

**Céim Eile, Templemore College of Further Education (TCFE)**

**Assessment of Learners Policy**

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| Policy Area | Schools |
| Document Reference number | See Attached |
| Version | To be inserted by HO |
| Document Drafted by | **Céim Eile, TCFE** |
| Date Adopted by TETB | To be inserted by HO |
| Reviewed/Amendment | Summer 2017 |
| Date Review/Amendment Adopted | To be inserted by HO |

**Assessment of Learners**

**Céim Eile endeavours to ensure that all learners receive the appropriate credits deserved and support each student to reach his or her potential in the LCA.**

**To accommodate this the following stages are completed and aim to give equal opportunities to all within the centre.**

Stage 1 Teacher gives modules code.

Stage 2 Year is split in two separate sessions:

Session 1 for first years and Session 3 for second years ends in December.

Session 2 for the first years and Session 4 for the second years ends in May

Stage 3 Each module has a set number of key assignments, see module descriptor

Stage 4 Each Teacher must print of a Key assignment checklist for each Student.

Stage 5 Key Assignment evidence must be attached to checklist for each student.

Stage 6 Key Assignment checklist must be signed and dated by Both the Teacher and the student.

Stage 7 All key assignments must be submitted to coordinator’s office by submission date regardless of whether all key assignments are completed.

Stage 8 Resource person completes summary sheet in preparation for upload to SEC system.

Stage 9 Internal verification of key assignments ensure fairness and consistency. This will be carried out by designates, to ensure prior step have been maintained.

Stage 10 Students are awarded credits based on evidence presented and these credits are then uploaded to SEC system.

Stage 11 All evidence is stored in a secured environment.

In accordance with LCA guidelines for credits accumulated Session based. Céim Eile will endeavour to ensure clear and consistence. Evidence of procedures and practice for credit allocation is acquired by the completion of this form.

**Review**

This policy will be reviewed by the Board of Management once in every school year.

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| Submitted to Staff: |  |
| Submitted to Board of Management: |  |
| Submitted to ETB Board: |  |