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



**QAES**

QUALITY ASSURANCE AND  
ENHANCEMENT SERVICE

## Repeats Policy CMETB Advanced Certificate in Early Learning and Care

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## Contents

1. Introduction .....	3
2. Policy Statement .....	3
3. Scope.....	3
4. Information .....	3
4.1 Information to Learners.....	3
5. Grounds for Repeating an Assessment.....	4
6. Repeats Procedures .....	5
6.1 Resubmission of Project or Continuous Assessment.....	5
6.2 Repeat of Examination or Skills Demonstration .....	5
<b>6.2.1. Skills Demonstration</b> .....	5
<b>6.2.2. Examination</b> .....	5
6.3 Repeat of Professional Practice Placement .....	6
6.4 Missed Repeats/Resubmissions.....	6
6.5 Assessment Appeals.....	6
7. Glossary of Terms.....	6
Appendix 1 – Request for Learner Repeat Application form.....	8

## 1. Introduction

This policy document contains the Quality Assurance Policy and Procedures for learner repeat and resubmission of assessments for the Advance Certificate in Early Learning and Care (ELC) PATD awards in Cavan and Monaghan Education and Training Board (CMETB) Further Education and Training (FET) Service. Updated versions of this document will be available on the CMETB QA SharePoint. For assistance on the implementation of this policy and procedures contact the Quality Assurance and Enhancement Service.

## 2. Policy Statement

Cavan and Monaghan Education and Training Board (CMETB) 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 process for learners to repeat skills demonstrations/examinations or resubmit assessments in modules where they have been unsuccessful. This policy outlines how the process for repeats in ELC PATD awards is conducted in CMETB. Included in the policy is:

- an outline of the grounds for repeats and resubmissions within CMETB
- the procedures and steps to be followed

## 3. Scope

This policy applies to the delivery of the Certificate in Early Learning and Care (Stage 1 – Level 5), and the Advanced Certificate in Early Learning and Care (Stage 2 - Level 6) programmes in CMETB only.

Repeats opportunities are not currently available across all QQI Awards.

## 4. Information

### 4.1 Information to Learners

At course level, CMETB ensures that:

- a) all information relating to repeats is provided to learners in accordance with Cavan and Monaghan Education and Training Board's policy of clear and unambiguous communication with learners on matters relating to assessment. (This repeats opportunity should be communicated to learners at induction of the course and at appropriate times throughout delivery).
- b) learners receive timely and constructive feedback on their assessments, appropriate to the nature of the assessment, i.e. formative or summative.
- c) learners are provided with an opportunity to repeat/resubmit an assessment when appropriate and in line with the services repeat schedule.
- d) learners are informed about the **appeals** process in relation to assessment results and assessment process.

If a learner fails an assessment piece that results in the learner not meeting all the MIMLOs and/or achieving 50% of the assessment mark, they are afforded the opportunity to repeat an either an alternative version of an exam or resubmission of a portfolio/assignment.

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 resit and repeat assessments, where applicable. (See Section 6).

Learners must be informed at induction or at any given opportunity of repeat/resubmission dates, deadlines, assessment times, venue and also the consequences of forgoing the assessment opportunity. The learner should understand that they must be successful in their assessment in order to progress to the next stage.

Where a learner cannot submit, or sit, an assessment due to illness, bereavement, etc. they should refer to the Compassionate Consideration in Assessment Policy.

## 5. Grounds for Repeating an 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 in the failed assessment.

If a learner fails to submit markable assessment, a repeat policy cannot be invoked. If a learner is having trouble meeting assessment deadlines the Compassionate Consideration or Late Submission policy should be considered.

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.

Learners seeking to repeat an assessment must complete the appropriate application form and submit this to the assessor/course co-ordinator. This will be sent to and discussed with the assessor/course co-ordinator. Repeat work must be submitted within the same academic year in order for the learner to progress seamlessly to the next stage of the programme.

### 5.1 Repeat Windows

The dates of the repeats window will be selected by the centre, ensuring that there is sufficient time for the learner to prepare, participate and meet the assessment deadline for completing the programme in order to seamlessly progress to the next stage. This should be clearly communicated to the learner in a timely manner. Assessment repeats must provide for a minimum of 5 working days between the two sittings.

#### Repeats schedule

Scenario	Action	Timeline	Result outcome
1 <sup>st</sup> Repeat	Repeat of the unsuccessful <b>assessment</b>	Within the same delivery period	Assessment capped at 50%
2 <sup>nd</sup> Repeat	Repeat of the total <b>module</b>	The next delivery period	Total re-sit of the module – no capping required.

If a learner has been unsuccessful in 50% of the modules (3 out of 6 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. Repeats Procedures

Learners must be notified when provisional results of the assessment are available of the likelihood for the need to repeat an assessment based on the **provisional** result outcome. They should be informed that they are entitled to an opportunity to repeat or resubmit an assessment based on the repeats window scheduled by the centre.

### 6.1 Resubmission of Project or Continuous Assessment

Learners will be given the opportunity to resubmit a project or continuous assessment where they failed to achieve 50% of the marks available in the assessment or where they failed to pass a MIMLO and/or 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 the piece or pieces of work that the learner should resubmit in order to bring up their grade to a Pass.

Evidence resubmitted, through the approved process, will be marked and graded in accordance with the standards for the award. **A penalty will apply in that the grade will be capped at 50% for the resubmitted assessment.** Both original and resubmitted assessments should be retained for the authentication process.

### 6.2 Repeat of Examination or Skills Demonstration

#### 6.2.1. Skills Demonstration

Where a Referral results from a failure to achieve 50% of the marks available in a skills demonstration, learners will be given an opportunity to undertake a repeat skills demonstration.

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 Early Learning and Care and is a simulated interview. The second Skills Demonstration is at Stage 2 as part of Advanced Professional Practice Placement in Early Learning and Care and is a simulated staff meeting.

Work based assessments, i.e. mandatory activities as part of Professional Practice Placement do not fall under the skills demonstrations 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. 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 documentation should be retained for the authentication process.

Within the ELC programme there is one Examination at Stage 1 of the programme as part of Holistic Care of Children 0-6 Years.

Marks are capped at 50% for the resubmitted skills demonstrations or examinations.

### 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.

### 6.4 Missed Repeats/Resubmissions

Learners who do not avail of a resubmission or repeat opportunity afforded to them within the timeframe specified by the centre, will forego the assessment opportunity and original grade awarded will stand and be entered as unsuccessful 'U' on the QQI certification system. Learners must be informed of results of their repeat/resubmission and that they have the entitlement to appeal.

### 6.5 Assessment Appeals

If a learner wishes to appeal the result or process of a repeat assessment, they should refer to the Assessment Policy for the Assessment Process Appeal or Assessment Results Appeal processes.

## 7. 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 (i.e.

	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.

## Appendix 1 – Request for Learner Repeat Application form

To be completed by the learner and returned to the assessor/course co-ordinator

Centre Name:	
Learner Name:	
Learner Course:	
PLSS/FETCH Course Code:	
Assessor Name:	
Module Title:	
Module Code:	
Assessment Type:	
Assessment Code:	

To be completed by the Assessor

Original date of assessment taken:	
Resubmission date/Repeat date:	

**A penalty will apply in that the grade will be capped at 50% for the resubmitted assessment.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Learner

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor

**Both original and resubmitted assessments should be retained for the authentication process.**