



# Repeats Policy

KCETB Advanced Certificate in Early Learning and Care

Issued: 10<sup>th</sup> March 2022

Version: 1.0



**kcetb**

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

# Document approval and issue details

Version	1.0	Ref. Code:	RP
Approved by:	QAOC		
Approval Date:	10 <sup>th</sup> March 2022		
Each staff member should consult the QA website or Portal for the latest version of this document.			

## Contents

Glossary of Terms .....	3
1. Introduction .....	4
2. Policy Statement .....	4
3. Scope .....	4
4. Information .....	5
4.1. Information to learners .....	5
5. Grounds for Repeating an Assessment .....	5
6. Repeats Procedures .....	6
6.1. Resubmission of Portfolio, Project, Assignment and Learner Record. ....	6
6.2. Repeat of Examination or Skills Demonstration .....	7
6.3. Repeat of Professional Practice Placement .....	7
6.4. Missed repeats/resubmissions .....	7
6.5. Assessment Appeals .....	8
7. Related Forms .....	8



## 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.

## 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 Kilkenny and Carlow Education and Training Board (KCETB) Further Education and Training (FET) Service. Updated versions of this document will be available on the [KCETB QA Website](#). For assistance on the implementation of this policy and procedures contact the Quality Assurance Office at ([qa.info@kilkennycarlowetb.ie](mailto:qa.info@kilkennycarlowetb.ie)).

## 2. Policy Statement

Kilkenny and Carlow Education and Training Board (KCETB) 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 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 KCETB. Included in the policy is:

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

## 3. Scope

This policy relates to QQI awards and 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 KCETB.

Pending the development and inclusion of a KCETB-wide repeats policy in KCETB's Assessment Policy, this policy will **only** apply in the context of the delivery of the Advanced Certificate in Early Learning and Care, and the Certificate in Early Learning and Care programmes.

## 4. Information

### 4.1. Information to learners

At course level, KCETB ensures that:

- a) all information relating to repeats is provided to learners in accordance with Kilkenny and Carlow Education and Training Board's policy of clear and unambiguous communication with learners on matters relating to assessment.
- 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
- d) learners are informed about the appeals process in relation to assessment results and assessment process.

If a learner fails a module, or assessment piece that results in the learner not meeting all the MIPLOs/MIMLOs, they are afforded the opportunity to repeat/resubmit an equivalent assessment.

A repeat or resubmission opportunity is extended to an 'unsuccessful' learner after consultation with the centre who determine 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 re-sit and repeat assessments, where applicable.

Learners must be informed of repeat/resubmission dates, deadlines, assessment times, venue and also the consequences of forgoing the assessment opportunity.

Where a learner cannot submit, or sit, an assessment due to illness, bereavement, etc. they should refer to section 7, Compassionate Consideration, in the [Assessment Policy](#).

## 5. Grounds for Repeating/Resubmitting 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.

**Learners may only repeat/resubmit an assessment for a module in which they have not been successful. 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 course coordinator. This will be sent to the QA Office for approval. Repeat work must be submitted within the same academic year and within the two repeats windows.

### 5.1. Repeat Windows

The first repeats window will take place following the completion of programme's teaching and assessment and conclude one week before the RAP. The dates of the repeats window will be selected by centre management, for their centre, ensuring that it meets the criteria outlined above and is clearly communicated to the learner in a timely manner.

The second repeats window for FE centres that run programmes based on the academic year will take place in early September before the commencement of the next academic programme.

If a learner has been unsuccessful in more than 50% of the 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 informed when they are unsuccessful in an assessment or module and are entitled to an opportunity to repeat or resubmit an assessment task.

### 6.1. Resubmission of Project or Continuous Assessment

Learners will be given the opportunity to resubmit, on two occasions only, during the repeat's windows, exercises from the foregoing assessment technique in which they failed to achieve 50% of the marks available and failed to achieve the module, and/or failed to pass a 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 a piece or pieces of work that the learner can resubmit to attempt to bring up their grade to a passing level.

Evidence resubmitted, through the approved process, will be marked and graded in accordance with the standards for the award. No penalty applies to work resubmitted through the repeats process. Both original and resubmitted assessments should be retained for the authentication process.

## 6.2. Repeat of Examination or Skills Demonstration

There are no restrictions on marks arising from repeats.

### 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 a repeat, on two occasions only, during the repeats window.

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, on two occasions only, during the repeats window. 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.

## 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 specified timeframe, will forego the assessment opportunity and original grade awarded will stand and be entered as unsuccessful 'U' or referred 'R' on the QQI's 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 section 14 of the [Assessment Policy](#) for the Assessment Process Appeal or section 15 for the Assessment Results Appeal processes.

## 7. Related Forms

RP01 Application to repeat an Examination or Skills Demonstration

RP02 Application to resubmit an Assessment