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*Cork Education and
Training Board*

QUALITY ASSURANCE

QA 6.19 RESULTS APPROVAL PROCEDURE

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PURPOSE

The results approval process ensures that results are fully quality assured and signed off by the provider prior to submission to QQI following internal verification and external authentication (Quality Assuring Assessment – Guidelines for Providers, Version 2 Revised, QQI 2018). The purpose of this policy is to outline the procedure surrounding results approval in Cork ETB and the role of the Cork ETB Quality Assurance Unit, individual campuses/centres and external authenticators in the results approval process.

SCOPE

This procedure applies to all further education and training provision provided by Cork ETB campuses and centres or by organisations funded by Cork ETB to provide further education and training, whether accredited or unaccredited. It applies equally to QQI certified provision and to non-QQI certified provision.

RESPONSIBILITIES

Responsibilities of the chairperson:

- the principal/campus/centre manager will usually act as chairperson of the meeting. In their absence they will designate a suitable senior panel member to act as chairperson
- the chairperson will organise the time and date of the results approval meeting, which can be held in person or using an online business communication platform e.g., microsoft teams or google meet
- the chairperson will notify the Cork ETB quality assurance unit of the dates of the results approval panel meeting(s) no later than two months in advance to facilitate the appointment of the external person to the panel
- the chairperson should circulate the agenda before the meeting, using the agenda template provided ([QA 6.19.a](#))

- the chairperson will ensure the internal verification and external authentication reports are available at the meeting
- the chairperson must ensure secure storage of any documents regarding results approval
- the chairperson must ensure that all confidential documentation is gathered at the end of the meeting and stored confidentially/destroyed

Responsibilities of panel members:

- all members to agree to and sign the confidentiality statement ([QA 6.19.b](#)) prior to the meeting commencing. Digital signatures will suffice, or typing “agree” into the chat function of microsoft teams/google meet
- where possible results are to be discussed using the class code as on QBS/ RCCRS sheet. When individual learners/assessors are identified this should be treated in the strictest confidence. No learner or assessor names to be part of the final results approval report
- review the internal verification and external authentication report for each course/component
- note any issues in the internal verification/external authentication process and outline steps to be put in place to deal with the issues arising
- decide if grade adjustments are to be made following the recommendations of external authentication report
- when disagreement arises regarding a final decision this should be noted in the results approval panel report. Disagreements are to be resolved by a majority vote
- agree to the submission of final results to QQI to request certification.
- the [results approval panel report](#) (QA6.19.c) should be used to document the results approval panel meeting
- ensure the results approval panel report is sent to the Cork ETB quality assurance unit in a timely manner

PROCEDURE

6.19.1 Membership of the Results Approval Panel

The quorum for a results approval panel is three and is to include:

1. the principal/campus/centre manager or other designated person
2. a representative from the campus/centre as designated by the principal/campus/centre manager
3. one member of staff from the quality assurance unit

Depending on the campus/centre the following may be in attendance:

- other members of the campus/centre's management team
- other members of the campus/centre's quality assurance team/examinations team/course management team
- the assessor(s)
- the external authenticator, if necessary

Panel members may be aware of potential conflict of interests. Such conflict may include but are not limited to:

- family relationship
- personal relationship
- grievance/similar issues
- other issues

A panel member who feels that they may have a conflict of interest should indicate this to the panel chairperson prior to the panel meeting or as soon as the conflict becomes apparent. That person should request to be excused from the relevant section of the panel meeting.

6.19.2 Terms of Reference for the Results Approval Panel

- Meet as required to review and approve assessment results
- Identify learners who have been unsuccessful in a component and establish if this affects their achievement of a major award
- Review reports of the internal verification and external authentication process.
- Agree to the submission of final results to QQI to request certification
- Identify any issues arising in relation to the results and make recommendations for corrective action
- Issues raised in the results approval panel, whether relating to internal verification or external authentication, should form the basis of the campus/centre's continuous improvement plan which is submitted to the Cork ETB quality assurance unit annually

6.19.4 Frequency

The results approval meeting is to be held in a timely manner after the completion of the final external authentication. All results must be authenticated before the results approval meeting can take place. Results of non QQI courses run in the campus/centre also need to be approved at the results approval meeting.

6.19.5 Request for Certification

Following the completion of the results approval meeting, results should be submitted to QQI and released to learners.

DOCUMENT DETAILS

Title:	QA 6.19 Cork ETB Results Approval Procedure
Authors:	Cork ETB Assessment Working Group
This Version Number:	3.0
Approval	Cork ETB FET Strategy Group
Status:	Active
Effective Date:	September 2023
Review Date:	April 2025 or as required
Templates/Resources:	6.19.a Results Approval Meeting Agenda 6.19.b Confidentiality Statement 6.19.c Results Approval Meeting Report

QA 6.19a Results Approval Meeting Agenda

Results Approval Panel meeting for *insert campus/centre name here*

Date of meeting:

Time of meeting:

Venue for meeting:

1. Apologies for absence
2. Confirmation of quorum and membership
3. Declaration of interest
4. Confidentiality statement
5. Consideration of internal verification reports
6. Issues arising from internal verification reports
7. Consideration of external authentication reports
8. Issues arising from external authentication reports
9. Confirmation of amendments to results
10. Recommendations for approval of final QQI results for all learners
 - a. agree to submit final results to QQI and/or other awarding bodies
 - b. any amended results sheets are signed by the chair
 - c. confirmation of decisions by chair
11. Recommendations for approval of final non-QQI results for all learners
12. AOB

Please ensure that all documents are returned to chair on close of meeting.

No results approval documents should be taken from the meeting.



QA 6.19b Results Approval Confidentiality Statement for Panel Members

I, the undersigned, agree to abide by the results approval procedures outlined in the quality assurance agreement of Cork Education and Training Board.

I agree to participate in the results approval process as outlined in these procedures.

As a member of the results approval panel, I confirm that it is my understanding that the proceedings of the panel are confidential, and that all documentation is the property of the panel and should be returned at close of meeting.

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Date:



QA 6.19c Cork ETB Results Approval Panel Report

The purpose of this report is to confirm that results approval was conducted in accordance with the guidelines issued by QQI. This report is completed by the Results Approval Panel and a copy is to be emailed to the Cork ETB Quality Assurance Unit, qa@corketb.ie.

Section A - Details of the Results Approval Panel			
Registered Cork College of FET Campus/Centre Name & Number:		Date, time & location of meeting:	
Apologies:			
In Attendance:			
Name:	Signature:	Role:	



SECTION B: Results Approval Panel Meeting

Confidentiality Statement Agreed:

(Members of the Results Approval Panel are reminded that the proceedings of the panel are confidential. Any documentation should be returned at the close of the meeting).

Consideration of all Internal Verification report/(s):

Decisions made by the Results Approval Panel because of the Internal Verification Reports/(s):

Recommendations/actions to be implemented:

Consideration of External Authentication Report/(s):

Best practice and/or areas of concern in assessment standards per component identified:

Details of good practice identified in the assessment process (not component specific):



Examples of how improvements can be made to the assessment process (if relevant):

Decisions made by the Results Approval Panel because of the External Authentication Report/(s):

Recommendations/actions to be implemented:



SECTION C – Results Approval

Consideration of recommended grade changes

All authenticated results approved by the Results Approval Panel:

List major/component awards & number of learners:

All other results reviewed and approved by the Results Approval Panel:

List major/component awards & number of learners:

Agree to submission to QQI of approved results and the issuing of results to learners: (Answer "Yes" or "No")



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