

Title: Teagasc Procedures for Learners to Comply with Assessment Regulations

Purpose

The purpose of this procedure is to safeguard the integrity of the assessment process and the subsequent validity of the learners' assessment results. It also outlines how to address and manage suspected learner malpractices promptly and consistently. These guidelines define promote communication in such instances, supporting continuous improvement and quality enhancement in the process.

Scope:

This procedure applies to all further education and training provision provided by Teagasc centres or other centres who deliver Teagasc Programmes whether accredited or unaccredited.

Please note learners are required to have evidence of identity with them and may be required to produce such evidence during assessments.

Written Examinations and Online Assessments

Learners must obey the directions of the invigilator in all matters relating to the examination.

1. Attendance at Exam Locations

- Learners must carefully note the date, time and location for all written examinations.
- Learners are required to be in attendance at the examination location prior to the commencement of the examination. Arrive **at least 15 minutes** before the exam begins to allow time for seating and instructions
- If a learner is late they may not be admitted into the examination room/hall.
- Learners will not be admitted into the examination room/hall/computer room once a learner has surrendered their examination script or submitted their online assessment and left the examination.
- Learners must sit at their assigned desk during all examinations unless otherwise directed. An attendance record will be taken according to the seating plan, therefore if a learner is are not sitting at their assigned desk there is a risk that they may be marked absent and their paper/online assessment may be at risk of not being accepted.
- Learners must remain in their assigned desk while completing the examination.
- Online assessments/exams:
 - Online assessments must be supervised and completed using college/centre equipment that meets the required security and integrity standards.
 - Learners are not permitted to use their own device for any online assessments/exams.
 - Learners must use their designated login and password to logon for online examinations.
 - Learners must not share password with others
 - The exam will not be made available to learners until the designated start time.

2. Permitted Materials

- Learners can only bring approved items, such as calculators into an examination. .
- Personal belongings, such as bags, notes, or electronic devices (such as, mobile phones) must be left outside the exam room or in a designated area.
- Phones/Smartwatches and/or electronic devices cannot be used for calculators.

3. During the Examination

- It is a learners responsibility to ensure their name has been entered onto the examination script, answer book and any additional documentation used during the examination.
- Learners must follow all instructions given by the invigilator.
- If you have any questions, raise your hand to speak with the invigilator .
- Keep your exam materials visible on your desk at all times.
- Learners must not communicate or share materials with other learners.
- Learners must maintain silence in the exam room. Any form of communication or signalling is not permitted and may result in disqualification.
- Learners will not be allowed to leave the examination room/hall/computer room and re-enter it during the time of the examination.
- Learners must not write in the answer book anything that is not directly connected with the subject matter of the questions to be answered.

4. Academic Integrity

- Learners must complete the exam independently.
- All work submitted during the exam must be a learners own work. Any form of cheating, communicating with others, copying, or attempting to use unauthorized materials is strictly prohibited and may result in disciplinary action.
- If an invigilator suspects a breach of assessment protocol, they are required to document the incident.
- Learners may be expelled from the examination room/hall/computer room if their behaviour, in the opinion of the invigilator, is such as to jeopardise the successful conduct of the examination.
- Expulsion from the examination room/hall/computer room may result in more serious disciplinary action.
- Breaches of assessment procedures are regarded as misconduct. Any such breaches will be investigated and may result in disciplinary action.

5. Completing and Submitting the Exam

- Learners must ensure that their name and student ID has been entered on their exam script
- Learners are advised to allocate time to review their answers and check that all required questions have been attempted.
- At the conclusion of the examination, learners should immediately stop writing and remain in your seat until the invigilator has collected the exam scripts.
- Learners are advised to follow instructions for submitting your answer sheets, as applicable.

6. Leaving the Exam Room

- If a learner finishes an exam early, they may leave the exam and should do so quietly to avoid disturbing others.
- Learners must surrender to the invigilator the examination papers, answer books and all other stationery supplied for the assessment.
- Once a learner exit an examination , they may not re-enter the examination room/hall/computer room.

7. Reasonable Accommodations

- Teagasc is happy to make reasonable accommodation for learners requiring additional support. Such accommodation must be agreed and documented in advance of assessments. All Teagasc colleges and training centres have a designated Access Officer who supports learners with additional learner support needs.
- Agreed supports must be recorded in individual learner plans so that the required supports are made available for assessments
- Learners if they require any accommodations due to a medical condition or learning need, must notify the course coordinator well in advance to ensure arrangements are made.
- Learner will be asked at the beginning of the course to indicate that they have read and understand the Teagasc Assessment Policy and Practice before undertaking written examinations

Practical Examinations

The regulations applying to the written examination will be adopted as appropriate for the conduct of practical assessments.

Please note that where learners have not attended instruction in practical skills, the college/centre reserve the right not to allow the learner to attempt the practical examination due to health and safety considerations.

In addition learners must:

- Wear personal protective equipment appropriate for the practical examinations in question.
- Use safe procedures and practices at all times.
- Ensure that they do not compromise their safety, the safety of other learners, the assessor, the public, the environment and/or the safety/welfare of the animal (if applicable).
- Inform the assessor of any factors which may influence their ability to take a practical assessment.

Written Coursework (Assignments/Projects)

Learners must observe deadlines for submission of written coursework for assessment. If the assignment is submitted late it will be treated as a repeat assessment thereby capping the associated module grade at a pass.

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- When submitting coursework, learners must sign a declaration that all coursework (assignments, projects, records, collection of work, portfolios etc.) submitted for assessment is their own original work.
- Where a tutor allows the use of Artificial Intelligence (AI) in an assessment, they will provide guidance on how a learner should use and reference AI
- Using Artificial Intelligence (AI) to assist the completion of assessment work where you are not permitted to, is a breach of Teagasc regulations.
- Downloading and submitting material directly from the internet, AI or copying the work of other learners will be regarded as plagiarism.
- Making your course work (projects, assignments, records, collection of work, portfolios etc.) available to other learners is a breach of Assessment Regulations.
- Where group projects/assignments are used, all learners must indicate which part of the work is their own and submit supporting evidence of each individual's contribution to the group projects/assignment

A learner can request an extension to the submission date for assignment or projects where genuine difficulties arise in meeting a scheduled submission deadline. An application can be made by contacting either the course co-ordinator or the relevant tutor/assessor. You must provide verifiable evidence for consideration. Such examples include:

- An accident, illness or a physical injury
- An emotional trauma during a period four to six weeks previously
- A recent bereavement of a family member or friend
- Domestic emergency
- Other extenuating circumstances.

Repeats Assessments

Learners will be offered 2 assessment attempts (an initial assessment and a repeat assessment) during the duration of a Level 5 or Level 6 programme.

- Where a learner has passed a module, they are not required to repeat any assessments.
- Where a learner has failed a module and there are a number of assessment types associated within a module, a learner is not required to repeat elements of a module which they have passed. Only failed assessment types need be repeated.
- Learners can only repeat assessments/ examinations/assignments that they have failed. They cannot repeat assessments they have already passed to achieve a higher grade.
- The highest mark achieved at the initial assessment or a repeat assessment will always stand. This mark will be the record on your Record of Education on Quercus.
- Where any assessment (written exam, skills assessment, assignment or project) is repeated, the module grade will be capped at a "Pass". Capping a module or a number of modules at a pass grade may have implications for the overall award result.

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- Assignments, projects, diaries or other work which is presented for correction after the submission deadline will be treated as a repeat attempt and late submission of work will result in the module being capped at a “Pass” grade.

Repeating Modules in a Subsequent programme

- Learners who do not pass all modules associated with their programme cannot be put forward for a major award with QQI.
- The results for all modules which have been successfully passed will be exported to QQI and the learner will receive component awards for these modules.
- A learner can re-register, pay repeat fees and repeat additional modules on a subsequent programme. Your college/centre will inform you of the repeat fee per module.
- Learners who repeat coursework and successfully complete the modules required for a major award will be put forward for a major award with QQI.

Penalties for Breaches of Assessment Regulations

It is an offence, under the Assessment Regulations for Teagasc, to procure, or to attempt to procure a breach of the regulations, whether on your own behalf or on behalf of any other person.

A **breach of assessment regulations** shall be deemed to have occurred when there has been an actual or attempted form of:

- Cheating
- Copying
- Aiding another learner during a written or practical examination
- Plagiarism
- Sharing assignments or project work with other learners
- Falsely claiming to have carried out assignments, work based learning, projects etc.
- Misrepresentation
- Bribery
- Falsification
- Personating or other such form of deception. Personation will be treated as serious misconduct.
- Breaching the security and integrity of any assessment in any way or by any means.
- Any other behaviour, deception or false claim that manipulates or breaches assessment practice and result outcomes

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The **penalties which can be imposed for breach of assessment regulations** may constitute any or all of the following:

- No credit in the assessment or part of the assessment.
- No credit for a module.
- No credit for all of the modules associated with a particular programme.
- Ineligibility for an award.
- Suspension from all course activities, for a fixed period of time.
- A recommendation to the head of college/centre for the formal expulsion from a college /centre.

You will be notified in writing if a suspected breach of assessment regulations is being investigated.

Breaches of Assessment Regulations is regarded as serious misconduct and will be investigated and managed under the Formal Disciplinary Procedure.

Review and Update:

- This guidance document will be reviewed as required to ensure it remains aligned with QQI guidelines and best practices.