

MSLETB TRAINING CENTRE POLICY ON REPEATS AND RESUBMISSIONS OF AN ASSESSMENT

Purpose

The purpose of this policy is to provide guidance on the rules governing repeats and resubmissions for assessments leading to QQI Common Awards, Traditional Apprenticeships and New Generation Apprenticeships.

Scope

The policy relates to all MSLETB Training Centre programmes offering QQI Common Awards, Levels 4 to 6¹, Traditional Craft Apprenticeships and New Generation Apprenticeships.

Referral Assessment Result

1. QQI Common Awards Levels 4 to 6 (non-Apprenticeship)

A Referral assessment result is when a learner does not achieve an **overall** pass grade, as a result of the aggregation of **all** the assessments, for the module. The grade is recorded as “Referral²”

In the event of a Referral the following process may be applied:

1.1. Resubmission of Portfolio, Project, Assignment and Learner Record

Based on feedback from the Assessor, learners will be given the opportunity to resubmit, **ON ONE OCCASION ONLY**, any exercises from the foregoing assessment techniques in which they failed to achieve 50% of the marks available.

The maximum mark available for a resubmitted exercise is 50%.

Where a resubmitted exercise is awarded 50% of the marks available, this result is aggregated with the marks already achieved in the other elements of the assessment technique where applicable.

Both the original, and the resubmitted learner materials, must be retained.

1.2. Repeat of Examination or Skills Demonstration

Where a Referral results from a failure to achieve 50% of the marks available in an examination or skills demonstration, learners will be given an opportunity to a repeat.

There are no restrictions on marks arising from repeats.

The number of attempts should not exceed three for any examination or skills demonstration.

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- ¹ QQI Common Awards at Levels 1 to 3 are developmental, and as such grades do not apply. Learners are classified successful when they have achieved all the outcomes or unsuccessful if they have not achieved all the learning outcomes. Learners may resubmit or repeat assessment activities until they have achieved the award outcomes, subject to operational constraints of the provider.
- ² Some awards specify a minimum mark for each technique to achieve a pass. In such cases the overall result is still computed on the basis of the aggregated result of all the assessments

2. Apprenticeship⁴

A Referral assessment result is recorded when an apprentice fails to achieve an overall pass or merit grade in an individual module assessment component. The grade is recorded as “Referral”.

Set-down by the Labour Service Act 1987-Apprenticeship Rules 1997⁴, Apprentices have an opportunity to attempt each off-the-job assessment on three occasions.

A minimum period of 5 days must elapse before an apprentice can attempt a re-sit of a referred module.

A Credit Grade is only awarded to Apprentices who fulfil the necessary conditions on a first attempt. Apprentices who successfully pass a referred assessment at a second or third attempt will only be awarded a Pass Grade.

The Pass Mark for the Practical, Drawing Modules and Course Work is 70% based on all essential points achieved.

The Pass Mark for Theory examinations is 70%.

In the case of Aircraft Mechanic examinations, the Pass Mark for all modular assessments is 75%, and a failed module may not be retaken for at least 90 days following the date of the failed module examination, except in the case where an approved maintenance training organisation (Part-147), conducts a course of retraining tailored to the failed subjects in the particular module, and in this case a failed module may be retaken after 30 days.

3. New Generation Apprenticeship

A Referral assessment result is when an apprentice does not achieve an **overall** pass grade, as a result of the aggregation of **all** the assessments, for the module. The grade is recorded as “Referral”.

50% is the pass mark for all elements and for the overall module.

All assessment elements/items must be attempted and passed.

Only the failed element of the assessment can be retaken.

The maximum mark available for the re-sit element will be capped at 50% of the maximum marks of that failed element.

Apprentices have an opportunity to attempt each assessment on three occasions.

A minimum period of 5 days must elapse before an apprentice can attempt a re-sit of a referred assessment.

The aggregate total for the module will determine the overall module grade.

Failure to attend and late submissions are regarded as an attempt. Please refer to MSLETB Training Assessment Regulations for compassionate considerations, extensions and deferrals.

The grading scheme for each module is as follows:-

Distinction:	80% - 100%
Merit:	65% - 79%
Pass:	50% - 64%
Referral:	0% - 49%

³ Some awards specify a minimum mark for each technique to achieve a pass. In such cases the overall result is still computed on the basis of the aggregated result of all the assessments

⁴ Every contract of apprenticeship shall be deemed to be automatically terminated on an apprentice failing to reach after three (3) attempts the minimum qualifying standard as specified by An Foras in any of the modular assessments during off-the-job training. Second and subsequent attempts must be taken in accordance with the procedures for such attempts in each trade, as specified by An Foras.