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*Cork Education and
Training Board*

QUALITY ASSURANCE

QA 6.8 REPEAT OF QCI ASSESSMENTS ON THE ADVANCED CERTIFICATE IN EARLY LEARNING AND CARE 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 **only** to the QQI award the **Advanced Certificate in Early Learning and Care** 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.

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.

The programme manager for the Advanced Certificate in Early Learning and Care is responsible for storing and releasing repeat examination papers.

Assessors are responsible for facilitating learners to repeat assessment. Cork ETB uses standardised assessment on the Advanced Certificate in Early Learning and Care. In the case of examinations, two examinations are prepared each academic year, one for the May examination period and one for the repeat examination period.

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 assessment in the **Advanced Certificate in Early Learning and Care/Level 5 Certificate in Early Learning and Care**:

- if they do not pass an assessment task
- learner's will be given the opportunity to repeat an assessment task twice (i.e., three assessment opportunities in total)

Learners cannot repeat an assessment task

- if they have been successful in the assessment task i.e., if they have achieved a minimum of 50% in that task.

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. For learners enrolled on the Advanced Certificate in Early Learning and Care/Level 5 Certificate in Early Learning and Care the following time scale applies:

- learners who were unsuccessful in an assessment task have **seven days** from receiving feedback to complete [QA 6.8c Application to Repeat an Assessment](#) and to resubmit their assessment task in the first instance
- if a learner submits their assessment task after this time, it is considered a late submission and the penalties outlined in [QA 6.4 Implementation of Assessment Activities Procedure](#) apply
- if a learner requests an extension on this due to extenuating circumstances [QA 6.7 Extenuating Circumstances relating to Assessment Activity](#) applies
- learners who are unsuccessful in the repeat assessment task have **three days** from receiving feedback to complete [QA 6.8c Application to Repeat an Assessment](#) and to resubmit their assessment task for the second time

- if a learner submits after this time, it is considered a late submission and the penalties outlined [in QA 6.4 Implementation of Assessment Activities Procedure](#) apply
- if a learner requests an extension on this due to extenuating circumstances [QA 6.7 Extenuating Circumstances relating to Assessment Activity](#) applies

It is the responsibility of learners to meet these deadlines.

Learners use the feedback on their assessment task given by the assessor, as per QA 6.16 Feedback on Assessment Procedure when repeating their assessment. Learners who are repeating assessment tasks are not entitled to extra tuition.

If a learner is unsuccessful in an assessment task at the end of the programme:

- learners cannot progress to Stage Two of the Advanced Certificate in Early Learning and Care unless they have been successful in Stage One
- the above timescales regarding submission dates and QA procedures apply
- all learner work must be processed in time for the next appropriate submission period

6.8.3 Repeating Assessments on level 5 & 6 programmes

When learners receive their results, they are reminded of the Cork ETB assessment repeat of assessment on the Advanced Certificate in Early Learning and Care procedures.

Learners must complete and submit their repeat assessment task within the time frame specified in Section 6.8.3. Learners must submit [6.8c Application to Repeat an Assessment Task in the Advanced Certificate in Early Learning and Care](#) with their repeat assessment task.

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.

DOCUMENT DETAILS

Title:	QA 6.8 – Cork ETB Repeats or Resubmission of Assignments Procedure
Authors:	Cork ETB Assessment Working Group
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Templates/Resources:	QA 6.8c Application to Repeat an Assessment Task in the Advanced Certificate in Early Learning and Care



6.8c – Application to Repeat an Assessment Task on the Advanced Certificate in Early Learning and Care

Please complete this form, if you wish to apply to repeat an assessment when the assessment task has not been passed.

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

Learner Name:		
Course:		
Component and code:		
Assessment Type: Mark X where applicable	Project Skills Demonstration Examination	Continuous Assessment Work Based Assessment
Title of Assessment:		
Date assessment was first completed:		
Result in assessment task:		
Mark X where applicable	This is the first repeat of the assessment task This is the second repeat of the assesment task	
Learner Signature:		Date:
Approved by:		Date:



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