

PROVIDER NAME COLUMBA COLLEGE POLICY: FAIR AND CONSISTENT ASSESSMENT OF LEARNERS			
Procedure Title:	Co-ordinated Planning of Assessment B6.1	Version: 1	Date: June 2010
Purpose: This procedure describes how Columba College will aim for co-ordinated planning of assessment in order that learners may maximise the value of their assessments across the course modules.			
Staff Involved: Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Plan for Integrated Assessment	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Record of Meetings and decisions taken regarding integration of assessment and programme timetables. Assessment Plan	
Evaluations of Integration of Assessment and integration with Learners	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff, Internal Verifier	Staff records, learner records and learner evaluation forms. Internal Verifier Reports	
Formal Assessment	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Assessment schedules, records, evidence of integrated assessment and learner results	
Monitoring			

Monitor (Job Title)	Frequency	Monitoring Method(s)
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence

<p style="text-align: center;">PROVIDER NAME COLUMBA COLLEGE POLICY: FAIR AND CONSISTENT ASSESSMENT OF LEARNERS</p>			
Procedure Title:	Information to Learners B6.2	Version: 1	Date: June, 2010
<p>Purpose: This procedure describes how Columba College will ensure that learners will have the information necessary for them to successfully participate in assessment.</p>			
<p>Staff Involved: Head of Centre, Programme Co-Ordinator, Course Co-Ordindators, Staff and Guidance Counsellor</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Learners are informed of their responsibilities in relation to assessment.	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators, Staff and Guidance Counsellor	Learner Handbook, emails, record of meetings with Co-Ordinators and Learners	
Assessment is planned and co-ordinated and learners informed	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators, Staff	Record of planning meetings, assessment timetables/examination dates	
Learners aware of reasonable accommodations available	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators, Staff and Guidance Counsellor	Details of reasonable accommodations notified to Learners.	

Learners aware of policy on repeats		Head of Centre, Programme Co-Ordinator, Course Co-Ordinators, Staff	Copy of policy and record of notification to learners
Learnerse aware of appeals procedure		Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Copy of procedure and record of notification to learners
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence	

<p style="text-align: center;">PROVIDER NAME COLUMBA COLLEGE POLICY: FAIR AND CONSISTENT ASSESSMENT FOR LEARNING</p>			
Procedure Title:	Security of assessment related processes and material B6.3	Version: 1	Date: June, 2010
Purpose: This procedure describes how Columba College will ensure the security and integrity of all stages of the assessment process			
Staff Involved: Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Programme Team Training to include reference to security of assessment	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Minutes of record of discussions	
Staff guidelines in place	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Staff Handbook, copy of receipts for assignments, evidence of safe storage facility for assessment materials, guidelines for internal assessment and procedure for retention of assignments to allow for appeal.	
Learner guidelines place	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Copy of guidelines in relation to integrity of the assessment process.	

External examiners reports		Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Copy of Reports
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence	

<p style="text-align: center;">PROVIDER NAME COLUMBA COLLEGE POLICY: FAIR AND CONSISTENT ASSESSMENT OF LEARNING</p>			
Procedure Title:	Reasonable Accommodation B6.4	Version: 1	Date: June, 2010
<p>Purpose: This procedure describes how Columba College will provide for the adaptation of assessment methodologies in order to cater for the needs of learners covered by the nine grounds of equality legislation so as to enable them to demonstrate their achievement of the standard being assessed.</p>			
<p>Staff Involved: Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff.</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Assessment team meetings	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Agenda and minutes of meetings in relation to assessment methods	
Equality Policy in place	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Copy of policy	
Staff training on reasonable accommodations	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Record of training guidelines for assessors	

Adaptation of briefs/materials/timetables		Head of Centre, Programme Co- Ordinator, Course Co-Ordinators and Staff	Record of adaptation
Learners aware of possible reasonable accommodations		Head of Centre, Programme Co- Ordinator, Course Co-Ordinators and Staff	Record of notice to learners
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence	

<p style="text-align: center;">PROVIDER NAME COLUMBA COLLEGE POLICY: FAIR AND CONSISTENT ASSESSMENT OF LEARNING</p>			
Procedure Title:	Consistency of marking between assessors B6.5	Version: 1	Date: June, 2010
<p>Purpose: This procedure describes how Columba College will ensure that assessors mark learner assessments in a fair and consistent manner.</p>			
<p>Staff Involved: Head of Centre, Programme Co-Ordinator, Course Co-Ordinators, Internal Verifier and Staff</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Assessment team meetings	Programme Co-Ordinator, Course Co-Ordinators and Staff	Minutes of assessment team meetings	
Staff training on FETAC assessment	Centre Head, Programme Co-Ordinator, Course Co-Ordinators and Staff	Record of training on FETAC assessment	
Guidelines for assessors	Programme Co-Ordinator, Course Co-Ordinators and Staff	Copy of guidelines for assessors	
Peer review/sampling, cross moderation of assessments	Programme Co-Ordinator, Course Co-Ordinators, Internal Verifier and Staff	Internal verifier schedules, record of results and cross moderation log, Internal Verifier Report	

Appeals procedure in place		Programme Co-Ordinator, Course Co-Ordinators and Staff	Copy of appeals procedure
External Authenticator 's report		External Authenticator	Copy of Authenticator's report
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence	

<p style="text-align: center;">PROVIDER NAME COLUMBA COLLEGE POLICY: FAIR AND CONSISTENT ASSESSMENT OF LEARNING</p>			
Procedure Title:	Assessment performed by third parties B6.6	Version: 1	Date: June, 2010
<p>Purpose: This procedure describes how Columba College aims to ensure that if assessment is carried out by third parties it is done in a fair and consistent manner.</p>			
<p>Staff Involved: Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Third Party Assessors</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Formal agreement with third party	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Third Party Assessors	Copy of agreement	
Meeting of programme co-ordinator and third party tutors assessors	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Third Party Assessors	Record of meeting and procedures agreed	
Clear guidelines on assessment communicated to third party	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Third Party Assessors	Copy of guidelines on assessment	

Monitoring by core programme staff		Programme Co-Ordinators	Record of monitoring
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence	

<p style="text-align: center;">PROVIDER NAME</p> <p style="text-align: center;">COLUMBA COLLEGE</p> <p style="text-align: center;">POLICY: FAIR AND CONSISTENT ASSESSMENT FOR LEARNING</p>			
Procedure Title:	Internal Verification B6.7.1	Version: 1	Date: June, 2010
<p>Purpose: This procedure describes how Columba College will put in place a system to ensure that all assessment procedures have been adhered to and to confirm the accuracy of assessment results</p>			
<p>Staff Involved: Head of Centre, Programme Co-Ordinator, Course Co-Ordinators, Internal Verifier and Staff</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Checking Assessment Briefs and Marking Schemes	Programme Co-Ordinator, Course Co-Ordinators, Internal Verifier and Staff	Assessment Briefs and Marking Schemes Agenda and minutes of meetings Internal Verifier Report	
Guidelines provided for assessors	Head of Centre, Programme Coordinator, Course Coordinators, Internal Verifier and Staff	Copy of guidelines for FETAC assessment	
Learner certification records	Internal Verifier	Copy of records Internal Verifier Report	

Sampling		Internal Verifier	Sampling Strategy Sampling Schedule Internal Verifier Report
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence	

<p style="text-align: center;">PROVIDER NAME COLUMBA COLLEGE POLICY: FAIR AND CONSISTENT ASSESSMENT FOR LEARNING</p>			
Procedure Title:	External Authentication B6.7.2	Version: 1	Date: June, 2010
<p>Purpose: This procedure describes how Columba College will put in place a system to ensure that all assessment adheres to and is consistent with national standards for the awards.</p>			
<p>Staff Involved: Head of Centre, External Authenticator</p>			
Method(s) used to carry out this procedure		Who does it	Evidence generated by this procedure
Appointment of external authenticator		Head of Centre	Authenticator appointed
Examination of internal verifier report		External Authenticator	External Authenticator report
Sample selection		External Authenticator	External Authenticator report
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence	

<p style="text-align: center;">PROVIDER NAME</p> <p style="text-align: center;">COLUMBA COLLEGE</p> <p style="text-align: center;">POLICY: FAIR AND CONSISTENT ASSESSMENT OF LEARNERS</p>			
Procedure Title:	Feedback to Learners B6.8	Version: 1	Date: June, 2010
<p>Purpose: This procedure describes how Columba College will provide for learners receiving timely and constructive feedback on assessment which is appropriate to the nature of the assessment.</p>			
<p>Staff Involved: Programme Co-Ordinator, Course Co-Ordinators and Staff</p>			
Method(s) used to carry out this procedure		Who does it	Evidence generated by this procedure
Formal learner-staff meetings on an individual and group basis		Programme Co-Ordinator, Course Co-Ordinators and Staff	Record of meetings and outcomes
Learner Verification		Programme Co-Ordinator, Course Co-Ordinators and Staff	Evaluation sheets
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence	

<p align="center">PROVIDER NAME</p> <p align="center">COLUMBA COLLEGE</p> <p align="center">POLICY: FAIR AND CONSISTENT ASSESSMENT OF LEARNING</p>			
Procedure Title:	Learner Appeals B6.9	Version: 1	Date: June, 2010
<p>Purpose: This procedure describes how Columba College will ensure that learners have and aware of the opportunity to appeal an assessment result which they consider unfair.</p>			
<p>Staff Involved: Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Centre appeals procedure in place and notified to learners	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Copy of appeals procedure Record of adherence to procedure Record of learner appeals Student handbook	
Regulations in relation to FETAC appeals procedure notified to learners and adhered to	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Copy of appeals procedure Record learner appeal	
<p align="center">Monitoring</p>			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence	

<p align="center">PROVIDER NAME</p> <p align="center">COLUMBA COLLEGE</p> <p align="center">POLICY: FAIR AND CONSISTENT ASSESSMENT FOR LEARNING</p>			
Procedure Title:	Return of Certification Data B6.10	Version: 1	Date: June, 2010
<p>Purpose: This procedure describes how Columba College will ensure that data submitted to FETAC for certification purposes is checked for accuracy and reliability.</p>			
<p>Staff Involved: Head of Centre, Programme Co-Ordinator, Course Co-Ordinator and Staff</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Procedure in place for checking data for accuracy and reliability	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	<p>Copy of procedure</p> <p>Record of checking certification data</p> <p>Copy of certification data on file</p> <p>Results approval panel report</p>	
Record of checking process	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	<p>Completed checklist</p> <p>Internal Verifier Report</p> <p>External Authenticator REport</p>	
<p align="center">Monitoring</p>			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence	

<p align="center">PROVIDER NAME</p> <p align="center">COLUMBA COLLEGE</p> <p align="center">POLICY: FAIR AND CONSISTENT ASSESSMENT OF LEARNING</p>			
Procedure Title:	Corrective Action B6.11	Version: 1	Date: June, 2010
<p>Purpose: This procedure describes how Columba College will develop and implement an action plan which will impact on the validity of the assessment process.</p>			
<p>Staff Involved: Head of Centre, Programme Co-Ordinator, Course Co-Ordinator and Staff</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Develop assessment corrective action plan	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Copy of assessment corrective action plan	
Immediate notification of any irregularity to FETAC	Head of Centre, Programme Co-Ordinator	Copy of correspondence with FETAC and log of telephone calls External Authenticator's Report	
Implement planned actions when necessary	Head of Centre, Programme Co-Ordinator, Course Co-Ordinators and Staff	Record of errors/omissions/other acts and record of actions taken	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	

Head of Centre, Programme Co-Ordinator	Annually	Review of Evidence