

Repeat of QQI Assessment: Examinations and Skill Demonstrations (6.14)

Purpose and scope of the procedure

The purpose of this procedure is to describe the repeat procedure of QQI common award assessments (examinations and skills demonstrations) provided by Kerry ETB FET centres/programmes and Kerry College, or by organisations that are funded by Kerry ETB to provide further education and training. A key component of [quality assured assessment](#) is that “learners are assessed and the assessment judgment made is based on whether the learner has reached the required national standards of knowledge, skill and competence for the award”.

See **Appendix I** for the principles of assessment as related to the repeat procedure.

See **Appendix II** for repeat procedures for programmes delivered by external awarding bodies.

Please note the following:

- This procedure does not apply to apprenticeships that are QQI certified.
- ITEC upholds the Kerry ETB repeats procedure (6.14) for learners enrolled in ITEC qualifications.

Roles and responsibilities

What is the role of the Principal/Campus Manager/Centre Manager/Programme Coordinator?

The Principal/Campus Manager/Centre Manager/Programme Coordinator will carry out the actions below.

- Ensure that all learners are made aware of the:
 - Grounds for requesting a repeat of assessment (see p.2).
 - Deadline date for requesting a repeat. Please note learners may not seek a repeat of assessment after this date.
- Dates of any repeat assessments.
- Receive the application from the learner to repeat the assessment (**Appendix III**).
- Inform the learner of the outcome of their application within 5 working days.
- Ensure that the repeat assessments are conducted in accordance with the Kerry ETB Quality Assured Assessment Procedures and relevant timeframes.
- Ensure that there is sufficient time to allow learners study for a repeat assessment, within the timeframes specified in this document.
- Report the numbers of repeats to the Quality Assurance Unit following the Result Approval process.

What is the role of the Assessor?

The Assessor carries out their role as under normal assessment circumstances and in accordance with Kerry ETB QA Assessment Procedures. In the case of repeat examinations, a different examination paper must be used. Where possible, a different brief must be used for repeat skills demonstrations.

Please note that a different brief for repeat skills demonstrations is strongly recommended. Please note that where skills demonstration briefs are aligned with National Governing Bodies a new brief should **not** be produced. For skills demonstrations that are scenario-based (e.g. a skills demonstration related to customer service) a different brief is required.

What is the role of the learner?

The learner must make themselves aware of the procedures relating to the repeat assessment process, note the grounds and timeframe for repeat, and complete and submit the relevant Application Form (see p.2).

The repeat process for QQI assessments

Learners have the right to repeat an examination and/or skills demonstration within a specified timeframe and under certain conditions. The process set out below ensures that assessment is valid and fair for all learners, and is reliable and consistent across Kerry ETB FET provision.

Kerry ETB will facilitate repeats of assessment as fairly as possible and as far as practicable within the constraints of the programme and the limited time and resources available.

See **Appendix III** for the Repeat of Assessment Application Form.

When can a learner “Repeat” an assessment?

A learner **can repeat** an assessment (examination and/or skills demonstration):

- On one occasion only.
- If they have failed an assessment **and** failed the overall component/module¹.
Please note that in the case where a learner has failed both an examination and a skills demonstration (and failed the overall component/module), the learner may repeat both assessments.

A learner **cannot repeat** an assessment:

- To improve their grade (i.e. if a learner has received an overall grade of a Pass or Merit for a component/module the learner cannot repeat a failed exam or skills demonstration within that component/module to improve their grade).

Please note that other learners may take part in the “repeat” process as their “first sitting” in the case of extenuating circumstances. Please see policy 6.3 Compassionate Consideration in Extenuating Circumstances.

What is the application process for repeating an assessment?

The learner will be notified by the Centre of the deadline for repeat within the given assessment period.

The learner discusses the repeat with the teacher/ tutor/ instructor and/or the Principal/Campus Manager/Centre Manager/Programme Coordinator and examines grounds for repeating and timeframe before proceeding.

Learners must **apply to repeat within 5 working days of the issue of provisional results.**

The learner will be informed of the **outcome of their application within 5 working days** by the Principal/Campus Manager/Centre Manager/Programme Coordinator.

The ETB will aim to **complete all repeat examinations and skills demonstrations prior to final authentication** and as far as practicable within limited time and resources.

Each centre will:

- Process requests for repeats.
- Make all necessary arrangements for repeats.
- Ensure that the repeat process is conducted in accordance with Kerry ETB Quality Assured Assessment Procedures.
- Record and communicate results arising from repeat assessments to the learner and process the certification on QBS.

Learners can appeal the result of the repeat using the steps described in the Kerry ETB Assessment Procedure 6.8 Assessment Results Appeals.

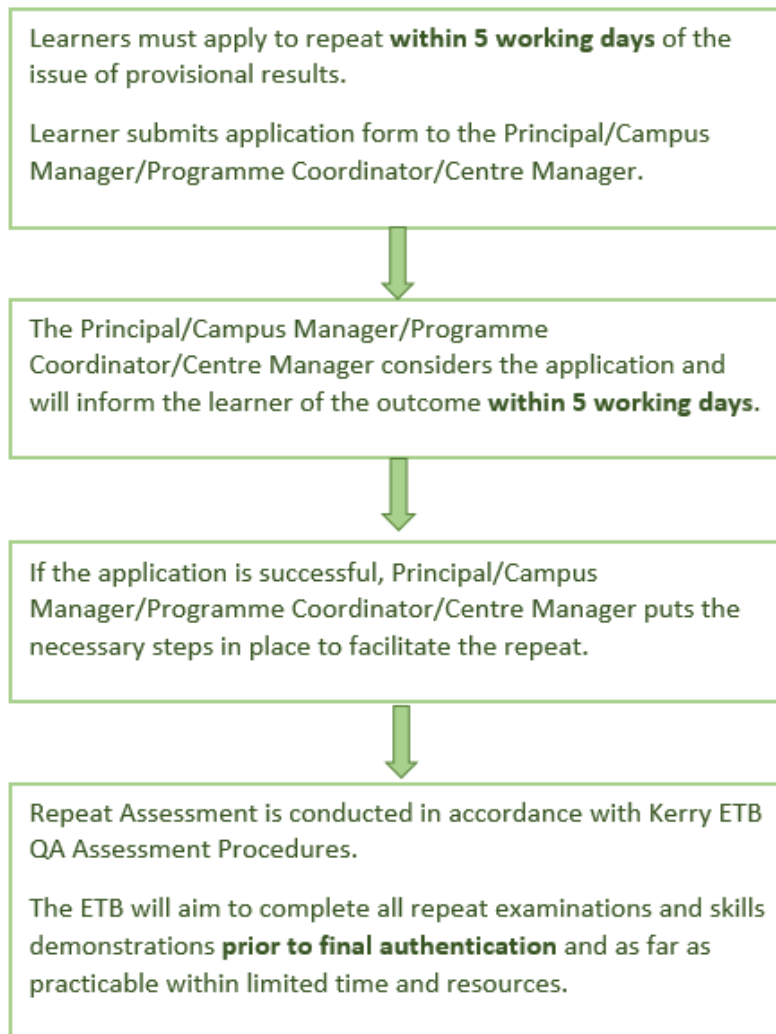
See **Figure 1** for overview of the Repeat process.

Repeating a failed component/module

See Appendix III for the application form to repeat a failed component/module. A learner can apply to repeat a failed component/module by enrolling in classes in the following year or during the next admissions period. In this case, the learner is required to apply for re-admission, and the learner application must be approved by the Director of Further Education.

See **Appendix IV** for the application form to repeat a component/module.

Figure 1: Overview of the repeat of assessment process.



Appendix I: Principles of Assessment

The following principles of assessment (grounded in the QQI principles for assessment) apply to the repeat procedure:

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

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.

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.

4. Quality

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

5. Transparency

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

Appendix II: Repeat procedures for external awarding bodies.

- **BTEC.** See [here](#) for the repeat procedure.
- **City and Guilds.** See [here](#) for the repeat procedure.
- **Early Learning and Care.** See the ELC Assessment Policy for more detail on the ELC repeats procedure.
- **ICDL.** With regards to re-sits it is entirely up to each centre for when candidate take the re-sit. Centre may decide he/she needs more time to study further therefore setting a date a couple of weeks out. Or if time allows on the day centre could proceed and let the candidate resit there and then. Our profile packs will automatically allow provide one free re-sit if required.
- **Metlab.** ISO: EN9606-1: Qualification testing of welders – Fusion Welding.
Re-tests: If any test fails to comply with the requirements of this part of ISO 9606, the welder may be given the opportunity to repeat the qualification test once without further training.

Appendix III: Repeat of Assessment Application Form (Part A, B, C)

Part A: To be completed by the learner and returned to the Principal/Centre Manager/ Programme Co-ordinator by a specified deadline.
Please tick the assessment type to be repeated: Examination <input type="checkbox"/> Skills Demonstration <input type="checkbox"/>
Centre Name Click or tap here to enter text.
Learner Name Click or tap here to enter text.
Learner Address Click or tap here to enter text.
Learner I.D. Number Click or tap here to enter text.

Code/Title of Programme to be repeated: Click or tap here to enter text.					
Module Code	Module Title	Module Level	Original Result	Date of original assessment	Grounds for Repeat
Code	Title	Level	Result	Date	Click or tap here to enter text.
Code	Title	Level	Result	Date	Click or tap here to enter text.
Code	Title	Level	Result	Date	Click or tap here to enter text.

Are there impending deadlines which may need to be considered with this application? Click or tap here to enter text.	Yes/No
If yes, please give details. Click or tap here to enter text.	

Candidates wishing to repeat their assessment must complete this form and return to the **Principal/Campus Manager/Centre Manager/Programme Co-ordinator**, [Insert name and address of centre here], on or before **DD/MM/YY**. An Application for Repeat of Assessment received after this date will not be processed. The outcome of the application to repeat will be communicated directly to you within 5 working days.

I confirm that I have read and understand the Repeat of Assessment procedure including the grounds for repeat.

Learner Signature: _____ Date: _____

Name of Principal/Campus Manager/Centre Manager/Programme Coordinator: _____

Signature: _____ Date: _____

Part B: To be completed by the Principal/Campus Manager/Centre Manager/Programme Coordinator.	
Centre Name: Click or tap here to enter text.	
Centre Contact Name: Click or tap here to enter text.	
Centre Contact Email address: Click or tap here to enter text.	
Learner Name: Click or tap here to enter text.	
Learner ID Number: Click or tap here to enter text.	
Teacher/ tutor/ instructor name: Click or tap here to enter text.	
Record as repeat assessment	Yes/No
Date Received: Click or tap to enter a date.	

Part C: This section must be completed by the Principal/Campus Manager/Centre Manager/Programme Co-ordinator and returned to the Learner.	
<i>This section should accompany relevant assessment material when submitted.</i>	
Learner Name	Click or tap here to enter text.
Date of Decision	Click or tap to enter a date.
Outcome	Granted <input type="checkbox"/> Declined <input type="checkbox"/>
If granted, details of new exam date and/or new skills demonstration date	Click or tap here to enter text.

Appendix IV: Repeat of Component/Module Application Form

Part A: To be completed by the learner and returned to the Principal/Campus Manager/Centre Manager/ Programme Coordinator by a specified deadline.
Centre Name: Click or tap here to enter text.
Learner Name: Click or tap here to enter text.
Learner Address: Click or tap here to enter text.
Learner I.D. Number: Click or tap here to enter text.

Code/Title of Programme to be repeated: Click or tap here to enter text.					
Module Code	Module Title	Module Level	Original Result	Date of original assessment	Grounds for Repeat
Code	Title	Level	Result	Date	Click or tap here to enter text.
Code	Title	Level	Result	Date	Click or tap here to enter text.
Code	Title	Level	Result	Date	Click or tap here to enter text.

Are there impending deadlines which may need to be considered with this application? Click or tap here to enter text.	Yes/No
If yes, please give details. Click or tap here to enter text.	

Candidates wishing to repeat their module must complete this form and return to the Principal/Campus Manager/Centre Manager/Programme Coordinator, *[Insert name and address of centre here]*, on or before DD/MM/YY. An Application for Repeat of Module received after this date will not be processed.

The final decision will rest with the Director of Further Education and Training.

I can confirm that I have read and understand the procedure relating to a repeat of a module/component including the grounds for repeat.

Learner Signature: _____ Date: _____

I approve that this learner can repeat the module(s)/component(s) identified by enrolling in the next admission period.

Name of Principal/Campus Manager/Centre Manager/Programme Co-ordinator: _____

Signature: _____ Date: _____

Director of FET Name: _____

Director of FET Signature: _____ Date: _____

Authors	Kerry ETB QA Unit
This Version Number	DRAFT post pilot 1.4
Approval Status	
Scope	Kerry ETB FET Centres, Programmes and third party providers except for the Advanced Certificate in Early Learning & Care Stage 1 and Stage 2
Effective Date	17 April 2023
Review Date	September 2025
Resources	Appendix I: Principles of Assessment Appendix II: Repeat procedures for external awarding bodies. Appendix III: Repeat of Assessment Application Form. Appendix IV: Repeat of Module/Component Application Form.