

Procedure title	Results Approval
Associated Policy	CG6 Assessment
Version number & adoption date	V1 January 2022
Document owner	Education Coordinator
Review Date	+1 year

Purpose
The purpose of the results approval process is to 'ensure that results are fully quality assured and signed off by the provider prior to submission to QQI for certification. This involves the establishment of a Results Approval Panel and systems for submitting learner data and results'. ( <i>QQI Quality Assuring Assessment Guidelines for Providers Revised 2013</i> )

Scope
All assessment.

Steps for Implementation
<p>The Education Board appoints members of the Results Approval Panel (RAP) which operates according to the <u>Results Approval Panel Terms of Reference</u>.</p> <p><b>1. Preparation for RAP meeting</b></p> <p>The Education Coordinator:</p> <ul style="list-style-type: none"> <li>• Makes arrangements for the RAP meeting</li> <li>• Briefs panel members ensuring that they are clear about their responsibility prior to the meeting</li> <li>• Prints the Provisional Statement of Results and Authentication reports</li> <li>• Circulates the following documents to members in advance: <ul style="list-style-type: none"> <li>○ Results Approval Panel meeting agenda</li> <li>○ Minutes and report from the previous Results Approval Panel meeting</li> <li>○ Internal Verification Report</li> <li>○ External Authentication Report</li> <li>○ Learner assessment results (original and moderated)</li> </ul> </li> </ul> <p><b>2. RAP meeting</b></p> <p>At the meeting, the RAP:</p> <ul style="list-style-type: none"> <li>• Reviews the Internal Verification and External Authentication Reports, discusses any issues arising and recommends action where appropriate.</li> <li>• Considers and makes recommendations for corrective action in instances where the panel is made aware of or suspects irregularities or malpractice in assessment it. The Education Coordinator is responsible for monitoring the implementation these recommendations.</li> <li>• Reviews final moderated results for all learners.</li> <li>• Approves results as appropriate.</li> <li>• Documents the rationale for decisions made.</li> <li>• The Chair</li> </ul>

- Signs off on approved final results. This sign-off is the authorisation to submit the approved results to QQI to request certification.
- Arranges to inform the relevant personnel and learners of the approved results, ensuring that where there have been changes to provisional results already issued to learners that the learners are informed of the changes and made aware of the appeals process.
- Any documentation provided to members during the meeting must be returned to the Education Coordinator at the end of the meeting.
- The Education Coordinator records minutes of the meeting and drafts the Results Approval Panel Report which is agreed and signed by the Chair and submitted to the Education Board.
- This report forms part of the assessment record and is retained and made available for monitoring purposes. The contents of the report are confidential and must not be circulated to unauthorised personnel.

### **3. Concluding the Results Approval Process**

The Education Coordinator:

- Engages with the relevant personnel to agree a plan for implementing any decisions or recommendations agreed by the RAP (to be reported on at the next meeting)
- Ensures that all appropriate records and documentation are stored and maintained securely and in line with data protection procedures and are available for internal and external monitoring and evaluation purposes
- Ensures that confidential materials are destroyed or securely stored, as appropriate
- Updates any marks and grade changes on the QBS
- Submits the approved results to QQI, after double checking that the data is correct, requesting certification and confirming that we have implemented all elements of the authentication process and adhered to all agreed procedures
- Within 2 working days of confirmation of results, sends each learner a statement of their results and a reminder of our appeals policy, with a deadline date for receipt of appeals (14 working days from the date of issue of results/date of email)

#### **Reference Documents**

- QQI Quality Assuring Assessment Guidelines for Providers Revised 2013
- Results Approval Panel Terms of Reference
- QQI Key Dates and Information - Awards and Certification (published annually)
- QQI Guide to Providers Certification 2021

#### **Supporting Documents**

- Results Approval Panel Report
- Results Approval Panel Meeting Agenda, in the Results Approval Panel Terms of Reference