

PROVIDER NAME: CCT College Dublin (CCT)			
POLICY AREA: Standard 5: Student-centred teaching, learning and assessment			
Policy and Procedure Title:	<i>CCTP502: Repeat Assessment & Examinations</i>	Policy No: CCTP502	Version: 2.3
<p>Policy Statement</p> <p>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.</p> <p>Learners are advised that modules which are failed at the first attempt, except where PMCs apply, will have their repeat marks capped at 40% for the module. Modules that contribute to the award classification will have repeat marks capped but the award will not be capped.</p> <p>CCT applies the QQI sectoral convention “Determination of Award Classification”. This specifies that when a module whose grade is designed to contribute to the determination of an award classification is failed on the first attempt, the maximum achievable grade shall be capped at Pass for any and all subsequent attempts and the capped grade shall be used in the determination of the award classification, which is not capped at Pass. 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.</p> <p>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.</p> <p>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.</p>			

<p>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. Students returning to complete repeat assessments / examinations outside of their enrolment period will be required to register with the college and pay any registration fees applicable.</p>		
<p>Staff Involved All full time and part time faculty within CCT, Lecturers, Dean of Academic Affairs, Dean of Faculty, Faculty Office, QA Office</p>		
<p>Procedure Outline / Method(s) used to carry out this procedure</p>	<p>Responsibility of</p>	<p>Evidence generated by this procedure to ensure its effectiveness</p>
<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 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. 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, where applicable 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. 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>Programme Leader</p> <p>Faculty</p> <p>Lecturers</p> <p>Learners</p> <p>Lecturer</p>	<p>Assessment Schedules</p> <p>Assessment briefs</p> <p>Assessment Schedule</p> <p>Submission records</p>

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Lecturers Board of Examiners External Examiner	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, 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	June 2025
Effective Date	June 2025
Last Review Date	August 2022
Supersedes	Version 2.2
Next Review Date	August 2027
Designated Reviewer(s)	Dean of Academic Affairs
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
Version 2.1	Sept2019	Clarification – all repeat module marks capped at 40% (except where PMC applies) and impact on award classification for award stage modules. Edits to roles to reflect appointment of School Manager	Dean of Academic Affairs	Academic Council
Version 2.2	August 2022	Update to reflect change in sectoral convention 3 now permitting repeat for honours	QQI	Academic Council
Version 2.3	June 2025	Minor updates to reflect changes to Section 5 Marks and Standards Renumbered from CCTP503, now CCTP502 Removed incorrect reference in introduction	Dean of Academic Affairs	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	CCTP909 – Personal Mitigating Circumstances Policy