

Terms of Reference for Results Approval Panels conducted by Community Training Centres & Specialist Training Providers on behalf of the ETB Training Centre

1 Introduction

The purpose of this document is to give background and clarity on the operation of the Results Approval Process by Community Training Centres (CTCs) and Specialist Training Providers (STPs) on behalf of the ETB Training Centre in line with the requirements stated in the Transition Quality Assurance System. The Results Approval Panel is the final step in the quality assurance process for fair and consistent assessment of learners. It occurs after external authentication and in advance of certificate requesting.

The ETB Training Centre results approval process applies to all assessments leading to awards for the ETB Training Centre learners. All Results are provisional until approved by the Results Approval Panel. Certification may not be requested from any awarding body in advance of the approval of results agreed at the results approval panel meeting and the completion of the relevant Course Summary Assessment Sheet and Results Approval Form (TQAS-6c-F12). To authorise a request for certification, the Chair of the Results Approval Panel must sign the Course Summary Assessment sheet Results and Approval Form (TQAS-6c-F12) following the Results Approval Meeting.

2 Role of the Results Approval Panel

Results Approval Panel must ensure that all assessments submitted to the panel are comprehensively and thoroughly reviewed. The role of the Results Approval Panel is to ensure that:

- 2.1 Results are fully quality assured and signed off by authorised people in the ETB Training Centre prior to submission to QQI FETAC Awarding body.
- 2.2 Appropriate decisions are taken regarding the outcome of the assessment, verification and authentication processes.
- 2.3 ETB Training Centre assessment procedures are observed.
- 2.4 Appropriate evidence¹ and records are available.
- 2.5 Suspected irregularities are notified to the ETB Training Centre.
- 2.6 Any non-conformances are identified and notified to the TSO who will arrange for them to be logged as appropriate.
- 2.7 Review any recheck outcomes which are unsatisfactory to the learner.

Evidence produced by candidates should be assessed against the stated criteria for its authenticity, relevance, and sufficiency. In the absence of particular items of evidence as described in the assessment instrument the results approval panel may in exceptional circumstances consider an assessors report of alternative evidence if appropriate

3 Membership.

The Results Approval Panel is composed of fixed and occasional members in addition to an ETB Training Centre designated observer. A minimum of 3 people (excluding the ETB Training Centre designated observer) are required to ensure the assessment decisions are valid. The Chair of the Results Approval Panel is the relevant centre manager with overall responsibility for the programme:-

- **Fixed Members:**

For a CTC must include:

Relevant Centre Manager (Chair)
Internal Verifier for the Programmes
CTC Board Member

For a STP must include:

Relevant Centre Manager (Chair)
Internal Verifier for the Programmes
Another e.g. Programme Co-ordinator or QQI FETAC Co-ordinator

- **Occasional Members:** The Chair may invite other members for a particular section of the meeting as appropriate e.g. Assessor , Independent subject matter specialist etc
- **ETB Training Centre designated Observer:** The ETB Training Centre designated Observer will be nominated by the relevant ETB Training Centre Manager with responsibility for the training location.

- 3.1 The Chair is responsible for appointing members to the Results Approval Panel and ensuring the presence of an ETB Training Centre designated observer. In doing so, the Chair must ensure that conflicts of interest are avoided.
- 3.2 Members will carry out their roles without bias and will make their determinations based on the information provided to the Panel
- 3.3 Only the fixed members of a Results Approval Panel can approve results. Occasional members and the ETB Training Centre designated observer will not have voting rights on the approval of results nor participate in the decision making process.
- 3.4 The ETB Training Centre designated Observer will operate in line with the relevant ETB Training Centre guidelines and be familiar with the assessments process and the ETB Training Centre quality assurance requirements. Their role is to observe whether the Results Approval Panel is conducted in compliance with the ETB Training Centre guidelines and report

to the ETB Training Centre on any issues that emerge during the results approval process.

- 3.5 The External Authenticator is not eligible for membership of a Results Approval Panel.

4 Decision Making

- 4.1 Minutes of the results approval panel will be produced outlining the issues discussed and decisions reached. These minutes will form part of the assessment record and must be retained by the centre and be made available for auditing and monitoring purposes. The contents of the minutes are confidential and must not be circulated to unauthorised personnel.
- 4.2 A key outcome of each meeting is that the results approval form is completed for the relevant learners and signed off as appropriate by relevant assessment personnel and the chair of the results approval panel.
- 4.3 Only the fixed members of the panel are asked to approve results. The fixed members of the panel should strive to reach consensus on all results approved at the meeting. In the event of a disagreement, fixed panel members, who have a difference from the majority view, will have their views recorded if requested. In instances where opinion on a results approval decision is evenly split, the Chair will have the casting vote
- 4.4 In instances where the panel has been made aware of / suspects irregularities or malpractice in a particular assessment(s), the Chair must notify the ETB Training Centre in line with the ETB Training Centre procedures.
- 4.5 Any documentation provided to members during the Results Approval Panel meeting must be returned to the Chair at the end of the meeting.

5 Conduct of the Results Approval Process

- 5.1 The relevant centre Manager convenes a Results Approval Panel meeting as required. Meetings are arranged in lined with the approved Annual / Course Assessment Process and Results Plan.
- 5.2 The RCCRS generated Course Summary Assessment and Results Approval Form (TQAS-6c-F12) along with the external authentication reports, internal verification of assessment results checklist and where applicable, assessors and supervisors report, internal verification reports on the conduct of assessment process and peer review reports are presented for each programme as appropriate by the Internal Verifier
- 5.3 The panel discuss each set of results including any concerns and suggests appropriate corrective or improvement actions, if required.
- 5.4 Other personnel may be invited to attend for a particular section of the results approval meeting as appropriate.
- 5.5 The panel considers the reports and approves the final results. Panel decisions are recorded and the chairperson arranges for relevant parties to be notified.

- 5.6 The Chair arranges for the relevant personnel and learners to be informed of the approved results, ensuring that where there has been a change to provisional results that the learner is informed of the changed result and is made aware of the ETB Training Centre Assessment Appeals Process.
- 5.7 The Course Summary Assessment and Results Approval Form (TQAS-6c-F12) is completed and signed off by the Chair on behalf of the fixed panel members who approved the results.
- 5.8 Minutes are prepared in a timely manner and kept on file.
- 5.9 The Course Summary Assessment and Results Approval Form (TQAS-6c-F12) signed by the Chair of the Results Approval Panel is the authorisation to submit the approved results to the TSO for requesting certification.
- 5.10 The Chair will ensure that any non-conformances identified are notified to the TSO who will arrange for them to be logged as appropriate.

Appendix 1: Sample Agenda and Results Approval Panel

Results Approval Meeting Agenda

Date of Meeting: _____

Present:

Apologies:

Agenda

1. Minutes
2. Review of Certification Audits
3. Review of any issues arising from the Assessment Supervisor/Assessor Reports
4. Review the status and any issues arising from the Authentication, Verification and Peer Review processes.
 - a. External Authentication
 - b. Internal Verification of Assessment Results
 - c. Internal Verification on the Conduct of Assessments
 - d. Peer Review of Results
5. Review the status of any non-conformances/suggested improvements
6. Review the status any continual improvement actions
7. Review the status of any rechecks/reviews requested by learners
8. Review any results that have a specific recommendation (made by the assessor) to the Results Approval Panel
9. The specific results for approval and the decision outcome
10. Any other business

* Note: Ensure that all decisions made by the fixed panel members for specific set of results are recorded in the minutes (and record the fixed panel members for those decisions)