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*Cork Education and
Training Board*

QUALITY ASSURANCE

QA 6.8 REPEATS OF QQI ASSESSMENTS PROCEDURE

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PURPOSE

The purpose of this procedure is to outline the rules governing repeats of QQI assessments for learners.

SCOPE

This procedure relates to QQI awards delivered and assessed as part of the 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.

However, depending on the assessment process at levels 1, 2 and 3 this procedure may not be relevant.

For non-QQI awards the procedures of the relevant awarding body apply.

For trade apprenticeships the SOLAS QA procedure on repeat of assessments must be adhered to and in respect of non-trade apprenticeship the QA procedures on repeat of assessment of the coordinating provider applies.

RESPONSIBILITIES

Principals/campus/centre managers are responsible for informing learners of their entitlement to repeat an assessment where the required standard has not been attained and for facilitating the repeat assessment process.

Assessors are responsible for making repeat assessments available. In the case of examinations, assessors should ensure that there is at least one repeat examination prepared for each examination period. Once used, a new repeat examination should be prepared.

Learners are responsible for making themselves aware of the policies and procedures relating to repeating assessments.

PROCEDURE

6.8.1 Grounds for Repeating Assessment

Learners can repeat an assessment:

- if they do not pass the overall component
- on one occasion only¹. For learners that require additional support e.g. in youthreach, practice examinations and practice skills demonstrations should be arranged, and feedback provided in advance of the assessment

Learners cannot repeat:

- to improve their grade
- if they have failed one of the assessments but passed the overall component, for example, if a learner fails an exam but because of the marks achieved in another assessment e.g., portfolio they achieve an overall pass grade for the component they cannot repeat the exam

6.8.2 Facilitating Repeating Assessment

Cork ETB aims to facilitate repeat assessment as fairly as possible within the constraints of the programme and the resources and time available. Opportunities to repeat an assessment activity are dependent on the nature of the activity, the mode of assessment and the practical and/or operational issues involved. There are specific constraints on some campuses/centres which prevent them from offering repeat opportunities for all assessments.

6.8.3 Repeating Assessments on level 5 & 6 programmes

Due to time and resource constraints repeat of theory examinations only can be facilitated on Levels 5 & 6 programmes. Campuses/centres are obliged to charge a fee of €40 per repeat examination, unless the learner is exempt from paying examination fees.

¹ The only exception to this rule is where a learner needs to pass a component to meet the requirements of the Veterinary Council of Ireland.

It may be possible for learners to repeat certain elements of a programme during the next academic year if the centre can facilitate this.

Repeating Assessments in all other campuses and centres

On all other programmes, opportunities to repeat assessment activities are dependent on the nature of the activity and the practical and/or operational issues involved. Campuses/centres will facilitate repeat assessments, as far as possible, within their limited resources.

Where repeat portfolio, project, assignment and learner record can be facilitated the maximum mark available is capped at 50% for that assessment. Repeat examinations and skills demonstrations are not capped.

6.8.4 Application Process for Repeating Assessment

When learners receive their results, they are reminded of the Cork ETB assessment appeals and repeat of assessment procedures.

Learners must apply within 14 days of the issue of results on one of the following forms, as appropriate:

- [6.8a Application to Repeat an Examination on a Level 5 & 6 Programme](#)
- [6.8b Application to Repeat an Assessment](#)

The completed application form may be submitted in hard copy or digitally using email or microsoft forms/google forms. In the case of digital submission, clicking send or submit is taken in lieu of submission.

A fee of €40 is payable for level 5 and 6 programmes, unless the learner is exempt from paying examination fees.

Each campus/centre will:

- process requests for repeats
- make all necessary arrangements for repeat assessments
- in the case of repeat examinations, a different examination paper must be used
- in the case of repeat skills demonstrations, a different brief may be used

- ensure that the repeat assessment process is conducted in accordance with Cork ETB assessment procedures
- record and communicate results arising from repeat assessments to the learner and process the certification on QBS

DOCUMENT DETAILS

Title:	QA 6.8 – Cork ETB Repeats or Resubmission of Assignments 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:	QA 6.8a Application to Repeat an Examination on a Level 5 & 6 Programme QA 6.8b Application to Repeat an Assessment



6.8a – Application to Repeat an Examination on a Level 5 & 6 Programme

Please complete this form, if you wish to apply to repeat an examination when the overall component has not been passed. A learner cannot repeat to improve their grade or if they do not pass only one element of the assessment for that component. Unless exempt from paying exam fees a fee of €40 should be paid.

Please read your learner handbook for further information on repeating assessments.

Learner Name:		
Course:		
Component and codes:		
Title of the Assessment:		
Date examination was first completed:		
Result in overall component:		
Learner Signature:		
Date:		
Exam Fees Payable Mark X where applicable	Yes	No
Approved by:		Date:

6.8b – Application to Repeat an Assessment

Please complete this form, if you wish to apply to repeat an assessment when the overall component has not been passed. A learner cannot repeat to improve their grade or if they do not pass only one element of the assessment for that component.

Please read your learner handbook for further information on repeating assessments.

Learner Name:		
Course:		
Component and codes:		
Assessment Type: Mark X where applicable	Examination Project Skills Demonstration	Learner Record Collection of Work Assignment
Title of Assessment:		
Date assessment was first completed:		
Result in overall component:		
Learner Signature:		Date:
Approved by:		Date:



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