

PROVIDER NAME: CCT College Dublin (CCT)

POLICY AREA: Standard 5: Student-centred teaching, learning and assessment

Policy and Procedure Title: Repeat Continuous Assessment & Examinations

Policy No: CCTP503

Version: 2.0

Policy Statement

Where a learner fails an assessment, or fails to avail of an assessment opportunity, they are normally afforded a maximum of 3 repeat attempts, except where the programme validation states otherwise. Masters capstone assessments are restricted to a maximum of two repeat attempts.

Any restrictions on the number of repeat attempts is agreed at validation and communicated to learners via the programme handbook or Moodle.

The provision of repeat opportunities may not be automatic, and the College reserves the right not to provide a repeat opportunity in circumstances where it is deemed in the best interest of the College, the learner or other parties impacted by the undertaking of any such assessment. Programme-specific policies on entitlement and access to repeat opportunities will be detailed in the handbook for each programme.

Learners are advised that modules that do not contribute to the overall award calculation which are failed at the first attempt, except where PMCs apply, will have their repeat marks capped at 40% for the module. Modules that do contribute to the award classification will not have repeat marks capped but will be restricted to an overall award classification of a pass.

CCT applies the QQI sectoral convention on no repeat for honours which specifies that the calculation of the award classification shall be based on the credit-weighted mean value of the allowable grades (i.e. those that contribute to the classification) for modules of a specific programme which has been validated by QQI. Honours classification, or any classification higher than 'Pass', shall be made based on first attempt grades. Necessary procedures to allow consistent treatment of a repeat grade as a first attempt grade, where exceptional mitigating circumstances exist, shall not compromise this principle. Accordingly, a learner cannot attain an honours award, or other such classification above a pass, where award bearing modules have not been passed at the first attempt.

Learners are required to attempt all assessments. Failure to submit an assessment or sit an examination will constitute an attempt and a mark of 0% will be awarded. This may have implications for their status on the programme or their final award.

A learner who fails to secure a pass mark within the maximum number of repeat opportunities will be deemed to have failed the programme, subject to ratification by the Board of Examiners. Standard exceptions apply where the College learner has accepted and formally recognised PMCs.

It is the learner's responsibility to familiarise themselves with the regulations relating to repeat assessments and the impact on their grades of failing to submit or pass assessments.

The term assessment is taken to mean any formal activity utilised to determine a learner's capability to demonstrate attainment of learning outcomes. This includes all

forms of continuous assessment, project, placement, and examinations.		
Staff Involved All full time and part time faculty within CCT, Lecturers, Faculty Heads, Dean of Academic Affairs, Dean of School, Faculty Coordinators, QA Officer		
Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<p>This policy on repeat assessment is developed to inform learners, lecturers and relevant staff of the procedures pertaining to repeat assessment.</p> <p>Assessments are designed for the programme in accordance with the approved programme schedule. The Head of Faculty or Programme Leader ensures all faculty lecturing on the programme are provided with a copy of this and are aware of their obligations in respect of same.</p> <p>The approved programme schedule must inform the development of a semesterised assessment schedule that informs learners when assessments are issued and due for submission, and the examination timetable.</p> <p>Faculty are required to develop their assessments sufficiently in advance to allow for internal moderation and, in the case of key assessments i.e. proctored examinations and CA's weighted 30% or greater, review by the external examiner prior to being issued to learners.</p> <p>Continuous Assessments Continuous assessments are summative assessments which take place during the semester or may be required to be submitted at the end of the semester after a specified period for completion has elapsed.</p> <p>The assessment brief must indicate the learning outcomes being assessed and the submission deadline. The submission deadline should normally be in accordance with the assessment schedule issued to learners at the start of the semester.</p> <p>It is the learner's responsibility to familiarise themselves with the submission deadline and to adhere to this.</p> <p>Learners will be subject to repeat assessment regulations in any instance where they fail a module, or in some instances an assessment within a module. A fail grade can result from</p> <ul style="list-style-type: none"> • unsatisfactory performance • non-submission or non-participation (such as in real time assessments) • late submission beyond 5 calendar days post submission date. <p>Examinations Examinations take place at the end of each semester and a summer repeat schedule is also scheduled for August.</p>	<p>Head of Faculty Programme Leader</p> <p>Faculty</p> <p>Lecturers</p> <p>Learners</p>	<p>Assessment Schedules</p> <p>Assessment briefs</p> <p>Assessment Schedule</p> <p>Submission records</p>

<p>Learners will be subject to repeat assessment regulations in any instance where they fail a module or in some instances the examination. A fail grade can result from</p> <ul style="list-style-type: none">• unsatisfactory performance or• failure to avail of the examination opportunity provided i.e. not turning up to sit the examination <p>Repeat Arrangements</p> <p>Results are issued to learners and any result of less than 40% in a module will require the learner to undertake a repeat assessment, except where pass by compensation may apply.</p> <p>Any result of less than 40% in an examination or assessment may require the learner to repeat the examination or assessment in cases where</p> <ol style="list-style-type: none">a. a special regulation is validated requiring that each assessment component be passed independently, orb. the marks in the remaining assessment components of the module do not result in an overall module pass mark. <p>In accordance with QQI sectoral convention number 3, learners who fail to pass a module at the first attempt where that module contributes to the award classification will not have their repeat marks capped but, for the purpose of award classification, the maximum award will be a pass.</p> <p>Learners undertaking repeat examinations where the component or module has been failed at the first attempt and it isn't a module that contributes to the award classification, will have their module mark capped at 40% for the module(s) concerned.</p> <p>Any learner who has submitted a claim for Personal Mitigating Circumstances and had these approved by the College is not subject to the above penalties for repeat assessment. See CCTP502 Assessment Policy for more information.</p> <p>Learners who fail an assessment or examination are encouraged to contact the College to seek feedback on their performance.</p> <p>Repeat examinations will be scheduled at the next examination sitting.</p> <p>It is the learner's responsibility to ensure they meet submission deadlines and are available to sit examinations, including repeat examinations. Absence due to alternative arrangements such as holiday or other travel, will not normally be accepted as PMC. Where a learner absents themselves from an examination without PMCs approved, it is deemed they have failed to avail of an assessment opportunity and a mark of 0% will be recorded. For the purpose of entitlement to 3 repeats, the absence will be counted as a repeat opportunity.</p>	<p>Lecturer</p> <p>Lecturers Learners</p> <p>Board of Examiners</p> <p>QA Officer</p>	<p>Examination Timetables</p> <p>Minutes of Board of Examiners meetings</p>
<p>Monitoring</p>		

Monitor (Job Title)	Frequency	Monitoring Method(s)
Lecturers Board of Examiners External Examiner Head of Faculty	As scheduled Annually After each examination period Annual review for full academic year Programme Board	Board of Examiner meetings – consideration of results External Examiner reports Annual monitoring including stakeholder feedback and analysis of performance and progression data Review of all written records from the lecturers, faculty heads, learners, being reported or highlighted, to how the case was resolved

POLICY CONTROL SHEET

Policy Title	Repeat Assessment
Responsible Officer(s)	Dean of Academic Affairs
Issuance Date	August 2017
Effective Date	August 2017
Last Review Date	July 2017
Supersedes	Version 1.0
Next Review Date	August 2019
Designated Reviewer(s)	Dean of Academic Affairs & College Registrar
Scope	Internal lecturing staff (full and part time); Learners; Programme Board

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2016	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 2.0	August 2017	Updating to reflect responsibilities of organisational roles. Extending of policy to apply to repeat examinations. Amendment to current policy to reflect sectoral convention number 3 and remove capping of marks for repeating award bearing modules. Clarification of requirement to pass module overall, not components, except where special regulations are validated to specify otherwise.	Dean of Academic Affairs	Academic Council
Version 2.0	May 2018	Renumbered from CCTP504, now CCTP503	QA Committee	Academic Council

References upon which the Policy section is based

CCT Policy area	Student centred teaching, learning, and assessment
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Assessment and Standards

Related CCT Policies /
Forms

CCTP502 – Assessment Policy
CCTF111 – Personal Mitigating Circumstances