



**cmetb**

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

# Assessment Reference Framework

## Assessment Submission Deadlines: Short-Term Extensions

Version 2, QA – Aug 2019

Drafted by:

ETBI National Assessment Procedures Handbook Working Group  
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### 1. Principles of Assessment in relation to Assessment Deadlines: Short Term Extension

Assessment is underpinned by the **principles of assessment** including the *fair* principle (equal opportunity for all learners) and *consistent* principle (consistency in approach to assessment across ETBs, programmes and modules). Assessment deadlines are dates that are planned in advance of assessment and should be adhered to. In order to ensure the fair and consistent assessment of learners, the following procedures should be followed in relation to the deadlines for submission of learner evidence. The provider's Quality Assurance System overarches these principles and ensures learner achievement is assessed in a fair and consistent way in line with the national standards for the award.

Quality assured assessment ensures that, in criterion referenced assessment, "learners are assessed and the assessment judgement is made based on whether the learner has reached the required national standards of knowledge, skill and competence for the award" (QQI, 2013, P5). 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.

In order to ensure *fairness* and *consistency* across all assessment activities, learners may be granted an extension to an assessment deadline under **extenuating circumstances**. In these circumstances, the learner must not be unfairly disadvantaged as a result of extenuating circumstances. Furthermore, the learner must not gain significant advantage when compared with other learners.

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)

## 2. Definitions

### 2.1 Assessment Deadlines

Assessment deadlines 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 (e.g. examination, skills demonstration, etc.) prior to, or as soon as is feasibly possible, in the programme or module (e.g. assessment plan, notice boards, etc.). These assessment deadlines should allow the learner adequate time in which to fully complete the assessment tasks.

### 2.2 Missed Assessment Deadlines

The term missed assessment deadlines refers to:

- Failure to submit assessment evidence on or in advance of agreed assessment deadline, and/or
- Failure to attend a practical assessment (e.g. Examination, Skills Demonstration, etc.).

Missed Assessment Deadlines can be categorised as “Expected” (see Section 4) or “Unexpected” (see Section 5).

### 2.3 Short-term extension

The term short-term extension refers to a **defined** timeframe which an assessment deadline will be extended for in the case of extenuating circumstances (see 2.4). The recommended maximum acceptable extension is two (2) working days. If the circumstances are expected to extend beyond a short-term extension, the procedures for [Assessment Deadlines: Compassionate Consideration in Extenuating Circumstances](#) should be followed.

### 2.4 Examples of extenuating circumstances (Short-term extension)

Extenuating circumstances are situations or events which unexpectedly interfere with a learner’s ability to complete or sit an element of assessment. Extenuating circumstances which **may** be considered include, but are not limited to:

- Personal illness (with medical certificate)
- Illness/care of child or dependent relative (with medical certificate)
- Extreme bad weather
- Other extenuating circumstances may be considered under Compassionate Consideration application, see [Assessment Deadlines: Compassionate Consideration in Extenuating Circumstances](#) procedure

**Relevant evidence/documentation from a qualified professional practitioner (e.g. medical practitioner) should support an application (but will not guarantee an assessment extension).**

### 3. Assessment Deadlines Roles and Responsibilities

#### 3.1 The Programme Co-ordinator

The Programme Co-ordinator must ensure that the Learning Practitioner and the learner are made aware of their responsibilities in relation to assessment deadlines (e.g. Learner Handbook<sup>1</sup>, Notices, etc.).

In the event of a missed assessment deadline, the Programme Co-ordinator or designated person is responsible for the management of the application to extend the deadline.

#### 3.2 The Learning Practitioner

Assessment deadlines are identified by the Learning Practitioner and communicated to learners in advance of assessment (notice boards, etc.) and included in the programme assessment plan (QA requirement), which is also made available to the learners. Learners are expected to present assessment evidence on or in advance of the deadline identified by the Learning Practitioner unless there are extenuating circumstances.

Where a learner attempts to submit assessment evidence after a deadline, the Learning Practitioner **must not** accept the assessment evidence unless there are **proven** extenuating circumstances and either a Short-term Extension Application or Compassionate Consideration Application have been granted. Both Short-term Extension Application and Compassionate Consideration Application must be processed by the Programme Co-Ordinator or designated person.

#### 3.3 The Learner

Assessment deadlines are communicated to learners in advance of the assessment deadline (assessment plan, notice boards, etc.).

At the commencement of the programme, all learners should sign a **Learner Contract** (where possible) which declares their responsibility in relation to meeting assessment deadlines and consequences for same (Learner Handbook).

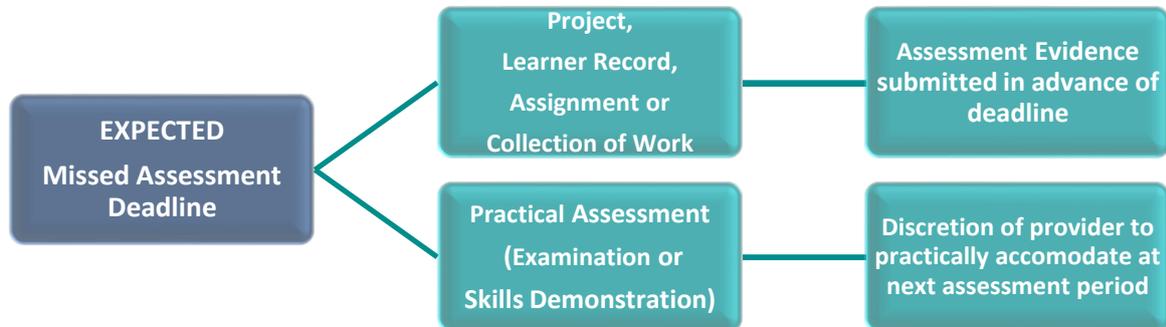
**Important:** The learner is responsible for the submission of assessment evidence for an assessment activity within the deadline specified (**on** or **in advance** of the deadline).

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<sup>1</sup> The *Learner Handbook* is currently under development  
*ETBI National Assessment Procedures Handbook:*  
*Assessment Deadlines: Short-term Extensions*

### 4. “EXPECTED” Missed Assessment Deadline Procedure

Any expected missed assessment deadlines should follow the process outlined below.



**Figure 1.1 Expected Missed Assessment Deadlines Procedure**

“Expected” missed assessment deadlines **include**, but are not limited to: court appearance, job interview, medical appointment, wedding, graduation, family event, pre-planned event, etc.

Assessment Deadlines are planned in advance of a programme or module and assessment deadlines are detailed on the Assessment Plan (QA requirement) for the programme and/or module.

On occasion, prior to the commencement of the course/programme or once the assessment plan has been distributed to learners, the learner may discover that there is a planned assessment deadline which s/he is unable to meet (for example, due to a clash of dates, where an appointment/arrangement had been made prior to the publication of an assessment deadline). The following procedure should be followed in relation to an expected missed assessment deadline (see Figure 1.1).

#### 4.1 Submission of learner assessment evidence with a specific assessment deadline (e.g. Project, Learner Record, Assignment or Collection of Work)

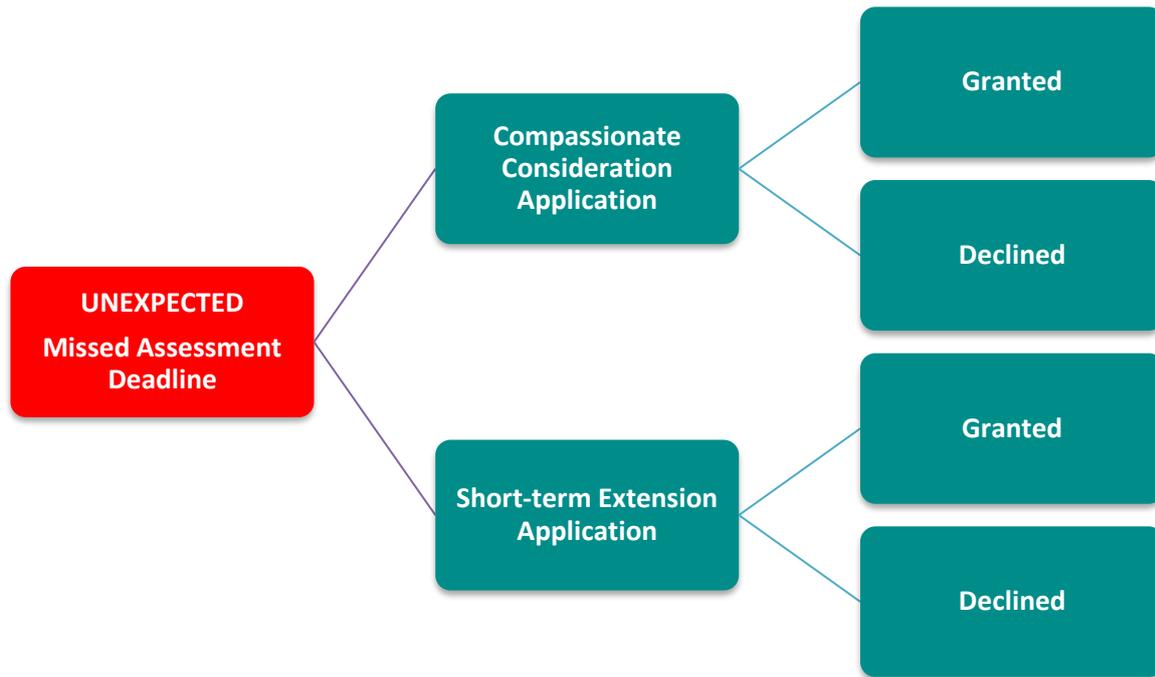
In the case of an expected missed assessment deadlines, the learner is responsible for submitting assessment evidence (Project, Learner Record, Assignment or Collection of Work) in advance of the assessment deadline, unless there are extenuating circumstances. In such cases, the learner may apply for Compassionate Consideration due to extenuating circumstances (see [Assessment Deadlines: Compassionate Consideration in Extenuating Circumstances](#) procedure).

#### 4.2 Practical Assessment (e.g. Examination or Skills Demonstration) on a specific date

In the case of an expected missed practical assessment on a specific date, (e.g. Examination or Skills Demonstration), it is at the discretion of the provider as to whether the provider can practically accommodate the learner at an alternative sitting at the next assessment period.

### 5. “UNEXPECTED” Missed Assessment Deadlines Procedure

“Unexpected” missed assessment deadlines **include**, but are not limited to: illness (with medical certificate), involvement in an accident, etc. For further details relating to extenuating circumstances, see Section 2.3.



**Figure 1.2 Unexpected Missed Assessment Deadlines Procedure**

Assessment Deadlines are planned in advance of a programme or module and assessment deadlines are detailed on the Assessment Plan for the programme and/or module.

In the event that, due to unforeseen circumstances, a learner may have missed an assessment deadline or may be aware that s/he will miss an impending assessment deadline, the learner may apply for (see Figure 1.2):

1. Assessment Deadlines: Short-term extensions (see Section 5.1)  
*or*
2. Assessment Deadlines: Compassionate Consideration in extenuating circumstances (see [Assessment Deadlines: Compassionate Consideration in Extenuating Circumstances](#) procedure) using the appropriate application form.

### 5.1 Short-term Extension Application Procedure



**Figure 1.3 Assessment Extension Application Procedure**

In the event that a learner may be aware that s/he will miss an impending assessment deadline or has missed an assessment deadline, the following procedure must take place within a **defined timeframe** (recommended maximum of two (2) working days (see Figure 1.3). If there are extenuating circumstances, which will extend beyond the **defined timeframe**, the learner should proceed to the *Assessment Deadlines: Compassionate Consideration in extenuating circumstances* procedure.

#### **1. Learner notifies Programme Coordinator or designated other normally Learning Practitioner immediately (by phone or email)**

In the event that a learner *may miss* an impending assessment deadline or *has missed* an assessment deadline, the learner must notify the Programme Coordinator or Learning Practitioner immediately (by phone or email). The designated person will give due consideration to the learner. In some cases (where assessment evidence is required in hard copy), the learner *may* be eligible to submit the assessment evidence via email or other electronic method and subsequently submit the hard copy evidence (Assignment, Project, Collection of Work or Learner Record). (If the Programme Co-ordinator agrees that the assessment evidence sent via email (or other electronic method) is acceptable, the learner does not need to proceed with the Missed Assessment Deadline application.)

#### **2. Learner completes Assessment Extension Application Form**

The learner must complete an **Assessment Extension Application Form (Part A)**. Where *relevant evidence/documentation is available*, the learner must submit the evidence to the Programme Co-ordinator/Learning Practitioner.

#### **3. Programme Co-ordinator/Learning Practitioner processes Assessment Extension Application**

The Programme Co-ordinator must complete **Assessment Extension Application Form (Part B)** and process the application based on the circumstances and evidence (if any). The Programme Co-ordinator must either grant or decline the application for an extension of assessment deadline. It is at the discretion of the Programme Co-ordinator/Learning Practitioner to grant or refuse an extension. A learner can appeal the outcome (see Section 6).

4. If granted, the maximum acceptable extension as per the defined timeframe (recommended two (2) working days).

**If an Assessment Extension is granted:**

**Learner Evidence (Project, Learner Record, Assignment or Collection of Work):** Where the application is successful, the learner evidence is accepted by the Programme Co-ordinator/Learning Practitioner and **should be marked and graded in accordance with the standards for the award**. The actual marks and grade awarded are determined solely on the basis of the evidence submitted in accordance with the standards for the award. **There is no mark/grade penalty under this procedure.**

In the case of unexpected missed assessment of a practical assessment (**Skills Demonstration/ Practical Examination**), it is at the discretion of the provider as to whether the provider can practically accommodate the learner at a re-sit at the next assessment period.

### 6. Assessment Extension Appeals

The learner has the right to appeal the decision in relation to assessment deadlines application decision. Appeals must be made within a defined timeframe of two (2) working days of the decision. All appeals must be made in writing using the Appeals Application Form (see Appendix 2). The Appeals process is processed in line with CMETB appeals procedures.

### References

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

<https://www.qqi.ie/Downloads/Quality%20Assuring%20Assessment%20-%20Guidelines%20for%20Providers%2c%20Revised%202013.pdf>



**ASSESSMENT DEADLINE: SHORT-TERM EXTENSION  
APPLICATION FORM**

**Part B: (Office Use) This section must be completed by the Programme Co-ordinator or Designated Person e.g. Learning Practitioner**

<b>Programme Co-ordinator/Learning Practitioner Name:</b>	
<b>Assessment Due Date:</b>	
<b>Date notified by Learner:</b>	
<b>Notified by:</b>	Telephone <input type="checkbox"/> Email <input type="checkbox"/>
<b>Receipt date of application:</b>	
<b>Learning Practitioner Name (s):</b>	

<b>Criteria:</b>	<b>Details:</b>
➤ <i>Details of extenuating circumstances</i>	
<b>Application Determination:</b>	Granted <input type="checkbox"/> Declined <input type="checkbox"/>
<b>Declaration:</b>	
I can confirm that: <ul style="list-style-type: none"> <li>➤ There is sound evidence to grant or decline the application for an Assessment Extension</li> <li>➤ If granted, the granting of an assessment extension will not give the learner in question an unfair assessment advantage over other learners undertaking the assessment</li> <li>➤ I will inform the learner immediately of the decision regarding the Assessment Extension decision</li> </ul>	
<b>Signature:</b>	
<b>Date:</b>	

**Appendix 2: Appeals Application Form**  
**(Assessment Deadlines: Short-term Extension)**

<b>APPEALS APPLICATION FORM</b>	
<b>(Assessment Deadlines: Short-term Extension)</b>	
<b>Part A: This section must be completed by the Learner</b>	
<b>Nature of Appeal</b>	Assessment Deadline
<b>Centre Name:</b>	
<b>Learner Name:</b>	
<b>Date of Appeals Application:</b>	
<b>Reason for Appeal:</b>	
<b>Reason why decision was declined:</b>	
<b>Details of supporting evidence provided:</b>	

<b>Part B: (Office Use) This section must be completed by the relevant ETB Manager</b>	
<b>Name:</b>	
<b>Receipt date of application:</b>	
<b>Application Determination:</b>	I can confirm that a review of the Application has been completed and that the Appeal is: Granted <input type="checkbox"/> Declined <input type="checkbox"/>
<b>Reason:</b>	
<b>Signature:</b>	
<b>Date:</b>	