

PROVIDER NAME: CCT College Dublin (CCT)

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

Policy and Procedure Title: Repeat Assessment & Examinations

Policy No: CCTP503

Version: 2.1

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 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 will also be subject to the QQI convention of no repeat for honours i.e. awards 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

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| forms of continuous assessment, project, placement, and examinations. | | |
| Staff Involved All full time and part time faculty within CCT, Lecturers, School Manager, 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 School Manager 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, 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.</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 repeat schedule is also scheduled for August (September cohorts) and January (February cohorts).</p> | <p>School Manager 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> |

Learners will be subject to repeat assessment regulations in any instance where they fail a module or in some instances a component of a module. A fail grade can result from

- unsatisfactory performance or
- failure to avail of the assessment opportunity provided i.e. not turning up to sit the examination or not submitting the assessment

Repeat Arrangements

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.

Any result of less than 40% in an examination or assessment may require the learner to repeat the examination or assessment in cases where

- a special regulation is validated requiring that each assessment component be passed independently, or
- the marks in the remaining assessment components of the module do not result in an overall module pass mark.

In accordance with QQI sectoral convention number 3, learners who fail to pass a module at the first attempt, but do so at a subsequent attempt, where that module contributes to the award classification will not be eligible for an award at a classification higher than a pass.

Learners undertaking repeat examinations where the component or module has been failed at the first attempt will have their module mark capped at 40% for the module(s) concerned.

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.

Learners who fail an assessment or examination are encouraged to contact the College to seek feedback on their performance.

Repeat examinations will be scheduled at the repeat examination sitting.

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 repeats, the absence will be counted as a repeat opportunity.

Lecturer

Lecturers
Learners

Board of Examiners

QA Officer

Examination Timetables

Minutes of Board of Examiners meetings

Monitoring

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Lecturers Board of Examiners External Examiner School Manager | 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, School Manager, learners, being reported or highlighted, to how the case was resolved |

POLICY CONTROL SHEET

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| Policy Title | Repeat Assessment |
| Responsible Officer(s) | Dean of Academic Affairs |
| Issuance Date | August 2017 |
| Effective Date | August 2017 |
| Last Review Date | July 2019 |
| Supersedes | Version 2.0 |
| Next Review Date | August 2024 |
| 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 | Sept 2019 | 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 |

References upon which the Policy section is based

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| 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 |