

# **DRAFT LMETB Early Learning and Care Repeat Assessment Policy**

## POLICY VERSION CONTROL

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## Glossary of Terms

Assessment deadlines	Assessment deadlines are dates that are planned in advance of assessment and adhere to the assessment plan for the programme or module. Learners must be made aware of assessment deadlines including submission dates for assessment evidence and dates of practical assessments
Centre-based assessment	The following assessment techniques lead to centre-based assessment: continuous assessment, examination, project, skills demonstration
Draft	An early version of assessment work that may be shown to assessor as part of formative assessment
Feedback	Feedback is information provided to learners for formative and summative assessment purposes.
Formative assessment	Formative assessment provides feedback on a learner's work and informs a learner how to improve their learning and is generally carried out prior to formal submission of assessment work. The emphasis in formative assessment is on encouraging more understanding by learners of their respective strengths, weaknesses and gaps in knowledge
Repeat assessment	Refers to the opportunity to carry out an equivalent examination or skills demonstration after a previous unsuccessful (summative) assessment result.
Repeat assessment window	The timeframe allocated to a learner in which to repeat or resubmit an assessment.
Resubmission of an assessment	Refers to the opportunity to present assessment evidence for a continuous assessment task (ie assignment, case study, child study, portfolio, learning or reflective journal) or project again after a previous unsuccessful (summative) assessment result.
Submission	Any work submitted by the learner on or before a set assessment deadline for the purpose of summative assessment.
Summative assessment	The assessment of work that is formally submitted and assessed for achievement of specified learning outcomes.
Work-based assessment	Learners are assessed on professional competencies demonstrated while on professional practice placement.

## 1. Introduction

This policy document contains the Quality Assurance Policy and Procedure for learner repeat assessments for the Advanced Certificate in Early Learning and Care and the Certificate in Early Learning and Care (ELC) programmes in Louth and Meath Education and Training Board Further Education and Training (FET) Service. Updated versions of this document will be available on the [Policies and procedures for early learning and care section](#) of the LMETB website. For assistance on the implementation of this policy and procedures contact the Quality Assurance Office at [qualityassurance@lmetb.ie](mailto:qualityassurance@lmetb.ie).

## 2. Policy Statement

Louth and Meath Education and Training Board, as part of its ETB Quality Assurance Framework, is committed to providing learners with the opportunity to repeat assessments should they fail to achieve a module as part of their studies for the ELC awards. This policy allows for a procedure for learners to repeat assessments in modules where they have been unsuccessful.

This policy outlines the procedure for repeat assessments (henceforth 'repeats') in the ELC programmes is conducted in LMETB. Included in the policy is:

- an outline of the grounds for repeats and resubmissions within LMETB
- the procedure to be followed

## 3. Scope

This policy relates to QQI awards and applies to the delivery of the Certificate in Early Learning and Care) and the Advanced Certificate in Early Learning and Care programmes in LMETB.

This policy will **only** apply in the context of the delivery of the Advanced Certificate in Early Learning and Care, and the Certificate in Early Learning and Care programmes.

## 4. Information

### 4.1 Information to learners

At course level, LMETB ensures that learners:

- a) are advised on the procedure relating to repeats and appeals of ELC assessment(s) prior to assessment
- b) receive timely and constructive feedback on their assessments, appropriate to the nature of the assessment, i.e. formative and summative
- c) are provided with an opportunity to repeat/resubmit a centre-based assessment when appropriate
- d) are informed about the appeals procedures in relation to assessment results and assessment process

If a learner fails a module, or assessment piece that results in the learner not meeting all the MIPLOs/MIMLOs, they are afforded the opportunity to repeat/resubmit an equivalent assessment.

A repeat or resubmission opportunity is extended to an 'unsuccessful' learner after consultation with the centre who determines that gaps exist in the portfolio of evidence (e.g., missing elements/learning outcomes). Repeat assessments are conducted in the same or similar conditions as the original assessment event. An equivalent assessment is selected for re-sit and repeat assessments, where applicable.

Where a learner cannot submit, or sit, an assessment due to illness, bereavement, etc, they should refer to the [LMETB Assessment Deadlines Procedure](#)

## 5. Grounds for repeat assessment

The option to repeat is only available where learners have not achieved a module and would otherwise be referred. A repeat or resubmission opportunity must not be provided to improve a learner's grade.

Learners may only repeat/resubmit an assessment for a module for **which they have already submitted** and where they:

- Have not achieved 50% of the marks available for that assessment task
- And/or
- Have not met all the MIPLOs/MIMLOs of the module related to that assessment.

In order to be successful in a module,

- the cumulative total mark achieved from all assessment tasks per module must be a minimum of 50% for learners to be successful in the module.
- Where a learner has achieved a minimum of 50% in a module but has not achieved 50% (pass mark) in any individual assessment task, they must demonstrate achievement of the MIPLOs principally associated with this module.
- The assessor will confirm the achievement of the MIPLOs principally associated with the assessment tasks of the module. See the confirmation form at the back of the module descriptors.

In the case where learners have not passed a module as above, learners must be given the opportunity to repeat or resubmit any centre-based assessment task in which they were unsuccessful, in any of the programme modules in which they have engaged. See appendix 1 for a guideline to repeat/resubmission scenarios.

**Learners will be given the opportunity to repeat or resubmit a centre-based assessment task.**

The **work-based assessment** (40%) is carried out while the learner is on professional practice placement. The learner must be deemed 'competent' in all of the competencies at least once across the two settings to pass the assessment. In this sense, the learner has two assessment opportunities. **There are no additional repeat opportunities for the work-based assessment.**

Learners seeking to repeat an assessment must complete the appropriate application form (Appendix 3 or 4) and submit this to the course coordinator. Repeat work must be submitted within the same academic year and within two repeat windows.

If a learner has been unsuccessful in more than 50% of the modules of the programme the learner will need to recommence the full programme at the next available opportunity and the repeats window will not be open to them. Discussion with the learner is advised in relation to their progress and further guidance may be necessary.

## 6. Repeat assessment procedure

Learners must be informed when they are unsuccessful in an assessment or module and are entitled to an opportunity to repeat or resubmit an assessment task.

Learners must be informed of repeat/resubmission dates, deadlines, assessment times, venue and also the consequences of forgoing the assessment opportunity.

Learners must be provided with feedback on the unsuccessful summative assessment. There will be no obligation for assessors to provide further tuition or formative feedback on repeat or resubmitted assessment tasks.

Repeat assessments are conducted in the same or similar conditions as the original assessment event. Where the assessment technique being repeated is an examination, an alternative examination paper must be administered to learners.

Resubmitted or repeated assessments will be marked and graded in accordance with the standards for the award. No penalty to the grade applies to work resubmitted through the repeat assessment procedure.

Both the original and repeat/s assessment evidence and documentation should be retained for the authentication process.

### 6.1: Resubmission of project of continuous assessment

Learners will be given the opportunity to **resubmit, during the repeat's windows**, exercises from the foregoing assessment technique in which they failed to achieve 50% of the marks available and failed to achieve the module, and/or failed to pass a MIPLO.

Learners will resubmit on the original brief taking the opportunity to improve on their original submission. In the case of continuous assessment, the assessor will identify a piece or pieces of work that the learner can resubmit to attempt to bring their up their grade to a passing level.

Evidence resubmitted, through the approved process, will be marked and graded in accordance with the standards of the award. No penalty applies to work resubmitted through the repeats process. Both original and resubmitted assessments should be retained for the authentication process.

### 6.2: Repeat of Examination or Skills Demonstration

There are no restrictions on marks arising from repeats.

#### 6.2.1 : Skills Demonstration

Where a referral results from a failure to reach 50% of the marks available in a skills demonstration, learners will be given an opportunity to a repeat, on two occasions only, during the repeats window.

Within the ELC programme there are two skills demonstrations. The first skills demonstration is at Stage 1 of the programme as part of Professional Practice Placement in ELC and is a simulated interview. The second skills demonstration is at Stage 2 as part of Advanced Professional Practice Placement in ELC and is a simulated staff meeting.

Work-based assessments, i.e. mandatory activities as part of Professional Practice Placement in ELC do not fall under the skills demonstration guidelines but are comprehended in Section 6.3.

### 6.2.2 : Examination

Where a referral results from a failure to achieve 50% of the marks available in an examination, learners will be given an opportunity to a repeat, during the repeats window. Where the assessment technique being repeated is an examination, an alternative examination paper must be administered to learners. Both the original and repeat assessment evidence and redocumentation should be retained for the authentication process.

Within the ELC programme there is one examination at Stage 1 of the programme as part of the Holistic Care of Children, 0-6 years module.

### 6.3: Repeat of Professional Practice Placement

A repeat process is built into the Professional Practice Placement. Each learner has two attempts to be deemed competent within their workplace setting. If a learner is deemed not competent in both professional practice placement settings, no additional repeats opportunity will be afforded the learner. Any learner wishing to achieve the full award will need to recommence this module at the next available opportunity.

#### **Timelines (see Appendix 2)**

Repeats and resubmissions should be facilitated as soon as is feasible in order not to impede progression to employment, or to stage 2 of the Advanced Certificate or elsewhere in further or higher education.

For the examination, consideration should be given to scheduling it earlier in the course at a time that allows a repeat before the course finishes.

Where a learner cannot repeat or resubmit an assessment due to illness, bereavement, etc., please refer to the relevant procedures for Compassionate Consideration and Assessment Deadlines [LMETB Assessment Deadlines Procedure](#) .

#### **Repeat Windows**

The dates of the repeats window will be selected by centre management, for their centre, ensuring that it meets the criteria outlined above and is clearly communicated to the learner in a timely manner.



## Appendix 1 Repeat Assessment Scenarios Early Learning and Care

The following scenarios are a guide to the grounds for repeat assessment at module level.

Scenario	Repeat/no repeat
Learner <u>passes</u> all assessments in a module, and therefore demonstrates achievement of all MIPLOs principally associated with that module.	No repeat necessary
Learner achieves a cumulative 50% in a module but is unsuccessful in one or more assessments. However, taking into account all of the assessments submitted for that module, the learner demonstrates achievement of the MIPLOs <u>principally</u> associated with that module.	No repeat necessary
Learner achieves a cumulative 50% in a module but is unsuccessful in one or more assessments. However, taking into account all of the assessments submitted for that module, the learner has not demonstrated achievement of all of the MIPLO(s) <u>principally</u> associated with that module.	Repeat or resubmission to be offered of the relevant assessment/s in order for the learner to demonstrate achievement of the MIPLO(s) principally associated with that module.
Learner achieves less than 50% cumulatively in a module.	Repeat or resubmission to be offered of the relevant assessment/s in order for the learner to demonstrate achievement of the MIPLO(s) principally associated with that module.
The learner does not submit one or more assessments.	No option to repeat. Non-submission is subject to the ETB's policies on compassionate consideration and extended deadline/extenuating circumstances.

## Appendix 2 Sample repeat assessment timeframes for Early Learning and Care

### Level 5 Certificate in Early Learning and Care

#### Advanced Certificate in Early Learning and Care

Repeats and resubmissions should be facilitated as soon as is feasible in order not to impede progression to employment, or to stage 2 of the Advanced Certificate or elsewhere in further or higher education.

A resubmission and repeat assessment schedule should consider that many assessments are linked with the professional practice placement. It should also take account of full-time or part-time provision. The following are examples.

#### Assignment, Portfolio, Project, Reflective Journal, Skills Demo assessments:

- **Repeat** assessments are completed during the course, for example during the academic year, where possible.
- A repeat attempt should be offered before the end of May within the current academic year.

#### Exam assessments:

**Repeat** of the examination (of which there is only one, in Level 5 Certificate programme, or stage 1 of the Advanced Certificate), could be scheduled as follows.

The **repeat exam is to be scheduled** to take place within the current academic year.

#### Repeat assessment windows could be considered as follows:

- Learners who were unsuccessful in an assessment task could be given a window of a set number of days, **for example, seven days as agreed by the ETB**, from notification of the unsuccessful grade to resubmit their assessment task.

## Appendix 3: Application to Repeat an Examination or Skills Demonstration

Please complete this form, if you wish to apply to repeat an examination or skills demonstration, when the overall component has not been passed. A learner cannot repeat an assessment they have already achieved a passing grade in or to improve their grade for that component.

<b>Part A – to be completed by the learner</b>			
<b>Name</b>			
<b>Email/Tel.</b>			
<b>Name of Centre/College</b>			
<b>Course/Programme</b>			
<b>Course Coordinator Name</b>			
<b>Course Module</b>			
<b>Module Code</b>			
<b>Please tick which assessment you wish to repeat</b>			
<b>Examination</b>			
<b>Skills Demonstration</b>			
<b>Please name the examination/skills demonstration for which you wish to repeat</b>			
<b>Assessment Title</b>	<b>Teacher Name</b>	<b>Repeat</b>	<b>Current Result in Module</b>
<b>Learner Signature</b>			
<b>Date</b>			

<b>Part B – To be completed by the FET centre</b>	
<b>Approved by:</b>	
<b>Block Capitals:</b>	
<b>Date:</b>	

## Appendix 4: Application to Resubmit a Portfolio/Continuous Assessment

Please complete this form, if you wish to apply to repeat an examination or skills demonstration, when the overall component has not been passed. A learner cannot repeat an assessment they have already achieved a passing grade in or to improve their grade for that component.

<b>Part A – to be completed by the learner</b>				
<b>Name</b>				
<b>Email/Tel.</b>				
<b>Name of Centre/College</b>				
<b>Course/Programme</b>				
<b>Course Coordinator Name</b>				
<b>Course Module</b>				
<b>Module Code</b>				
<b>Please tick which assessment you wish to repeat</b>				
<b>Examination</b>				
<b>Skills Demonstration</b>				
<b>Please name the examination/skills demonstration for which you wish to repeat</b>				
<b>Assessment Title</b>	<b>Teacher Name</b>	<b>Repeat</b>		<b>Current Result in Module</b>
<b>Learner Signature</b>				
<b>Date</b>				

<b>Part B – To be completed by the FET centre</b>	
<b>Approved by:</b>	
<b>Block Capitals:</b>	
<b>Date:</b>	