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| Assessment Policy |  |

### Rationale

It is the policy of Templemore College to provide and promote an environment where assessment of learners is carried out in a transparent, fair and consistent manner and where the assessment systems in place are understood and implemented by staff and learners of Templemore College.

Templemore College believes that to be fair to our learners we must clearly define and communicate how assessments are planned for each programme of study, what is expected of the learners and the rights of the learners in this process. We endeavour to be non-discriminatory and just in the manner in which assessments are accessed by the learners and processed by assessors/examiners.

We encourage consistency of assessment across all programmes of study, assessors/examiners and locations.

Templemore strives to consistently meet national and international standards in assessments but in a way that is fair to learners, while being mindful of assessors’ needs and issues and valid for the purposes of meeting the requirements of the Awarding Bodies.

In order to ensure that the College meets its responsibilities in delivering fair and consistent assessment we endeavour to provide clear and defined guidelines to all relevant staff. In defining this policy we aim to provide clarity to relevant staff.

## Procedures for Templemore College in accordance with the policy

Templemore College will:

* Ensure that all internal assessors are fully briefed and competent to assess learners’ evidence
* Ensure that all equipment and materials used for assessment are fit for purpose and that safe practices are observed at all times during assessment
* Make arrangements for the proper conduct and supervision of all assessment in accordance with policies and procedures.
* Notify the candidates in advance of the arrangements for assessment
* Display the *Notice to Candidates* regarding the violation of assessment regulations (See Appendix 1)
* Ensure that evidence/examination scripts are returned to the internal assessors as appropriate
* Receive and issue notification of results and certificates to candidates
* Forward details of assessment, including examination paper, assessment brief, accompanied by marking scheme and outline answers where requested by an examining board.
* Submit details of assessment for approval if so required, and amend the assessment as recommended
* Make learners aware of the procedures for those wishing repeat assessments.
* Meet the needs of candidates that have special requirements in order to be able to fully and fairly participate in assessment. This will be done in a way that is impartial and reasonable. Special arrangements will be implemented to cater for the needs of these candidates to ensure that they are in no way disadvantaged or advantaged when they participate in the assessment process. Special accommodations will only be put in place where doing so will not compromise the integrity of the award.
* Treat all candidates equally, regardless of age, disability, family status, gender, race, marital status, sexual orientation, religious beliefs or membership of the traveller community.
* Provide timely and constructive feedback on their assessments to learners which will inform their participation on the programme. The feedback will be appropriate to the nature of the assessment, i.e., formative or summative.
* Take action in the event of any error, omission or action that may impact on the validity of the assessment process.

### Assessment

All assessment should be completed and marked before the period scheduled for the visit of the External Examiner.

### Coursework, assignments, projects etc

For candidates submitting projects, assignments, learner records or collections of work for assessment the following procedures will be followed:

* A written brief is to be given to students outlining what has to be done to complete the assignment/project etc. This brief should also include assessment guidelines, review date and final deadline date (see Appendix 3)
* Candidates must attest to the fact that all projects, assignments, learner records and collections of work presented for assessment are their own original work
* The work is dated and signed by the tutor and a receipt is given to the student as evidence that the work has been submitted.
* Candidates should submit their work by the agreed deadline. In the event that a candidate requires extra time, s/he must apply to the tutor for an extension. In the event that an extension is given, the work must be handed in by the new deadline. No work will be accepted after the new deadline. Extensions will not normally be granted for more than one week.
* Written assignments, projects, examinations or collections or work submitted for assessment and certification will not normally be returned – learners are advised to make copies before submission. Practical work will be returned at an agreed date after the appeals period has elapsed

### Examinations

Where examinations are required as part of the assessment portfolio of the learner, such examinations should be carried out under examination conditions. A teacher/tutor other than the internal assessor should generally supervise these examinations if an external supervisor isn’t appointed by the Awarding Body.

The College is required to keep examination papers and/or confidential assessment material in safe custody at all times.

The centre should have an attendance register, which should be signed by each candidate and the supervisor. Registers should be used to confirm submission of portfolios of coursework and attendance at examination. These registers should be retained in the College in case of an appeal of a result by a candidate.

In the event of a candidate being unable to attend an examination due to certified illness or the death of a close family member then alternative arrangements **may** be made for the candidate. The arrangement should be between the candidate and the tutor.

A sketch of the examination centre should also be drawn up by the superintendent. This should indicate where each candidate was sitting during the examination. Any unusual occurrences should also be noted on this form. See Appendix 2

Each candidate should be allocated a separate table/workspace.

Stationery appropriate to examination must be used at all times. A notice stating examination in progress should be put on the door of the exam centre.

The superintendent should make sure that students can see a clock during an exam and that they know both the start and finish time of an exam and any other relevant details.

All posters, display material etc. which may be relevant to the examination should be removed or completely covered.

Where an examination comprises practical of tests or the use of equipment such as a computer, then it is essential that a specialist must be available to deal with equipment failure.

Templemore College is responsible for bringing the Assessment Regulations for Candidates to the attention of each candidate.

## Internal Assessor Responsibilities

The following is the procedure that must be implemented by the internal assessor for each module:

* Complete the assessment and apply the assessment criteria according to each module descriptor
* All evidence should be marked according to the Individual Candidate Marking Sheet and marking scheme as appropriate.

When marking candidates work, internal assessors should:

* Mark written evidence in a colour different to that used by the candidate
* For oral/aural/visual etc., use a marking sheet which should include a clear breakdown showing how marks were awarded.
* In examinations, mark **all** evidence presented, and then include the ‘best’ answers for the final mark.
* Tick in red or green ink on **each page** of all evidence submitted to show that they have taken the data involved into account in their final mark.
* Complete the individual candidate marking sheets and attach them to the relevant evidence. These sheets must be completed in full.
* Transfer marks to appropriate sheets for transfer to awarding bodies.

### Aural examinations

Separate rooms should be provided for aural examinations e.g. Language, Audio Transcription etc to allow the appropriate material to be played and heard clearly.

### Oral examinations

Candidates should be given adequate notice of these examinations. They should be held where there is little noise interference and where necessary audio tape recordings should be made of these examinations.

## Appeals

Students wishing to appeal assessment procedures may do so in writing to the Board of Management of the College.

In relation to final results, students have the right of appeal to all Awarding Bodies. Each awarding body has its own appeal form and procedures. The relevant forms can be got from the PLC Co-ordinator or the Principal of the College.

## Emergencies

If an emergency occurs during an examination, e.g. fire alarm, etc the following procedure should be applied.

* The examination room must be evacuated in accordance with the instructions
* Candidates must leave question papers and examination scripts on their desks
* If the candidates have been closely supervised and the superintendent can be assured that there has been no breach of examination security, i.e. candidates did not communicate with each other, nor any other person, nor consult books or notes while they were out of the examination room, then the examination may be resumed and full time given.
* If the security of the examination has been compromised then an alternative will have to be given at a later date.

**Notice to Candidates**

* Candidates must be in examination centre at least ten minutes before the start of the examination.
* Candidates must sign register before starting the exam
* Mobile phones and other means of electronic communication are not allowed in any examination. If mobile phones are brought into the room they must be switched off and placed beyond the reach of a candidate.
* Candidates may not refer to books or notes during the examination except where the course specifically allows it.
* Candidates may not bring scrap paper to the examination room.
* In examinations of one hour or longer a candidate may not enter the examination after the first half an hour has passed and may not leave during the last 10 minutes of the examination.
* If a candidate attempts to copy or misconducts him/herself during an examination the superintendent is empowered to expel a candidate from the examination room, where their continuing presence would hinder other candidates.
* Any irregularity or misconduct will be recorded in writing and given to the Principal.
* A decision will then be made as to whether the candidate will be disqualified from any other examination(s) they may have to take.

**Templemore College**

**SUPERINTENDENT’S REPORT**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Superintendent’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Plan of Examination Room**

The plan should be drawn approximately to scale and should show the positions of the candidates, giving their examination no. or names, the directions in which they face and the position of the table(s) or desk(s) used by the superintendent(s). Persons other than the superintendent and candidates in attendance

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Daily Report – Write “NIL” if nothing unusual happened. |

I certify that (i) the above particulars are correct

(ii) all the regulations relating to the examination have been strictly complied with

1. each candidate has used his/her correct examination number or name.

I enclose \_\_\_\_\_\_\_\_\_\_\_\_ examinations scripts.

Signature of Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



## Course:

## Tutor:

## Module Title & Code:

## Assessment Technique:

## Weighting: (say what percentage of the total marks allotted to this work)

## Title of Brief:

## Description of Brief: (Describe brief in 2/3 lines and include guidelines as bullet points)

## Assessment Criteria: (Say what criteria will be used to assess the work – refer to module descriptor marking sheet)

***Issue Date:***

***Review Date:*** *(Date for discussing progress of draft with tutor)*

***Submission Date:*** *(Final date for handing up work)*

***Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***I confirm that this is my own work***

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

*Student*

***I confirm that this work has been handed to me (unchecked)***

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

*Tutor*

***scissors symbol-----------------------------------------------------------------------------------------------------------------***

***Receipt***

***I confirm receipt of the work from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***For:*** *(Title of Brief)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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

Tutor