



The Assessment Policy is an important document.

It has procedures and forms for assessment.

The policy is to ensure the fair and consistent assessment of learners.

The Assessment Policy and all forms are published on the QA Website www.kcetbqa.ie.

The policy applies to all KCETB FET centres.



MORE INFORMATION

If you would like more information on the Assessment Policy, please contact any of the following:

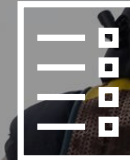
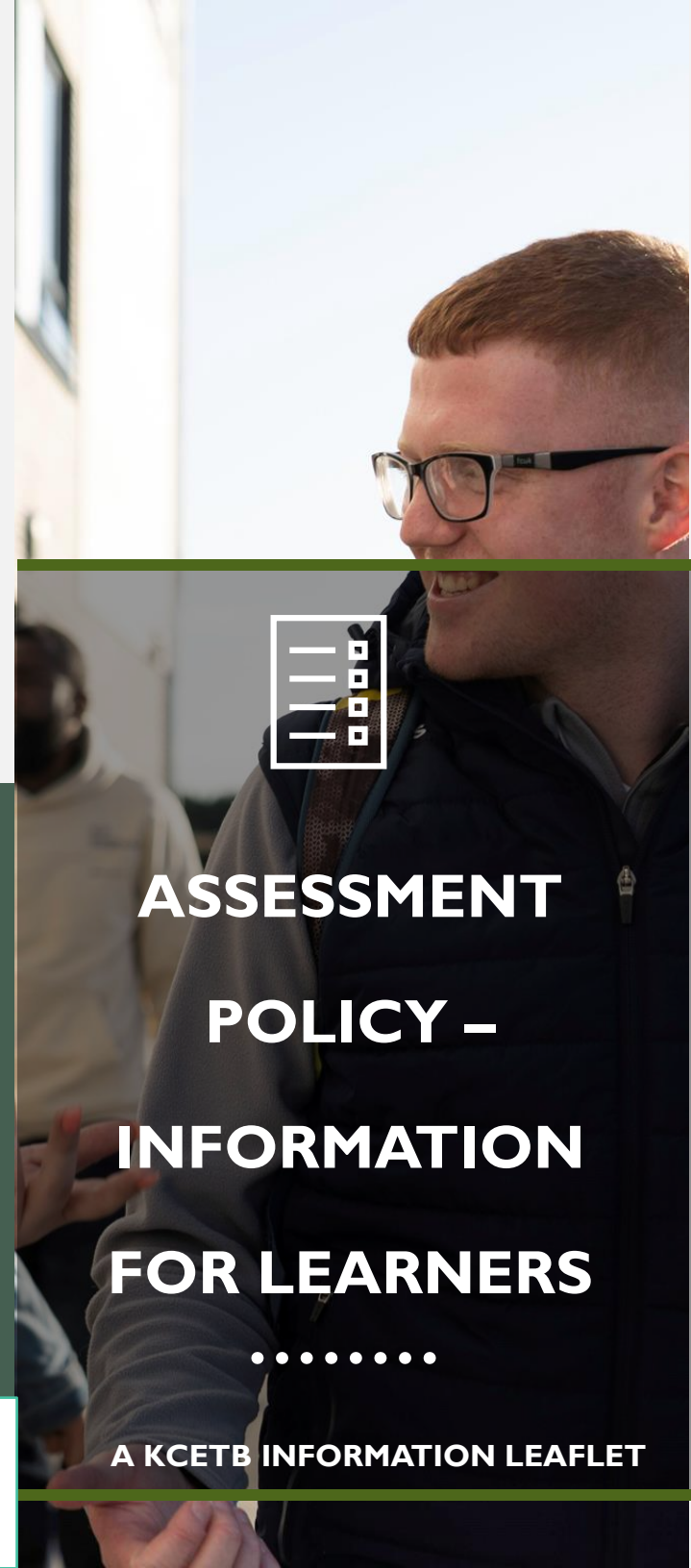
- The programme teacher / tutor / instructor
- Centre support staff
- Quality Assurance office (see below for contact details)



Contact

Quality Assurance Office
Adult Education,
Kilkenny and Carlow ETB
Bishop Birch Training Institute,
Nuncio Rd, Kilkenny
056 781 3098

qa.info@kilkennycarlowetb.ie



ASSESSMENT POLICY – INFORMATION FOR LEARNERS



A KCETB INFORMATION LEAFLET



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



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

Why do we have an Assessment Policy?

The policy is part of the Quality Assurance (QA) system in place in KCETB.

The policy meets the requirements of awarding bodies.

Learners are assessed to ensure they meet the standard required to achieve their award.

There are checks in place to ensure the assessment of learners has taken place correctly.



How was the Assessment Policy developed?

The KCETB Quality Assurance Oversight Committee started the process in 2018.

An Assessment Working Group was set up to develop the Assessment Policy.

In 2019, a draft policy was issued. Staff and learners were asked for their opinion.

The first version of the policy was approved in August 2020.

The policy is reviewed annually to identify if changes are required.



What is in the policy?

Learners will find information in relation to assessment including:

- ❖ How assessments are planned and conducted
- ❖ How to apply for reasonable accommodation and compassionate consideration in advance of an assessment
- ❖ Feedback and how to expect it to be delivered
- ❖ Assessment malpractice procedures including when plagiarism is detected
- ❖ Authentication – how assessments are quality assured and checked
- ❖ How to submit an appeal for an assessment result or process event

HOW ARE LEARNERS ASSESSED?

Learners are assessed according to the requirements of the programme in which the learner is enrolled.

Examples of learner assessment types include:

- ❖ Examination
- ❖ Project
- ❖ Assignment
- ❖ Skills Demonstration
- ❖ Collection of Work
- ❖ Learner Record