



The Assessment Policy document contains the Quality Assurance Policies and Procedures for the Fair and Consistent Assessment of Learners for KCETB Further Education and Training (FET) Provision. It also contains all the forms associated with assessment. The Assessment Policy and all forms are published on the QA Website www.kcetbqa.ie.

The policy applies to all KCETB FET centres.



FEEDBACK

Your opinion is important to us!

To give your feedback or suggestions for improvement on the Assessment Policy and related forms, please click on the feedback image on the website and complete the form:



ASSESSMENT POLICY – INFORMATION FOR STAFF



A KCETB INFORMATION LEAFLET



Quality Assurance Policies and
Procedures for the Fair and
Consistent Assessment of Learners



Contact

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kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

Support is available!

Any questions or queries in relation to the Assessment Policy can be directed to members of the teaching, management or support staff. The QA team are also available to help with queries.



What is in the Assessment Policy?

- How assessments are planned including **deadlines, calendars, extensions**.
- Information on **reasonable accommodation** – who might be eligible and how to apply.
- Information on **compassionate consideration** – who might be eligible and how to apply.
- Details on how **feedback** is given to learners.
- Information on **assessment malpractice** including plagiarism and how suspected malpractice is dealt with
- Details on **secure storage** of assessment material
- Information on all aspects of **examinations**.
- How assessments and awards are authenticated including: **Internal Verification (IV), External Authentication (EA), Certification Audit, Results Approval process (RAP)**
- Information on how to **appeal** the assessment process and results.
- Details of how **certificates** are requested.

Assessment Forms

AP01 [Assessment Calendar](#)

AP02 [Assessment Brief](#)

AP03 [Record of Submission](#)

AP04 [Reasonable Accommodation](#)

AP05 [Compassionate Consideration](#)

AP06 [Alleged Assessment Malpractice Report](#)

AP07 [Alleged System Malpractice Investigation Report](#)

AP08 [Assessment System Malpractice Sanctions](#)

AP09 [Declaration of Conflict of Interest](#)

AP10 [Notice of Allegation of Assessment Malpractice](#)

API1 [Notice of Outcome of Investigation \(substantiated\)](#)

API2 [Notice of Outcome of Investigation \(unsubstantiated\)](#)

API3 [Assessment Malpractice – Appeal of Outcome](#)

API4 [Examination Handbook \(Staff Version\)](#)

API5 [Exam Invigilation Report](#)

AP IV 01 [Contents Verification](#)

AP IV 02 [Internal Verification Checklist](#)

AP IV 03 [Internal Verifier Report](#)

AP EA 01 [External Authentication Report](#)

AP EA 02 [EA Corrective Action](#)

AP EA 03 [Appeals Report](#)

AP CA 01 [Certification Audit Report](#)
AP16 [RAP Preparation – QA](#)

AP17 [RAP Preparation – Centre](#)

AP18 [RAP Process Report](#)

AP19 [RAP Confidentiality Statement](#)

AP20 [Assessment Appeals Application Form](#)

AP21 [Requesting Certification Checklist](#)