



etbi

Education and Training
Boards Ireland

*Boird Oideachais agus
Oiliúna Éireann*

NATIONAL ASSESSMENT PROCEDURES HANDBOOK

CONSULTATION PHASE

BACKGROUND PAPER

Drafted by:

ETBI National Assessment Procedures Handbook Working Group

April 2017

Background and Context

One of the five goals within the FET strategy 2014-2019 is 'Quality Provision - *that FET will provide high quality education and training programmes and will meet national and international quality standards.*'¹ The 2012 Qualifications and Quality Assurance Act 2012 sets out the detailed responsibilities that apply to the Education and Training Boards (ETBs) for quality assuring their programmes of education and training and related services. QQI has established Core Statutory Quality Assurance Guidelines² for providers, and new Sector Specific Quality Assurance Guidelines for the ETBs are expected to be established by mid-year 2017. The providers', i.e. the ETBs', assessment framework, incorporating the procedures and systems to ensure fairness and consistency of assessment, is a core element within the overall quality assurance framework.

ETBs are working collaboratively through the ETBI FET Directors' Forum towards achieving the common goal of consistent high-quality standards in FET across the sector, through the development and implementation of a sectoral QA Framework. Learner Assessment is a core pillar within this framework.

The ETBI FET Directors' QA Strategy Group is overseeing the implementation of a number of collaborative sectoral QA projects, working in collaboration with the ETBI QA forum, the Further Education Support Service (FESS) and other stakeholders. These projects include the development of an ETB sector National Assessment Procedures Handbook.

Introduction

An ETBI National Assessment Procedures Handbook Working Group* has been established and has commenced development of a new sectoral assessment handbook. Phase 1 of the development (Dec '16 – April '17) focused on four assessment procedural areas which emerged, through consultation with the ETBI QA Forum, as priority procedures to be addressed. The Working Group has now developed these four draft assessment procedures and is seeking feedback directly from the ETB sector and other stakeholders through this consultation process. Feedback is being sought on the following Consultative Draft Assessment Procedures:

1. **Assessment Deadlines**
2. **Assessment Malpractice**
3. **Compassionate Consideration in Extenuating Circumstances**
4. **Reasonable Accommodation in Assessment**

Additionally, a draft **glossary of terms** is being developed which applies to all procedures.

Consultation Process

Each ETB, through the ETBI QA Forum, will be requested to submit combined feedback from their staff and stakeholders. Consultation will also be undertaken through other ETBI Forums and with other key stakeholders on the consultative drafts. All of the feedback will be collated by ETBI and will be reviewed by the Working Group. There is an opportunity to provide feedback on all sections of each

¹ <https://www.education.ie/en/Publications/Policy-Reports/Further-Education-and-Training-Strategy-2014-2019.pdf>

² <http://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf>

document. **However, you are asked that particular attention should be given to the *outlined procedures*.**

A template has been devised for each draft procedure. The template has been devised to facilitate group feedback and is broken down into the relevant sections and subsections of each document. **In particular, feedback should be provided on the procedure/process in the draft document.**

It is only necessary to comment on sections which require feedback. Where no feedback is required, it can be left blank. A further comments section is available at the end for any additional feedback. Once feedback has been submitted and collated, collated feedback will be presented to the working group for further development.

The working group envisages that, where appropriate, two versions of each policy and procedure will be developed. The sectoral assessment procedures handbook will reflect this, with one version appropriate for staff, and a second version appropriate for learners. The working group will continue to work on additional identified areas of assessment, and further consultation will take place with the sector as these drafts become available.

The closing date for feedback for this consultation is **Friday 9th June 2017.**

ETBI and the Working Group would like to thank you for your co-operation in this initiative.

ETBI National Assessment Procedures Handbook Working Group Representatives

*The ETB Sector Working Group comprises;

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