



Assessment Procedures

Greenhills Community College Further Education

Assessment Techniques

Assessment can take different forms, depending on the course. There are six possible assessment techniques:

- Assignment
- Collection of work
- Examination
- Learner Record
- Project
- Skills demonstration

Collection of Work

A collection of work is a portfolio of some or all of the work a student has produced which proves students have achieved Learning Outcomes (LOs).

Assignment

An assignment can take several forms. It can be research based, a practical task or an evaluation of a particular subject. Students are issued with a brief from their tutor, stating the specific guidelines and deadlines.

Learner Record

A learner record is a student's review of their learning experiences, tasks they have completed, and the new skills gained over a specific amount of time. There are different types of learner records, for example, structured logbook, diary, learning journal, science or laboratory notebook, sketch book.

Examination

An examination, which can be written or oral format, is used to test a student's ability to remember information, to prove they have knowledge of the topic. An exam also shows that students understand the information and can discuss a topic in detail, for example, the advantages or disadvantages of a topic.

Project

Projects may involve research, investigating a topic, performing an activity, or organising an event. If a few students are working together on a project, student must clearly state what part or element of the project is their responsibility. When students are undertaking a project, they may be required to keep a personal diary as it will record learning gained and achievements of learning outcomes (LOs).

Skills Demonstration

A Skills Demonstration allows the student to show their ability to achieve a wide range of practical skills. A skills demonstration may be assessed while students are on work placement. There are different types of skills demonstrations: practical, observation and oral.

Assessment Submission - Assessment Brief

Work must be submitted to your tutor for assessment by stated deadlines. Your assignments, portfolio, exam, etc., (as required for each module) are assessed by your tutor. Following completion of your course, an external assessor will visit the centre to examine portfolios and confirm results. An Assessment Brief is the set of instructions given to you by your tutor telling you:

- what you are required to do for the assessment of the module.
- how the assessment will be marked and
- when it must be submitted.

Examinations and assessments are held throughout the Academic Year. All examinations and assessments are timetabled during daytime hours.

Submission of Assignments

For each assignment you complete, your module teacher will issue two deadlines. The first deadline will be for submission of a draft and the second deadline for submission of the final assignment. Students are strongly advised to submit a draft of their work. Assignments must be handed in on or prior to the date requested by the module teacher. A reasonable time will be given for completion of each assignment by the module teacher, depending on the nature of the assignment. These rules are essential to ensure that an efficient and effective service be provided for students. The front cover of the assignment will include the student's name, class name, assignment title, assignment number and module title. The assignment must be handed in during normal class time for the subject concerned. Assignments will not be accepted by module tutors outside of class time or from third parties.

Assignment Submission

Students will be required to sign and date the Assignment Brief at final submission of the assignment and upload the Brief and the final submission via Class Group Teams Assignment. Students should ensure that they keep a copy of their handed in assignment, as work submitted will not be returned.

Extension of Deadline

Extension of an assignment deadline will only be granted where there is a genuine and substantial reason for it.

1. If an extension of a deadline is needed it must be negotiated between the student and the module tutor. The request must be made in writing.
2. Work submitted by the negotiated extension date will be marked using the same criteria as work handed in on time.

Deadline Extension Appeal

In the event of an extension not being granted by the module tutor, the student can appeal the decision to the Course Co-ordinator. The appeal will be decided and communicated to the student within one week. The Course Co-ordinator's decision will be final.

Return of Assessment Materials

Learner's Assessment materials, such as assignments, and answer books from written examinations will not be returned. Answer books from written examinations will not be returned. Project work that cannot be saved electronically e.g., art project, will be returned at the student's request. All such requests must be received by the end of October. Requested material may be collected during the last week of November. After this date all materials will be disposed of.

Assessment Regulations for Candidates

Students should familiarise themselves with assessment regulations.

General Regulations

Candidates must observe deadlines as notified by the centre for the submission of coursework for assessment. Candidates must attest to the fact that all projects, assignments, learner records and collections of work/the portfolio of assessment/portfolio work presented for assessment is their own original work.

Where group projects/assignments have been undertaken, all candidates must indicate which part of the work is their own. The portfolio of each group member should record or contain supporting evidence of the individual's contribution to the group task. Candidates must not interfere with or damage in any way the work of other candidates.

Assessment Procedure

The centre holds all assessed work until the official statement of results are issued. Certificates are issued by QQI later.

Appeals

An appeal must be in writing and must be made within three weeks of the issue of the statement of results. All appeals must be made through the Centre. Each appeal is subject to a fee. If your appeal is successful, this fee will be returned to you.

Only evidence that has previously been presented by the learner can be part of an appeal. No new evidence can be submitted. All assessment evidence as required by the module descriptor must be available for the appeal. Any evidence not available will be assumed not to have been completed.

Examination and Skills Demonstration

It is the candidate's own responsibility to carefully note the days, hours and locations of practical examinations, skills demonstrations, and theory examinations. Candidates who do not attend practical examinations, skills demonstrations or theory examinations may apply to the College Principal for permission to be assessed during the next assessment period that is available within the College. Supporting documentation will be required. Taking the assessment later may not always be possible, and permission to do so is at the discretion of the College Principal.

Candidates are required to attend the examination centre prior to the commencement of the examination. Candidates will not be admitted to the examination centre after thirty minutes from the time at which the examination began. Candidates will not be allowed to leave the examination centre until thirty minutes has expired from the time at which the examination began.

Candidates may not be allowed to leave the examination centre and return during the examination period unless the supervising tutor is satisfied that the candidate's need to leave is genuine. A candidate who leaves the examination centre shall not be re-admitted during that period unless the candidate has been in the care of a representative of the centre authority, or, failing that, in the care of the attendant during the entire period of the absence. The candidate must hand the answer book/examination script/assessment item and question paper to the supervising tutor on leaving the examination centre; the supervising tutor will record the time(s) of absence and the reason for absence. The time lost by the candidate will not be compensated for at the close of the examination.

Candidates must follow all instructions given to them at the start of each examination by the supervising tutor, regarding seating arrangements, placement of jackets, bags and other personal items. Students must not have mobile phones on their person during examinations. A candidate should raise a hand to attract the attention of the supervising tutor during the examination.

A candidate must enter any details required e.g. examination number/name on the examination script/paperwork accompanying a test item. The candidate's examination number should be entered on every piece of stationery used.

A candidate

- Shall not write on the examination paper (except where answers are to be written on part of the examination paper itself) or on Mathematical Tables or any of the mathematical instruments allowed to be brought in;
- Shall not write in the answer book anything that is not directly connected with the subject matter of the questions to be answered;
- Shall not remove from the answer books any page or part of a page;
- Shall not take out, or attempt to take out of the examination centre, any answer books, whether used or unused.

Candidates shall not bring into the examination centre, or have in their possession or under their control, or within reach within the examination centre, any book, notes or paper (except those supplied by the supervising tutor).

A candidate shall not, while in the examination centre

- Use or attempt to use, any book, memorandum, notes or paper (except the examination paper and such answer books, etc. as shall have been supplied by the superintendent).
- Aid, or attempt to obtain aid from another candidate.
- Communicate, or attempt to communicate, in any way, with another candidate.

A candidate shall not damage the examination centre or its furniture, documentation, instruments, or equipment where these are provided. The use of non-programmable electronic calculators is allowed.

Candidates who have finished their work during the last ten minutes before the time appointed for the conclusion of the examination should remain in their seats until the superintendent has collected the answer books/test items and they should not then leave the examination centre until the time appointed for the conclusion of the examination, unless permitted to do so by the superintendent.

At the conclusion of the examination, candidates should immediately stop writing and remain in their seats until the superintendent has collected the scripts.

Candidates shall not access files on a computer or computer network which are not part of the examination, nor shall they access any other candidate's files.

Candidates shall, in all matters relating to the examination, submit to and obey the direction of the superintendent. Candidates may be expelled from the examination centre if their behaviour, in the opinion of the superintendent, is such as to jeopardise the successful conduct of the examination. Candidates should note that the centre will keep on file records of any disturbances.

Penalties for Violation of Regulations

Where the College is of the opinion that any candidate has

- Violated any of the assessment regulations.
- Attempted to obtain a result to which the candidate is not entitled.
- Claimed or attempted to claim such a result.
- Furnished incorrect information in relation to their candidature.
- Aided or attempted to aid another candidate, except where group work is required.
- Obtained or attempted to obtain aid from another candidate, except where group work is required.

Such a candidate shall be liable to be

- Deprived of certification, module credit or marks or to have such deductions made as the College Council deems appropriate.
- Debarred from entering for any of the assessments for such period as the College Council may determine.

A candidate will be notified in writing when a suspected violation of regulations is being investigated.

The College Council shall comprise of the Principal/Deputy Principal and two course Coordinators/Tutors.