

LMETB RAA Assessment Repeats Policy

POLICY VERSION CONTROL

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Document Title/Reference	Repeats Procedure
Purpose	<p>The purpose of this procedure is to outline the rules governing repeats of QQI assessments for learners who have not achieved the minimum pass standard in a component¹.</p>
Scope	<p>Subject to the necessary resources being available, this procedure covers all programmes and courses offered by LMETB Colleges/Centres or by organisations funded by LMETB to provide Further Education and Training (FET) in respect of QQI Awards.</p> <p>For non-QQI Awards, the procedures of the relevant awarding body apply.</p> <p>For Trade Apprenticeships, the SOLAS QA procedure on repeat of assessments must be adhered to and in respect of non-trade Apprenticeship the QA procedures on repeat of assessment of the Co-ordinating Provider applies. For the RAA Apprenticeship Programme, LMETB is the Co-ordinating Provider.</p> <p>This procedure deals with repeating assessments where the learner has failed the overall component. LMETB Assessment Deadline Procedure for Short Term Extensions and Compassionate Consideration in Extenuating Circumstances deals with deferring assessments due to unanticipated exigencies.</p>
Contents	<ol style="list-style-type: none"> 1. Introduction 2. Responsibility 3. Procedure Details- Grounds for Repeating Assessment 4. Application Process for Repeating Assessment 5. Operational procedures for policy/procedure development and review
Related Policies	<p>LMETB Assessment Deadlines Procedure</p> <p>LMETB Assessment Appeals Procedure</p>
Audience & Communication	<p>Applicable to all staff and learners of LMETB. This procedure will be made available on the LMETB website and Learner Handbooks.</p>

Policy/Procedure Owner & Implementation	The procedure owner is the CE of LMETB. It is the responsibility of the individual FET Centre/College management to ensure the policy/procedure is implemented.
Monitoring, Evaluation and Continuous Improvement	The LMETB Quality Assurance Working Group shall be responsible for keeping the procedure up to date and for ensuring that only approved versions of the procedure are accessible via the LMETB website. The LMETB Quality Assurance Working Group shall periodically review this policy.
Revision History & Commencement Date & Date of Next Review	Commencement Date: Date of next review:

¹ QQI outline the requirement for a Repeats Procedure in their document, 'Quality Assuring Assessment Guidelines for Providers' 2013 (Version 2 Revised 2018), p.12

Repeats Procedure

1. Introduction

The purpose of this procedure is to outline the rules governing repeats of QQI assessments for learners who have not achieved the minimum pass standard in a component.

2. Responsibility

At the start of the **RAA** programme LMETB as **Co ordinating provider** has a responsibility to communicate to **apprentices** that they have an opportunity to repeat an assessment as part of the **Apprenticeship** programme. All providers offering the programme must ensure that they have the **necessary** staffing and resources in place to support such a facility. Centres are responsible for facilitating the repeat assessment process. **Contracted Trainers/Lecturers/Assessors** are responsible for making repeat assessments available.

Apprentices are responsible for making themselves aware of the policies and procedures relating to repeating assessments.

3. Procedure Details- Grounds for Repeating Assessment

Where an **apprentice** receives an unsuccessful grade in the overall component on a first attempt in an assessment activity all **apprentices** can apply to repeat the assessment activity on two further occasions.

An RAA apprentice must pass all elements of the assessment for each module. All assessments for each of the modules must be achieved in order to be successful on the programme.

All RAA Centres must facilitate the repeat of examinations, skills demonstrations and other assessments and all centres who deliver the RAA Apprenticeship are required to have the resources in place to facilitate repeat assessments.

4. Application Process for Repeating Assessment

When [Apprentices](#) receive their results, they are reminded of the LMETB Assessment Appeals and Repeat of Assessment procedures.

[Apprentices](#) must apply within the [centres's](#) specified number of days of the issue of results; for LMETB this is a period of 5 working days. The Application to Repeat an Assessment (attached) should be used.

Each Centre will:

- Process requests for repeats
- Make all necessary arrangements for repeat assessments.
- In the case of repeat examinations and skills demonstrations, a different examination paper and brief must be used.
- Ensure that the repeat assessment process is conducted in accordance with LMETB Assessment procedures
- Record and communicate results arising from repeat assessments to the learner and process the certification on QBS

Repeating Assessment – Failure to Reach Standards

Apprentices may attempt each off-the-job assessment three times (First sitting, plus two repeats). The apprentice can request that the result be rechecked and reviewed by and appealed to the relevant training provider on each occasion. The apprentice must achieve a pass or higher in all modules in Stage 1 to progress to Stage 2 etc. An apprentice who fails to achieve a pass or higher in any module will be afforded the opportunity to re-sit the individual assessment/s in which they were unsuccessful. Re-sit opportunities are for apprentices who have not passed a module, and not for gaining a higher grade. The maximum achievable grade shall be capped at Pass for any and all subsequent attempts. Thereafter, if the failure of the assessment has been confirmed by the relevant training provider on the third and final occasion, the apprenticeship shall be automatically terminated.

Apprentices and their employers shall be notified by SOLAS of this termination in writing where applicable.

Apprentices may appeal such termination and request a fourth and final assessment attempt to the Apprenticeship Appeals Committee. The time limit for making an appeal is 3 months from the date of termination. SOLAS retains absolute discretion to extend this time limit. It is the policy of LMETB, as Co-ordinating Provider, to endeavor insofar as is practicable to deal with all reviews, appeals and disputes in relation to assessment matters in accordance with the principles of natural justice.

Form: Application to Repeat an Assessment

Please complete this form, if you wish to apply to repeat an assessment when the overall component has not been passed.

Please read the section of your learner handbook relating to repeating assessments

Learner Name:			
Address:			
Telephone No:			
Email address:			
Centre/College:			
Course:			
Component and codes:			
Assessment Type:	Examination <input type="checkbox"/> Project <input type="checkbox"/> Skills Demonstration <input type="checkbox"/>	Learner Record <input type="checkbox"/> Collection of Work <input type="checkbox"/> Assignment <input type="checkbox"/>	
Date assessment was first completed:			
Result in overall component:			
Learner Signature:		Date:	
Approved by:		Date:	

5. Operational Procedures for Policy/procedure Development and Review

This procedure will be reviewed every three years.

Document Name	LMETB
Version Reference	1
Document Owner	LMETB Quality Assurance Working Group
Approved by	
Date	
Ratified by	
Date	
Templates/Resources:	Application to Repeat an Assessment