

QA 6.19 RESULTS APPROVAL PROCEDURE



Purpose of Procedure

The results approval process ensures that results are fully quality assured and signed off by the provider prior to submission to QQI following internal verification and external authentication (Quality Assuring Assessment – Guidelines for Providers, Version 2 Revised, QQI 2018). The purpose of this policy is to outline the procedure surrounding results approval in Cork ETB and the role of the Cork ETB Quality Assurance Office, individual centres and External Authenticators in the Results Approval Process.

Scope of Procedure

This procedure applies to all further education and training provision provided by Cork ETB colleges and centres or by organisations funded by Cork ETB to provide further education and training, whether accredited or unaccredited. It applies equally to QQI certified provision and to non-QQI certified provision.

6.19.1 Membership of the Results Approval Panel:

The quorum for a Results Approval Panel is three and is to include:

1. The Principal/Director/Centre Manager or other designated person
2. A representative from the Centre's Quality Assurance team/Centre's Training Standards Officer/Centre's Examinations team/Centre's Course Management team
3. One external person from within Cork ETB but outside the centre to be appointed by the Cork ETB Quality Assurance Office.

The external person will be a member of a panel created by Cork ETB and undergo training from the Cork ETB Quality Assurance Office.

Depending on the centre the following may be in attendance:

- Other members of the Centre's management team.
- Other members of the Centre's Quality Assurance team/Examinations team/Course Management team
- The Assessor(s)

- The External Authenticator if necessary

Panel members may be aware of potential conflict of interests. Such conflict may include but are not limited to:

- Family relationship
- Personal relationship
- Grievance/similar issues
- Other issues

A panel member who feels that they may have a conflict of interest should indicate this to the panel Chairperson prior to the panel meeting or as soon as the conflict becomes apparent. That person should request to be excused from the relevant section of the panel meeting.

6.19.2 Responsibilities

Responsibilities of the Chairperson:

- The Principal/Director/Centre Manager will usually act as Chairperson of the meeting. In their absence they will designate a suitable senior panel member to act as Chairperson.
- The Chairperson will notify the Cork ETB Quality Assurance Office of the dates of the Results Approval Panel meeting(s) no later than two months in advance to facilitate the appointment of the external person to the panel.
- The Chairperson should circulate the agenda before the meeting, using the agenda template provided (QA 6.19.a).
- The Chairperson will ensure the internal verification and external authentication reports are available at the meeting
- The Chairperson must ensure secure storage of any documents regarding results approval.
- The Chairperson must ensure that all confidential documentation is gathered at the end of the meeting and stored confidentially/destroyed.

Responsibilities of Panel Members:

- All members to agree to and sign the confidentiality statement (QA 6.19.b) prior to the meeting commencing.

- Where possible results are to be discussed using the class code as on QBS/ RCCRS sheet. When individual learners/assessors are identified this should be treated in the strictest confidence. No learner or assessor names to be part of the final Results Approval Report.
- Review the Internal Verification and External Authentication report for each course/component.
- Note any issues in the Internal Verification/External Authentication process and outline steps to be put in place to deal with the issues arising.
- Decide if grade adjustments are to be made following the recommendations of External Authentication report.
- When disagreement arises regarding a final decision this should be noted in the Results Approval Panel report. Disagreements are to be resolved by a majority vote.
- Agree to the submission of final results to QQI to request certification.
- The Results Approval Panel report (QA6.19.c) should be used to document the Results Approval Panel meeting.
- Ensure the Results Approval Panel report is sent to the Cork ETB Quality Assurance Office in a timely manner.

6.19.3 Terms of Reference for the Results Approval Panel

- Meet as required to review and approve assessment results.
- Identify learners who have been unsuccessful in a component and establish if this affects their achievement of a major award.
- Review reports of the internal verification and external authentication process.
- Agree to the submission of final results to QQI to request certification.
- Identify any issues arising in relation to the results and make recommendations for corrective action.
- Issues raised in the results approval panel, whether relating to internal verification or external authentication, should be form the basis of the Centre's Continuous Improvement Plan which is submitted to the Cork ETB Quality Assurance Office annually.

6.19.4 Frequency:

The Results Approval Meeting is to be held in a timely manner after the completion of the final external authentication. All results must be authenticated before the Results Approval Meeting can take place. Results of non QQI courses run in the Centre also need to be approved at the Results Approval Meeting.

6.19.5 Request for Certification:

Following the completion of the Results Approval Meeting, results should be submitted to QQI and released to learners.

Document Details

Title:	QA 6.19 – Cork ETB Results Approval Procedure
Authors:	Cork ETB Quality Assurance Steering Group
This Version Number:	1.0
Approval	FET Strategy Group
Status:	
Effective Date:	
Review Date:	
Templates/Resources:	6.19.a Results Approval Meeting Agenda 6.19.b Confidentiality Statement 6.19.c Results Approval Meeting Report

QA 6.19.a Results Approval Meeting Agenda



Results Approval Panel meeting for *insert centre name here*

Date of meeting:

Time of meeting:

Venue for meeting:

1. Apologies for absence
2. Confirmation of quorum and membership
3. Declaration of Interest
4. Confidentiality statement
5. Consideration of internal verification reports
6. Issues arising from internal verification reports
7. Consideration of external authentication reports
8. Issues arising from external authentication reports
9. Confirmation of amendments to results
10. Recommendations for approval of final QQI results for all learners
 - a. Agree to submit final results to QQI and/or other awarding bodies
 - b. Any amended results sheets are signed by the chair
 - c. Confirmation of decisions by chair
11. Recommendations for approval of final non-QQI results for all learners
12. AOB

Please ensure that all documents are returned to chair on close of meeting.

No results approval documents should be taken from the meeting

QA 6.19. b Results Approval Confidentiality Statement for Panel Members

Results approval panel meeting for *insert centre name here*

I, the undersigned, agree to abide by the results approval procedures outlined in the quality assurance agreement of Cork Education and Training Board.

I agree to participate in the results approval process as outlined in these procedures.

As a member of the results approval panel, I confirm that it is my understanding that the proceedings of the panel are confidential, and that all documentation is the property of the panel and should be returned at close of meeting.

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Date: