



Continuous Assessment Procedure

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21

2. PREAMBLE TO CONTINUOUS ASSESSMENT

- 2.1. The college provides several opportunities for transparent, open and clear continuous assessment feedback to learners. These opportunities begin with setting clear expectations for learners regarding timetabled assessments, actions in the event of late submissions, support in the case of mitigating circumstances, the provision of timely, comprehensive and open feedback and supports in the event of an assignment being failed.

3. CLEAR DEADLINES FOR LEARNERS

- 3.1. All Summative assessment submission deadlines are calculated by the Examination Officer in advance of the new academic year. Learners are given 3 weeks from the final class date to complete their assessment.
- 3.2. Once these dates have been calculated they are inserted into the learners timetable for the upcoming academic year.
- 3.3. The timetable is then uploaded to the Student Portal in advance of the academic year.
- 3.4. Any changes to the timetable or assessment deadlines are flagged to the learners via email

4. PENALTIES FOR LATE SUBMISSION

- 4.1. Late submissions at level 5+ are subject to capping at grade 16 for MU and 40% for QQI Courses.
- 4.2. Late submissions on level 4(UK) are uncapped and are marked as normal, these grades to not count towards a learner's overall classification (MU validated programmes).
- 4.3. Learners with resubmissions are required to write to an alternative title where applicable. For certain modules this may not be applicable eg a thesis or case study submission.

5. MITIGATING CIRCUMSTANCES

- 5.1. In certain circumstances learners may require additional time to complete an assessment due to medical issues, family bereavement ect in these cases the learner can submit a mitigating circumstances application to assignments@pcicollege.ie
- 5.2. The Examination Officer will review the application and adjudicate on it, granting additional time to the learner to complete the submission if required.
- 5.3. Learners are normally required to attend at least 66% of each module to meet the minimum attendance requirements for the college. In certain cases, a learner may miss some class time due to a medical or family issue that is out of their control.
- 5.4. In these cases the learner needs to inform their lecturer of this either before or soon after they have missed over the maximum allowed time for the module.
- 5.5. The lecturer will then Inform the Programmes Office who in turn will contact the relevant program leader for guidance on this matter.
- 5.6. The relevant programme leader may ask the learner to complete relevant catch up work to account for missed time or allow the learner to attend the same module in an alternative venue if that option is available.

6. TIMELY FEEDBACK

- 6.1. Lecturers are send an automatic email via eSubmissions to inform them the deadline has passed for submission and they have 2 weeks to first mark the submissions.
- 6.2. The Examination Officer checks all submissions have been graded and sends all relevant scripts to the second marker for moderation.
- 6.3. If the scripts have not been graded within 3 days of the Deadline the Examinations Officer sends a reminder email to the relevant first marker.
- 6.4. The second marker is given the deadline to return submissions of 1 week from the day the email is sent by the Examinations Officer.

- 6.5. While the second marking process is taking place the Examinations officer carries out relevant quality checks on submissions to ensure the feedback is of an acceptable quality (see Administrative quality procedure)

7. ARRANGEMENTS AND NOTIFICATION OF RESIT OPPORTUNITY

- 7.1. Where a learner fails a submission and then subsequently fails the resubmission opportunity or if they fall below the required attendance requirements without mitigating circumstances the learner fails the module and is placed on a catch-up spreadsheet for the next academic year by Programmes Office.
- 7.2. The learner is sent an email from Programme Office to inform them they have failed the submission and resubmission or have failed to meet the attendance requirements for the module and must resit the module in the next academic year.
- 7.3. At the beginning of the academic year Student Services will send all learners resitting modules an email detailing the module that is required to be resat as well as when it will take place.
- 7.4. For QQI awards, honours classifications can only be achieved based off first time results without sufficient grounds via mitigating circumstance. Please see Classification of Awards (QQI) at Academic Boards Procedure.

8. LINKED POLICIES AND PROCEDURES

Linked Policies	Assessment of Learners Policy Support for Learners Policy
Linked Procedures	Assessment of Learners Procedure Administrative Quality Assurance Procedure Classifications of Awards (MU) Procedure Classifications of Awards (QQI) Procedure Support for Learners Procedure