

RAA LMETB Examinations Procedure

POLICY VERSION CONTROL

Policy Title	LMETB Examinations Procedure
Policy Reference No.	04/24
Version Number	1
Version Author	LMETB Quality Assurance
Version Update History	
Document Owner	LMETB Quality Assurance
Approved By	QAGMC
Date Approved	30/Apr/2024
Noted By	QAGMC Chair
Date Noted	30/Apr/2024
Review Due Date	3 years from the above date

LMETB has adapted the following Assessment procedure from the work carried out by the ETBI National Assessment Working Group. This assessment procedure has been approved and adopted for use by all LMETB Further Education and Training Services by the LMETB Quality Assurance Governance Management Committee (QAGMC). June 2019.

LMETB ASSESSMENT PROCEDURES

GLOSSARY OF TERMS

Appeals Examiner	<p>The Appeals Examiner refers to the individual who examines the apprentice assessment appeal evidence and makes a decision on the appeal.</p> <p>An Appeals Examiner is appointed by the ETB and is a person who MUST be:</p> <ul style="list-style-type: none"> ▪ A subject-matter expert ▪ External to the original assessment process ▪ Has no conflict of interest with the apprentice or Instructor ▪ External to the provider or to the original assessment process <p>Ideally, the Appeals Examiner should be an External Authenticator</p>
Assessment Appeals Facilitator	<p>The Assessment Appeals Facilitator or designated person, refers to the individual who facilitates the apprentice assessment appeal. The Assessment Appeals Facilitator must have a working knowledge of assessment and quality assurance procedures; ensure that no conflict of interest exists; and have had no prior involvement in the assessment processes relating to the particular piece of assessment.</p>
Centre	<p>The Centre refers to any ETB provider.</p>
Centre Manager	<p>The Centre Manager refers to the Centre Manager, Centre Director, Principal or the manager of any ETB College or ETB Education/Training Centre. In the event of the absence of a Centre Manager, an appropriate designated person should be assigned.</p>
ETB	<p>Education and Training Board</p>
ETB Manager	<p>The ETB Manager refers to any manager within the ETB.</p>

Independent Appeals Committee	<p>The Independent Appeals Committee refers to the committee which examines the assessment process appeals. The committee is appointed by the ETB and MUST:</p> <ul style="list-style-type: none"> Consists of a minimum of two ETB senior personnel who are external to the Centre Have knowledge of QA procedures <p>The Independent Appeals Committee should be supported by internal QA personnel.</p> <p>Depending on the nature of the appeal, personnel from outside the ETB may be required. This is at the discretion of the ETB.</p>
Invigilator	<p>The Invigilator refers to the individual who supervises an examination.</p> <p>Ideally, an alternative invigilator other than the Trainer/ Instructor should supervise an examination.</p> <p>The Invigilator (appointed by the Programme Co-ordinator) must:</p> <ul style="list-style-type: none"> sign a declaration of impartiality be appointed in line with the specific guidelines of the awarding body, if such guidelines exist.
Learning Practitioner	<p>The Learning Practitioner refers to any Contracted Trainer or Instructor</p>
National Programme Manager/ Programme Leader	<p>The National Programme Manager is responsible for coordinating the roll out and implementation of the National Apprenticeship Programme as laid out in the MOA between the Coordinating and Collaborating Providers. The Programme Leader is responsible for managing the RAA in the collaborating provider.</p>
RPL Mentor/ Facilitator	<p>The RPL Mentor/Facilitator refers to an individual who:</p> <ul style="list-style-type: none"> is familiar with RPL policies has received training in RPL is a subject matter expert

EXAMINATIONS: PLANNING, CONDUCTING AND CONCLUDING

Principles of Assessment in relation to Examinations

Quality assured assessment ensures that in criterion referenced assessment “apprentices are assessed and the assessment judgment is made based on whether the apprentice has reached the required national standards of knowledge, skill and competence for the award” (QQI, 2013 p.5). Central to quality assured assessment is the assumption that apprentices 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 (2013) principles for assessment.

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)
- Apprentices 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

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
- Apprentice evidence is reliable
- Results are consistent across various assessors, contexts, conditions and apprentices over time.

Fair

Fairness in assessment supports the validity and reliability principles and provides equal opportunity to all apprentices. Fairness in assessment ensures: apprentices have access to appropriate

resources/equipment in assessment; assessment design and implementation are fair to all apprentices; and policies and procedures exist to ensure fair assessment of apprentices.

Quality

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

Transparency

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

Based on QQI Principles for Assessment (QQI, 2013)

In order to ensure adherence to the principles of assessment, the following process should be followed in relation to planning, conducting and concluding examinations. This will thus ensure that assessment is fair for all apprentices along with being reliable and consistent across ETBs, programmes and modules.

Definitions

Examination

Examination refers to any theory based, oral, aural, online or practical examination **which occurs on a specific date and for a specific duration**. All other assessment techniques, including assignment, collection of work, apprentice record, project and skills demonstration are not informed by this document.

Assessment Resources

Assessment resources refer to any **permitted** resources which apprentices require in an examination as informed by the programme. Examples include, but are not limited to:

- Dictionaries
- Maths formulae and log tables
- Art materials
- Non-programmable calculators (see **Appendix 1**)

Some apprentices may require specific resources: these should be considered and approved under **LMETB's Reasonable Accommodation in Assessment Procedure**

Invigilator Pack

The Invigilator pack refers to the following documentation which should be used by all Invigilators in an examination:

- Examination Apprentice Instructions (Short Version) (**Appendix 2**)
- **LMETB's Examinations: Planning, Conducting and Concluding Procedure** and any other relevant Centre and specific awarding body assessment procedures
- **LMETB's Assessment Malpractice Procedure** guidelines (guidelines on what to do if a serious incident occurs)
- Examination documentation (e.g. examination papers, etc.)
- Sign-in sheet and Invigilator Report (can be a combined document, see **Appendix 3 and Appendix 4**). This document should list all apprentices sitting the examination along with a space for apprentices to sign. Additionally, the report should allow the Invigilator to record any incidents which occurred during the examination.
- Seating Plan, if relevant for the particular centre.
- Any specific resources needed for the assessment (e.g. printer paper, working computers, pens, papers, USB keys) and checked prior to the examination
- Door sign (Exam in progress; No unauthorised access)

The Invigilator pack is prepared by Instructor or other person designated by the National Programme Manager or Centre Manager.

Examination: Roles and Responsibilities

The Invigilator

The Invigilator must:

- Be in attendance **at least fifteen (15) minutes** prior to the commencement of the examination
- Distribute examination papers and any other specific assessment instructions
- Note the actual start, duration and finish time on a white board/flipchart/other and read aloud same to apprentices
- Actively monitor the apprentices, for the entire duration of the examination, thus ensuring the proper conduct of the examination. The Invigilator is required to give their **entire attention** to the work of invigilating: the use of mobile phones or personal music appliances; reading of newspapers, or books; personal/work related activities; or engaging in any occupation other than invigilating, during the examinations, is strictly forbidden. The Invigilator should not bring in to the Examination Centre, any items (including newspapers, books, other personal/work related materials) other than those which relate to the examination.
- Deal with any problems which may arise. It is recommended that there is another member of staff available on site (or within close proximity) in the case of any emergency.
- Adhere to the guidelines in this document for when commencing, conducting and concluding an examination.
- Adhere to any other specific guidelines as specified by the awarding body and/or the centre.

The National Programme Manager/Programme Leader or designated person

The National Programme Manager/Programme Leader or designated person must:

- Assign examination locations (e.g. rooms) and designates the Invigilator (ensuring no conflict of interest exists)
- Ensure that the room layout and relevant facilities are fit for purpose.
- Assign the role of Invigilator Pack compilation to the Learning Practitioner or other designated person
- Ensure that all Trainers/Instructors have submitted dates for examinations well in advance of the commencement of the examination and that apprentices have been given sufficient notice of an examination taking place
- Ensure that the Invigilator is aware of any reasonable accommodation in assessment pertaining to the specific examination.

The Learning Practitioner

The Learning Practitioner must:

- Ensure secure storage of assessment materials (examination papers, outline solutions and marking schemes, etc.) in line with **LMETB's Secure Storage Procedure**
- Distribute the assessment plan including examination dates to apprentices at the earliest opportunity
- Prepare the Invigilator pack (if requested)

Where possible, the Learning Practitioner, or person responsible for the paper, will ensure that s/he or a person capable of handling queries shall be available at the examination or by telephone when the event is underway.

The Apprentice/Apprentice

The apprentice must:

- Take responsibility to note carefully the assessment: date/time; duration; and examination location, as fixed on the timetable, for the examination in the modules in which the apprentice intends to present himself/herself.
- Be responsible for making their own arrangements to ensure timely attendance at the examination.
- **Be in attendance within at least fifteen (15) minutes before the hour stated in the timetable.**
- **Not enter the examination after thirty (30) minutes** from the time at which the examination began (recommended time for 2 hour examination). Access to a apprentice will be denied after the specified time has elapsed.
- **Not leave the examination until thirty (30) minutes** from the time at which the examination began (recommended time for 2 hour examination). Permission to the apprentice will be denied until after the specified time has elapsed.
- Present a valid photo ID (passport, driver's licence, college ID or public services card) for inspection by the invigilator where the apprentices are unknown (e.g. larger Centres)
- Not bring into the examination, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room: -
 - Any resource, memorandum, notes, etc, except those as permitted under the particular examination
 - Any electronic equipment including iWatch or equivalent etc.
- Be responsible for their personal property. Where small bags (e.g. handbags) are permitted in the examination apprentices are responsible for their own property. Small bags should be placed away from apprentices on the floor, not accessible during the examination, **and phones must be switched off**. Bags must be placed on the floor and out of the reach of each apprentice

- Sit the examination/practical assessment at the published time
- Adhere to the guidelines in this document
- Be aware of the implications of any malpractice
- Sign and submit all assessment materials after the examination
- No apprentice shall be permitted to leave the examination in the final ten (10) minutes of the examination time (recommended time for 2 hour examination).
- Adhere to any other reasonable procedures in place in the centre.

Examination: Guidelines for staff

Planning an examination

Reasonable accommodation in assessment

Please refer to **LMETB's Reasonable Accommodation in Assessment Procedure**. The Invigilator should be notified by the National Programme Manager/Programme Leader or designated person of any reasonable accommodation in assessment pertaining to the specific examination.

Keeping assessment materials secure

All Contracted Trainers/Instructors are responsible for the secure storage of assessment materials (examination papers, outline solutions and marking schemes, etc.) in line with **LMETB's Secure Storage Procedure**. They should make the assessment materials available for the Invigilator in line with the Centre policy.

Examination Timetable/Examination Apprentice Instructions

Sufficient notice of examination timetables should be given to the apprentices/apprentices

While the assessment plan should be made available at the commencement of the programme, the examination dates should be published using Centre's communication system (e.g. notice board, Moodle, email, etc.) within **at least one (1) month** prior to the examination.

A copy of the **Examination Apprentice Instructions (Short Version) (Appendix 2)** should be distributed to the apprentice in advance of the assessment.

Room Layout/Facilities

- The room layout and relevant facilities need to be checked so that they are fit for purpose. Sufficient space around apprentices must be available in order to maintain assessment integrity.
- All posters/diagrams/wall materials/etc. (which may impact the validity of the specific assessment) should be removed prior to the examination
- A working clock should be available and visible

Examination Resources (Centre)

Any examination resources needed for the assessment (e.g. printer paper, working computers, internet access, pens, papers, USB keys) should be provided and checked prior to the assessment

All examination resources provided by the Centre need to be checked to ensure the integrity of the examination

Prearranged Seating Plan

In some instances (e.g. awarding body requirement), a seating plan may be required prior to the examination.

Conducting an Examination

On the day of the Examination

Invigilator Check

The Invigilator, where appropriate, should sign out the Examination materials from the secure storage location and this should be co-signed by the National Programme Manager/Programme Leader or designated person.

The Invigilator should take the Invigilator Pack to the Examination.

The Invigilator must report on any issues which may arise using the materials/reporting template located in the Invigilator Pack.

Apprentice Identification

In some examinations where the apprentices are not known to the Invigilator, apprentices may need to verify identity. Examples of apprentice identification include but are not limited to:

- Photo ID (Passport, Drivers Licence or Public Services Card)
- Contracted Trainer/Instructor verification (National Programme

Manager/Programme Leader). The Invigilator should confirm the identification of each apprentice.

Examination Equipment/Resources (Apprentice)

All examination resources provided by the apprentice (e.g. dictionaries) must be submitted to the Invigilator by the apprentice: these resources are checked by the Invigilator to ensure the integrity of the examination.

Reasonable Accommodation

If reasonable accommodation is provided to a apprentice, care must be taken to ensure that the integrity of the assessment and adherence to the standards is maintained at all times.

Seating Plan

All apprentices are required to sit in the designated seat according to the pre-arranged seating plan if a pre-planned seating plan is required.

Mobile Phones/Internet Enabled Devices/Bags

Mobile phones and/or internet enabled devices (for example but not limited to, laptops, tablets, smart watches, etc) must not be in the apprentice's possession during the examination. If stored in the examination room, **the phone must be switched off**. If an apprentice is found to have a mobile phone and/or internet enabled device, that is switched on, in his/her possession i.e. not on the floor, it will be confiscated and reported as a breach of the examination.

Bags must be placed out of the reach of each apprentice.

Commencing the examination

Attendance/Sign-in

The Invigilator will distribute the attendance/sign-in sheet and ensure that all apprentices in attendance have signed. This will be done in conjunction with the Apprentice Identification check (see p.11)

Examination Papers

When appropriate the opening of the examination papers is witnessed and signed by an apprentice: the Invigilator co-signs.

The examination papers and answer books (if required) will be distributed face down by the invigilator at the commencement of the examination. Apprentices are not permitted to commence reading the instructions until permitted by the invigilator. If required, computers and other equipment may need to be switched on or apprentices logged in prior to the commencement of the assessment.

Commencement of Assessment

The salient points from the **Examination Apprentice Instructions (Short Version)** (see **Appendix 2**) should be **read aloud** to all apprentices before the time for the examination commences.

The specified examination start time, duration and end time will also be **read aloud** to apprentices and **written on** whiteboard/flipchart/other.

Apprentices may then commence the assessment. The assessment starting time will be noted on the Invigilator Report.

Conducting assessment

Guidelines on conducting assessment

- Only apprentices sitting the examination and authorised personnel can be present in the room
- No apprentice may be authorised to enter the examination after thirty (30) minutes from the time at which the examination began (recommended time for 2 hour examination).
- No apprentice may be authorised to leave the examination until after at least thirty (30)

minutes) from the time at which the examination began (recommended time for 2 hour examination). Permission to the apprentice will be denied until after the specified time has elapsed.

- Strict silence must be observed in the examination. (Due to the nature of some specific events (for example, oral assessments, some practical assessments), this guideline may not apply).
- Each apprentice should check that they have the correct examination instructions (e.g. examination paper, task list)
- A apprentice should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.
- A apprentice shall not, while in the examination
 - Use, or attempt to use, any book¹, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Invigilator); or
 - Aid, or attempt to aid, another apprentice; or
 - Obtain, or attempt to obtain, aid from another apprentice, or Invigilator; or
 - Communicate, or attempt to communicate, in any way, with another apprentice within the Centre or by electronic means with a person outside the Centre.
- A apprentice shall:
 - Not take out, or attempt to take out, of the examination, any answer books, whether used or unused,
 - Not take out examination paper (if applicable)
 - Shall not damage the examination premises or its furniture.

Apprentices leaving the examination

A apprentice may not be permitted to leave the examination and return during the examination period unless the Invigilator is satisfied that the apprentice's need to leave the examination is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.). A apprentice who leaves the examination during any period of examination shall not be re-admitted during that period without the express permission of the invigilator. The apprentice must hand the examination material/documentation to the Invigilator on leaving the examination. In the event of a practical assessment, computers and other equipment may need to be switched off. The Invigilator should record on the cover of the answer book the time of departure from and return to the examination and the reason for the absence; the time lost by the apprentice may not be compensated for at the close of the assessment period. Particulars of any such occurrence should be reported on the appropriate Invigilator Report.

¹ Exceptions include resources specifically required for the assessment event (e.g. dictionary, log books etc.)

Erratum notice

Where an error in the examination has been noted, the Invigilator will seek clarification from the Contracted Trainer/Instructor (or other subject matter expert if the Trainer or Instructor is unavailable) who should be available to clarify the query. This amendment will be communicated to all apprentices and noted on the Invigilator Report. **The integrity of the examination must be maintained at all times.**

Unexpected event during an examination

When an unexpected event occurs during an examination (fire alarm, medical emergency, etc.), the Invigilator must ensure that integrity of the examination is maintained.

Any unexpected events should be noted in the Invigilator Report.

In some instances (e.g. critical illness, fire, etc.) the examination may need to be abandoned.

Apprentices who have completed at least ten (10) minutes before the concluding time

No apprentice shall be permitted to leave the examination in the final ten (10) minutes of the examination

Concluding Assessment

- The Invigilator will remind apprentices that there are **ten (10) minutes** remaining and that all apprentices should remain in the room until the assessment concludes.
- At the end of the examination:
 - Apprentices are reminded to ensure that all scripts are signed
 - Apprentices must remain in their seats until all assessment material has been collected by the Invigilator.
- Once all assessment materials have been collected, apprentices are permitted to leave.
- The Invigilator is responsible for:
 - The collection and packaging of all examination material in the manner required by the Centre.
 - Completion of the Invigilator's Report.
 - Transporting the examination material to the designated member of staff for safe and secure storage.

Appendix 1: Non-programmable calculators

- *Programmable calculators are **prohibited**. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.*
- *Calculators with any of the following mathematical features are prohibited:*
 - *graph plotting*
 - *equation solving*
 - *symbolic algebraic manipulation*
 - *numerical integration*
 - *numerical differentiation*
 - *matrix calculations*
- *Calculators with any of the following general features are prohibited:*
 - *data banks*
 - *dictionaries*
 - *language translators*
 - *text retrieval*
 - *capability of remote communication*

(State Examinations Commission, 2017)

See the State Examinations Commission website ([Link to examinations.ie](https://www.examinations.ie)) for full list of calculators which are allowed and disallowed in State Examinations. This is a useful guide.

Appendix 2: Examination Apprentice Instructions (Short Version)

1. Mobile phones and/or internet enabled devices (for example but not limited to, laptops, tablets, smart watches, etc) must not be in the apprentice's possession during the examination. If stored in the examination room, the phone must be switched off. If a apprentice is found to have a mobile phone and/or internet enabled device, that is switched on, in his/her possession i.e. not on the floor, it will be confiscated and reported as a breach of the examination.
2. Bags must be placed out of the reach of each apprentice.
3. No apprentice may be authorised **to enter the examination after thirty (30) minutes** from the time at which the examination began (recommended time for 2 hour examination).
4. No apprentice may be authorised **to leave the examination until thirty (30) minutes** from time at which the examination began (recommended time for 2 hour examination).
5. Strict silence must be observed in the examination. (Due to the nature of some specific events (for example, oral assessments, some practical assessments), this guideline may not apply).
6. Each apprentice should check that they have the correct examination instructions (e.g. examination paper, task list)
7. A apprentice should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.
8. A apprentice shall not, while in the examination
 - Use, or attempt to use, any book², memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Invigilator); or
 - Aid, or attempt to aid, another apprentice; or
 - Obtain, or attempt to obtain, aid from another apprentice, or Invigilator; or
 - Communicate, or attempt to communicate, in any way, with another apprentice within the Centre or by electronic means with a person outside the Centre.
9. A apprentice shall:
 - Not take out, or attempt to take out, of the examination, any answer books, whether used or unused,
 - Not take out the examination paper (if applicable)
 - Not damage the examination premises or its furniture.
10. No apprentice shall be permitted to leave the examination in the **final ten (10) minutes of the examination.**
11. At the end of the examination:

² Exceptions include resources specifically required for the assessment event (e.g. dictionary, maths formulae and log table etc.)

- Apprentices will be reminded to ensure that all scripts are signed
 - Apprentices must remain in their seats until all assessment material has been collected by the Invigilator.
12. Once all assessment materials have been collected, apprentices are permitted to leave.
13. An apprentice may be expelled from the examination if his/her behaviour is such as to jeopardise the successful conduct of the examination.

Appendix 3: Examination Attendance Register

Centre Name:			
Class and/or PLSS Code:			
Tutor Name:			
Module Title and Code:			
Date:			
Start Time:			
End Time:			
Exam			
	Student Name		Student Name
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

Declaration

I confirm that the information provided is accurate.

Name:

Signature:

Position in Centre :

Date:

Appendix 4: Invigilator's Report

Centre Name	
Class or PLSS Code	
Teacher	
Module Title and Code	
Examination Name	
Date	
Start Time	
End Time	

If any unexpected event/disturbances during a face to face or online Examination occurred, please list them below in the space provided.

Details of any unexpected event/disturbances.

If the report is long, a separately signed sheet may be attached to this report.

Declaration

I confirm that the exam was carried out in accordance with the awarding organisation's regulations and the information provided here is accurate.

Name:

Signature:

Position in Centre :

Date:

References

QQI (2018 Revised) Quality Assuring Assessment Guidelines for Providers. Ireland: QQI. Available from:

[QQI Quality Assuring Assessment Guidelines \(2013, Revised 2018\)](#)

State Examinations Commission (2017) *Candidate Information Booklet Leaving Certificate 2017*. Available at

[BI-CA-96791328.pdf \(examinations.ie\)](#) [Accessed 6th December 2017].