Kerry ETB

**BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ**

**KERRY EDUCATION
AND TRAINING BOARD**

6.13 RESULTS APPROVAL PROCEDURE

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Contents

1. Principles

Quality assured assessment ensures that in criterion referenced assessment "learners are assessed and the assessment judgment is made based on whether the learner has reached the required national standards of knowledge, skill and competence for the award" (QQI). Central to quality assured assessment is the assumption that learners are assessed in a fair and consistent manner in line with the award standard. Quality assured assessment ensures adherence to the principles of assessment.

The following sets forth the principles of assessment which apply to this document, these principles are based on the QQI principles for assessment.

1.1. Validity

Validity is a fundamental assessment principle ensuring that an assessment measures what it is designed to measure: the relevant standard of knowledge, skill or competence required for an award should be assessed.

Validity in assessment occurs when:

• Assessment is fit for purpose (i.e. a practical assessment assesses a practical skill)

• Learners can produce evidence which can be measured against the award standard

• Assessors can make accurate assessment decisions

• Assessment is accessible to all candidates who are potentially able to achieve it

1.2. Reliability

Reliability in assessment ensures that assessment measurement is accurate: the knowledge, skills and competence which the assessment measures should produce reliable and accurate results. Reliability in assessment ensures that results are consistent under similar conditions.

Reliability in assessment occurs when:

• The assessment is based on valid assessment techniques

• Assessment conditions are consistent

• Learner evidence is reliable

• Results are consistent across various assessors, contexts, conditions and learners over time.

1.3. Fair

Fairness in assessment supports the validity and reliability principles and provides equal opportunity to all learners. Fairness in assessment ensures: learners have access to appropriate resources/equipment in assessment; assessment design and implementation are fair to all learners; and policies and procedures exist to ensure fair assessment of learners.

1.4. Quality

Quality in assessment ensures that all assessment processes are quality assured.

1.5. Transparency

Transparency in assessment ensures that assessment policy and procedures provide clarity to all relevant stakeholders.

In order to ensure adherence to the principles of assessment, the following process should be followed in relation to external authentication. This process will contribute to ensuring that assessment is fair for all learners along with being reliable and consistent across Kerry ETB, programmes and modules.

2. Rationale

Kerry ETB developed this set of procedures to clarify the role of the results approval panel within the broader authentication process and the individual steps to be taken. This is to ensure a consistent approach to the approval of results across all provision in Kerry ETB.

Kerry ETB assigns and manages the results approval panels across a number of centres and programmes. A key part of this process is the identification of key staff in this process and how the process operates.

3. Definitions

The purpose of the Results Approval Panel is to ensure that assessment decisions and results are reviewed, judged and processed in a fair, consistent and transparent manner.

The Results Approval Panel meeting takes place following the external authentication process and before final results are ratified by the Quality Council. It convenes to ensure that learner evidence is consistent and measured against national standards and are in line with Kerry ETB QA Assessment Procedures. The Internal Verification reports, External Authenticator Reports and up-to-date Provisional Learner Group Results sheets are reviewed by the Results Approval Panel Meeting. In this way the Results Approval Panel takes an overview of the systems employed by the College/ Centre and ensures that the results are fully quality assured.

4. Scope

This procedure applies to all further education and training provision provided by Kerry ETB colleges, centres and programmes or by organisations funded by Kerry ETB to provide further education and training.

5. Roles and Responsibilities

5.1 Results Approval Panel

The role of the results approval panel is:

- Reviewing and approving assessment results for each course/ programme area.

- Reviewing reports of the internal verification and external authentication processes.

- Making recommendations on the assessment process in response to Internal Verification and External Authentication reports.

- Identifying any issues arising in relation to the results and making determinations for corrective action.

- Ensure that suspected irregularities are investigated and addressed.

- Reviewing any recheck outcomes which are unsatisfactory to the learner.

- Approving results for ratification by the Kerry ETB Quality Council thus allowing for the submission of final results to awarding body (QQI) to request certification.

5.2 RAP Chair

The Results Approval Panel meeting is chaired by the Principal /AEO /Centre Manager. The Chair is responsible for appointing members to the Results Approval Panel and ensuring the presence of a designated observer. In doing so, the Chair must ensure that conflicts of interest are avoided. A key outcome of the meeting is that the results approval report is completed for the relevant learners and signed off as appropriate by members and the Chair of the results approval panel.

The role of the RAP Chair is to:

- Ensure that the quorum (minimum of 3) is present before commencing a results approval meeting
- Ensure that members sign the confidentially statement (Appendix 2)
- Ensure that the meeting functions efficiently and effectively
- Provide adequate time for discussion
- Ensure that decisions are taken in the context of the requirements of the awarding body and Kerry ETB QA procedures
- Ensure that the decisions of the meeting are recorded
- Cast the final vote where consensus cannot be reached

5.3 RAP Members

Members of Results Approval Panel are to participate in the meeting for the approval of assessment results. Members will carry out their roles without bias and will make their determinations based on the information provided to the Panel.

A quorum of three is the minimum membership to ensure that the assessment decisions are valid. Membership must ensure that the RAP has significant knowledge and experience of training and education programmes and quality assurance.

Fixed Members

- Principal/AEO/ Centre Manager

- Deputy Principal/s /Quality Assurance Officer
- Programme Co-ordinator

Other members may be invited to attend the meeting as follows:

- Board Member
- External Authenticator
- Assessor
- Designated Observer (as nominated by the Principal/ AEO/ Centre Manager).

Only the fixed members of the panel approve results. The fixed members of the panel should strive to reach consensus on all results approved at the meeting. In the event of a disagreement, fixed panel members, who have a difference from the majority view, will have their views recorded if requested.

5.4 QA Office Role
All approved results will be forwarded to the QA Unit who will bring them before the Quality Council for ratification. This will then allow for the submission of final results to the awarding body/ QQI for certification.

6. Results Approval Panel Stages
There are 4 stages that require action as part of the wider Results Approval Panel process. They are:

1. Preparing for the RAP
2. Conducting the RAP
3. Concluding the RAP
4. Following the RAP

6.1 Preparing for the Results Approval Process
1. Decide on dates for the results approval meetings based on the awarding body/ QQI certification deadlines and demands of centres.
2. Collate and prepare documentation required for the meeting as follows:
   - Updated Provisional Learner Group Result Sheet published on QQI Business System (QBS)
   - F12 Course Summary Assessment Sheet and Course Approval Form
   - Decisions re: Full Award, Progression, Repeat Assessment/Exams.
   - Extenuating Circumstances – accommodation and supports provided.
   - Internal Verification Reports
   - External Authenticators/Examiner Reports (QQI)
   - External Quality Assurance Assurer Reports (City & Guilds, CIDESCO, ITEC, CIBTAC etc)

- Attendance Records
- Circulate the agenda (Appendix 1)
- Circulation of confidentiality statement (Appendix 2).

3. Invite members to attend the meeting in line with the membership set out above (see Section 5.3).
4. Convene a results approval meeting to meet the deadlines of awarding body/ QQI's certification calendar and to consider the certification demands by Kerry ETB centres.

6.2 Conducting the RAP meeting

The meeting is conducted in line with the Terms of Reference set out in Appendix 4.

The purpose of the Results Approval Panel is to ensure that assessment decisions and results are reviewed, judged and processed in a fair, consistent and transparent manner. The RAP should strive to reach agreement by consensus.

1. **Opening of the Meeting**

The Chair will open the results approval meeting with a short address, which will include the following:

- The proceedings are confidential
- Individuals must not be identified during the results approval meeting
- The meeting should be conducted in a professional manner
- Decisions and recommendations made should only be based on the evidence and information provided to the RAP
- Declaration of any potential Conflict of Interest
- Requirements of the awarding body and Kerry ETB QA assessment policies and procedures must be observed during all proceedings.

Introduction of the membership by chair will take place.

2. **Presentation of Results and Authentication**

The RAP review and consider the following documents:

- All result sheets
  - For education: The Authentication Report by Learner Group by Minor Award results sheets
  - For training: The F12 Course Summary Assessment Sheet and Course Approval Form
- the internal verification reports
- the external authentication reports
  - In the case of training only, the certification audit report and other relevant certification related documentation.

- Learning fields should be viewed collectively, e.g.: Art and Design, Web and Media or Science and Technology, Laboratory Techniques, Computer Science, Engineering.
- The report from the last Results Approval Panel meeting, with updates to any decisions made.

If the RAP requires further explanations or clarity, the Chairperson will authorise a panel member to contact the relevant person

6.3 Concluding the RAP meeting
Concluding the results approval meeting:

- Reach agreement to approve and sign-off on results
- Approve the recommendation of ratification by the Quality Council of:
    - submission to the awarding body/ QQI of final results
    - issuing of results to learner by the centre
- Sign and date the relevant assessment documentation including the Results Approval Panel Report and the F12 Course Summary Assessment Sheet and Course Approval Form
- Note actions to re-visit for the Agenda at the next Results Approval Panel meeting.
- Membership will not discuss details of meeting as per confidentiality statement.

6.4 Following the RAP meeting
Following the Results Approval Panel, the following steps will take place:

1. Principal/Manager will forward results to the QA Unit for ratification of the Quality Council using the Quality Council Results Template (see Appendix Five).
2. The Quality Council considers and ratifies the results and this is communicated to the Principal/ Centre Manager/ AEO.
3. Results will then be issued to learners. All results are provisional until the appeals process is completed.
4. When certificates are received from the awarding bodies they are cross checked against the results approved at the RAP meeting and any changes as a result of a successful learner appeal should be noted on the record from the Results Approval Panel results lists.

The Principal/Manager should complete a report to be submitted to the Quality Governance Board to include the following:

- the number of enrolments
- the number of learners who completed courses
- the number of learners who got partial awards
- the number of learners who got full awards
- the number of learners offered repeats
- A summary of issues and recommendations arising from the Results Approval Panel

Appendix One: Sample Agenda

Name of Centre/College/ Programme

Results Approval Panel

Date | Time | Venue

1. Start of Meeting
    a. Chair confirms quorum (min of 3) and introduces membership
    b. Chair's address (see 6.2.1)

2. Course results are reviewed (see 6.2.2)

3. Identify any issues highlighted by:
    a. Internal Verifier
    b. External Authenticator/Examiner reports/Recommendations

4. Sign-off on results by RAP membership and recommendation to Quality Council

5. Review of Centre and policy systems
    a. Recommendations for improvement of practice and/ or delivery
    b. Planning for future academic session
    c. Identify areas of development that could be supported at corporate level by Kerry ETB

4. Status on Appeals

5. Any other business

Appendix Two: RAP Report

Results Approval Process Report for

Section A: Details of the Results Approval Panel			
In Attendance: (A minimum of three must be in attendance)	**Name:**	**Role:**	**Signature:**
Date:	**Time:**	**Location:**	
Absences:			

Section B: Results Approval Panel Meeting

Confidentiality Statement Agreed:

Members of the Results Approval Panel are reminded that the proceedings of the board are confidential and that all documentation is the property of the Panel and should be returned at the close of the meeting.

Consideration of all Internal Verification Report(s)

Decisions made by the Results Approval Panel as a result of the Internal Verification Report(s):

Recommendations or actions to be implemented going forward:

Consideration of External Authentication Report(s)

Decisions made by the Results Approval Panel as a result of the External Authentication Report(s):

Recommendations or actions to be implemented going forward:

Section C: Results Approval	
All moderated results reviewed by the Results Approval Panel:	
All moderated results approved by the Results Approval Panel: **List Courses & number of learners**	
All other results reviewed and approved by the Results Approval Panel: **List Courses and number of learners**	
Agree to the submission to QQI of approved results by each Centre/School and the issuing of results to Learners following ratification by the Quality Council	
Any other relevant information: **N/A**	

Section D: Follow Up	
All copies of confidential material will be securely stored, as appropriate. This must include the Internal Verification Report(s), the External Authentication Report(s) and the Results Approval Panel Report	

Following Quality Council ratification, the Centre/School will:	
- issue the results to Learners immediately - update the results on the QQI Business System (FBS), in line with results signed off on by the Results Approval Panel, and submit these results to QQI - Implement the Appeals Process for Learners	

Appendix Three: Confidentiality Statement for Results Approval Panel Members Conducting Results Approval Work for Kerry ETB

I agree to abide by Kerry ETB's procedures for results approval.

I understand that the proceedings of the panel are confidential. If, during the course of the meeting's discussions in furthering the quality assurance process that:

(a) the identity of a person involved in the assessment/authentication process becomes apparent to me, or that

(b) information that is confidential or privileged or proprietary in nature is discussed, I will agree to keep this information confidential.

I understand that all documentation is the property of the panel and will be returned at close of meeting.

I agree to declare any conflicts of interest to the Chair of the results approval panel in advance of the meeting, or as soon as they become apparent to me.

I confirm that I have read and understand the above for participation in the results approval process and agree to abide by this.

Signed: _____

Name (in BLOCK capitals): _____

Date: _____

Appendix Four: Terms of Reference

Terms of Reference for Results Approval Panels

Introduction

The purpose of this document is to give background and clarity on the operation of the Results Approval Process. The Results Approval Panel is the final step in the quality assurance process for fair and consistent assessment of learners. It occurs after external authentication and in advance of ratification of results by the Kerry ETB Quality Council and the call for certification from the awarding body.

The results approval process applies to all assessments leading to awards for ~~the~~ Kerry ETB FET learners. All Results are provisional until approved by the Results Approval Panel and ratified by the Quality Council.

Certification may not be requested from any awarding body in advance of:

the approval of results agreed at the results approval panel meeting

the ratification of results by the Kerry ETB Quality Council

Results Approval Panel Responsibilities

The purpose of the Results Approval Panel is to ensure that assessment decisions and results are reviewed, judged and processed in a fair, consistent and transparent manner by:

- Reviewing and approving assessment results for each course/ programme area.

- Reviewing reports of the internal verification and external authentication processes

- Making recommendations on the assessment process in response to Internal Verification and External Authentication reports.

- Identifying any issues arising in relation to the results and making determinations for corrective action

- Ensure that suspected irregularities are investigated and addressed.

- Reviewing any recheck outcomes which are unsatisfactory to the learner.

- Approving results for ratification by the Kerry ETB Quality Council thus allowing for the submission of final results to awarding body (QQI) to request certification.

Membership

The Results Approval Panel is composed of fixed and occasional members in addition to a designated observer, in some cases.

A quorum of three is the minimum membership to ensure that the assessment decisions are valid. Membership must ensure that the RAP has significant knowledge and experience of training and education programmes and quality assurance.

Fixed Members

- Principal/AEO/ Centre Manager
- Deputy Principal/s /Quality Assurance Officer
- Programme Co-ordinator

Other members may be invited to attend the meeting as follows:

- Board Member
- External Authenticator
- Assessor
- Designated Observer[1] (as nominated by the Principal/ AEO/ Centre Manager).

The Chair is responsible for appointing members to the Results Approval Panel. In doing so, the Chair must ensure that conflicts of interest are avoided.

Members will carry out their roles without bias and will make their determinations based on the information provided to the Panel.

Decision Making

Minutes of the results approval panel will be produced outlining the issues discussed and decisions reached. These minutes will form part of the assessment record and must be retained by the centre and be made available for auditing and monitoring purposes. The contents of the minutes are confidential and must not be circulated to unauthorised personnel.

A key outcome of each meeting is that the results approval form is completed for the relevant learners and signed off as appropriate.

Only the fixed members of the panel approve results. The fixed members of the panel should strive to reach consensus on all results approved at the meeting. In the event of a disagreement, fixed panel members, who have a difference from the majority view, will have their views recorded if requested. In instances where opinion on a results approval decision is evenly split, the Chair will have the casting vote.

In instances where the panel has been made aware of / suspects irregularities or malpractice in a particular assessment(s), the Chair must notify the Quality Assurance Unit.

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[1] Designated Observer: The Designated Observer will be nominated by the relevant Kerry ETB Centre Manager/ Principal/AEO with responsibility for the further education and training location. They will operate in line with this procedure and be familiar with the assessments process and the Kerry ETB quality assurance requirements. Their role is to observe whether the Results Approval Panel is conducted in compliance with the procedure and report to the Quality Assurance Unit on any issues that emerge during the results approval process.

Any documentation provided to members during the Results Approval Panel meeting must be returned to the Chair at the end of the meeting.

Results Approval Process

The relevant Principal/ AEO/ Centre Manager convenes a Results Approval Panel meeting as required and the process is conducted in line with the procedure in the

- Preparing for the RAP
- Conducting the RAP
- Concluding the RAP
- Following the RAP

The panel discuss each set of results including any concerns and suggests appropriate corrective or improvement actions, if required.
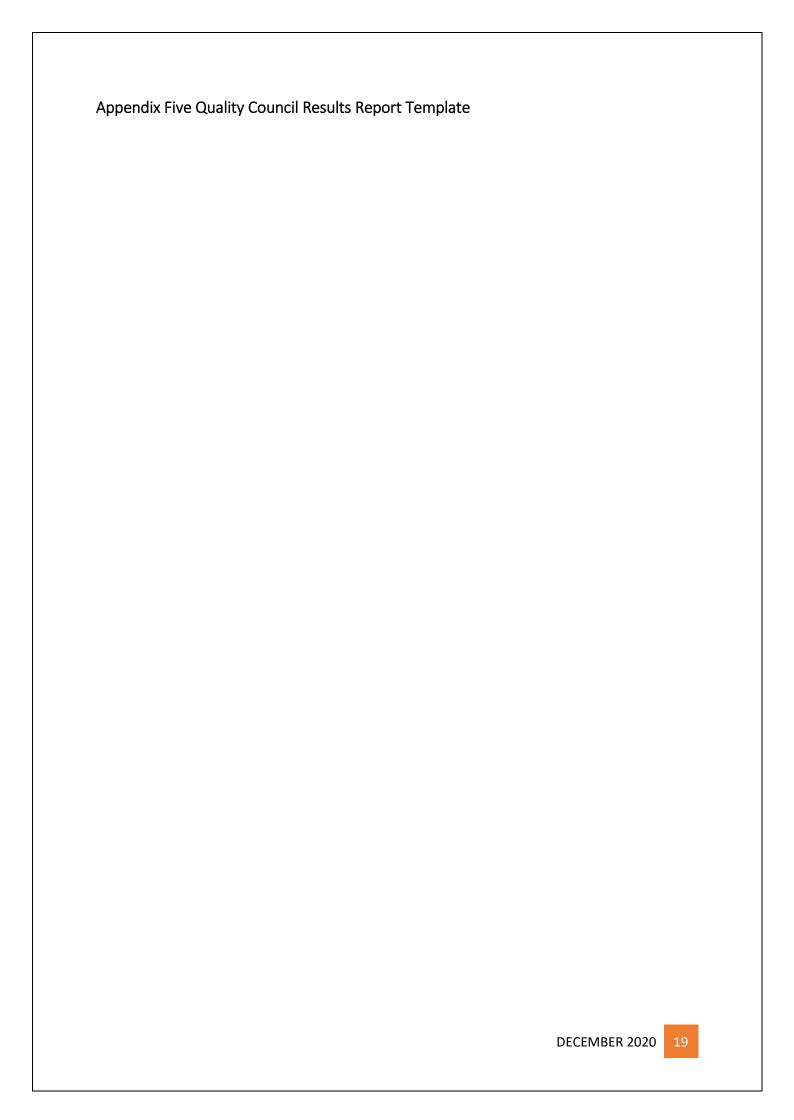
Other personnel may be invited to attend for a particular section of the results approval meeting as appropriate.

The panel considers the reports and approves the final results. Panel decisions are recorded and the chairperson arranges for relevant parties to be notified.

The Chair arranges for the preparation of a report to the Quality Council for ratification of results and for the relevant personnel and learners to be informed of the approved results once ratified.

Minutes are prepared in a timely manner and kept on file.

The Chair will ensure that any non-conformances identified are notified to the QA Unit who will arrange for them to be logged as appropriate.

Appendix Five Quality Council Results Report Template

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