessment materials where possible
- I will review my progress to get the most from my class

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

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

Class/Group: \_\_\_\_\_

Parent/Guardian Signature (if learner is under 18): \_\_\_\_\_

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

Yes I have read and agree with the contents of the Learner Assessment Contract and I am ticking this box in lieu of my signature.

Submit



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A pathway for every learner

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