



cmetb

Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
*Cavan and Monaghan
Education and Training Board*

Assessment Reference Framework

Assessment Process Appeals

Version 3, QA – Dec 2019

Completed by:
ETBI National Assessment Working Group
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1. Principles of Assessment in relation to Assessment Process Appeals

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, 2013 p.5). 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 (2013) principles for assessment.

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.

Based on QQI Principles for Assessment (QQI, 2013)

Learners have the right to appeal the assessment process within a specified timeframe. In order to ensure adherence to the principles of assessment, the following process should be followed in relation to assessment process appeals. This will thus ensure that assessment is fair for all learners along with being reliable and consistent across ETBs, programmes and modules.

2. Definitions

2.1. Assessment Process Appeal

An assessment process appeal refers to the appeal by a learner to the provider based on the assessment conditions and/or process: the learner believes the assessment conditions and/or process negatively impacted his/her assessment performance.

2.2. Timeframe for lodging an Assessment Process Appeal

Assessment Process Appeals should be made within **ten (10) working days** of the issuing of results.

3. Assessment Process Appeals Roles and Responsibilities

3.1. The Programme Co-ordinator (or Facilitator)

The Programme Co-ordinator (or facilitator) must:

- Ensure that all learners are made aware of:
 - the grounds for making an appeal (assessment result appeal and assessment process appeal)
 - the maximum time allowed to lodge an appeal
- Communicate the deadline date for requesting an appeal to the learner. Learners may not appeal after this date.
- Communicate the CMETB policy on secure storage and disposal of assessment evidence
- Receive the appeal application from the learner
- Submit [Assessment Process Appeals Application Form](#) to the Independent Appeals Committee
- Inform the awarding body of the result change (if successful)
- Inform the learner of the outcome of the appeals application.

3.2. The Learner

If a learner wishes to appeal an assessment process, the learner must:

- Note the grounds for appeal
- Note the timeframe for appeal (see Section 2.2)
- Lodge an appeal (with fee if applicable) (see Section 4).

3.3. The Independent Appeals Committee

The Independent Appeals Committee must:

- Examine the learner appeal
- Investigate whether relevant assessment procedures were followed
- Make a decision on the appeal

4. Assessment Process Appeals

Note:

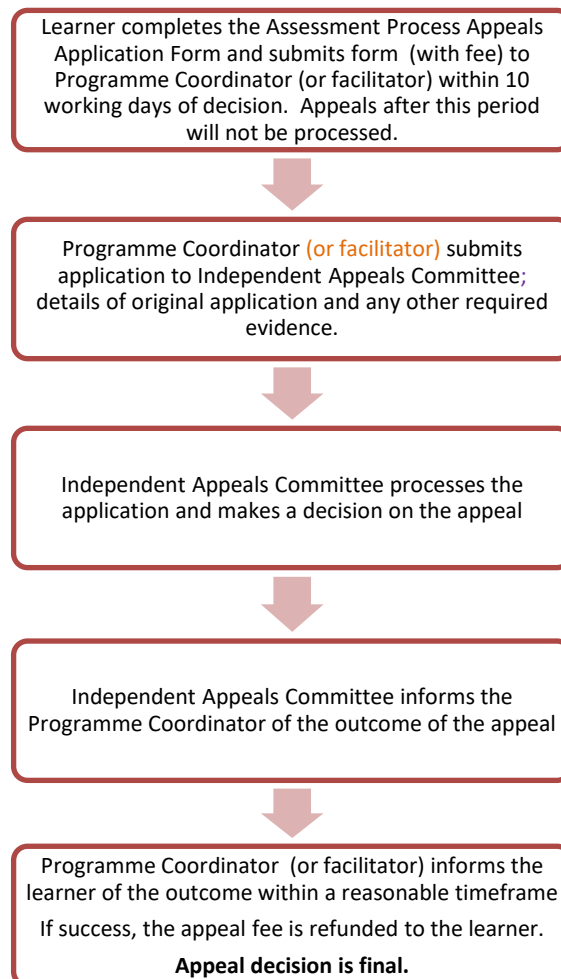
- **The learner is notified by the Centre of the deadline for appeals within the given assessment period.**
- **CMETB will endeavour to complete all appeals within a reasonable timeframe twenty (20) working days on receipt of appeal. Every effort should be made to process the application as promptly as possible, especially if CAO/other deadlines may be impacted.**

Examples for activating the process appeals procedure (this list is not exhaustive):

- a) The Assessment regulations were not properly implemented
- b) The regulations did not adequately cover the learner's circumstances
- c) There is evidence of irregularity in the conduct of assessment which might have affected the outcome

Where possible, the learner discusses the appeal application with the Learning Practitioner and/or Programme Co-ordinator (or facilitator) and examines grounds for appeal and timeframe before proceeding.

The following process outlines the steps involved in an assessment process appeal.



References

QQI (2013) Quality Assuring Assessment Guidelines for Providers. Available at:

<http://www.qqi.ie/Downloads/Quality%20Assuring%20Assessment%20-%20Guidelines%20for%20Providers%2C%20Revised%202013.pdf> [Accessed 28th February 2018]

Appendix 1: Assessment Process Appeals Application Form

This form may also be sent via email and typed (once signature is valid)

Part A: To be completed by the learner and returned to the Programme Co-ordinator (or facilitator) by a specified deadline	
Centre Name:	
Learner Name:	
Learner Address:	
PPSN NO: <i>*mandatory</i>	
Learner Number (if applicable):	
Programme Code/Title:	
Are there impending deadlines which may need to be considered with this application: CAO Applicant/Other Applicant:	Yes/No
If yes, please give details:	

Please circle appropriate appeal:

Reasonable Accommodation in Assessment outcome	Yes/No
Assessment Deadlines (short-term extension) outcome	Yes/No
Assessment Deadlines (compassionate consideration in extenuating circumstances) outcome	Yes/No
Learner Assessment Malpractice outcome	Yes/No
Other (please give details):	Yes/No
Details of appeal application (please provide full details of reasons for appeal):	

Module Code	Module Title	Module Level	Original Result	Ground for Appeal
				Total Fee €

Candidates wishing to Appeal a process must complete this form and return to the Programme Co-ordinator (or facilitator), [Insert name and address of centre here], on or before xx/xx/xx.

Appeals received after this date will not be processed.

There is an administrative fee of €40 - per module (Y Number of modules x €40) result that you wish to appeal. This fee must be made payable to [Insert name of Centre here], Fee should be paid by EFT, cheque, postal order or bank draft. NO CASH accepted.

The outcome of the Appeal will be communicated directly to you in writing.

If successful the administrative fee of €40 per module will be refunded.
Appeals will not be processed without payment of fee.

I can confirm that I have read and understand the appeals procedure including the grounds for appeal. I can confirm that I have enclosed a total fee of € xx.xx . This fee is refundable if the appeal is successful.

Learner Signature:

Date:

Facilitators Signature:

Date:

Facilitators Name (Print):

Office Use:

Total Fee Received: €

Date:

Facilitators Signature:

Part B: To be completed by the Independent Appeals Committee		
Independent Appeals Committee Members:		
Details of evidence received:		
Date received:		
Outcome of decision:	Successful/Unsuccessful	
Date:		
Decision Details:		
Impact on Grade/Result	<input type="checkbox"/> Result/Award Upheld <input type="checkbox"/> Result/Award Increased <input type="checkbox"/> Result/Award Decreased <input type="checkbox"/> Resit Awarded (alternative version) <input type="checkbox"/> Test/Assessment is declared null/void	
Further Details:		
Independent Appeals Committee Signatures and Date:	Signature	Date