

External Authenticator Service Agreement

1. Education and Training Board Details

Provider Waterford and Wexford Education and Training Board

Address Quality Assurance Office

Waterford Training Centre, Waterford Industrial Park, Cork Road, Waterford, X91 PX02

Telephone 051 301 500

Email: eaquality@wwetb.ie

2. Authentication Details

External Authenticator _____

Dates of Authentication _____

Centre being Authenticated _____

3. External Authenticator Role

The role of the External Authenticator is to provide independent authentication of fair and consistent assessment of learners in line with QQI requirements and national standards. An External Authenticator must be registered with ETBI's Directory of External Authenticators, DirExA, or be chosen from an approved QQI pool.

As External Authenticator you will undertake to:

- Confirm arrangements for the authentication visit through WWETB's QA Office
- Exercise your role with utmost integrity, professionalism and confidentiality
- Comply with QQI's policies and procedures specifically in relation to award and assessment
- Comply with [WWETB QA Policies and Procedures](#) and [Sampling Strategy](#)
- Arrange arrival times and any other specific requirements with centre management
- Perform External Authentication on the agreed date(s), listed above
- Provide constructive feedback, and raise any significant irregularities with centre management
- Compile an external authentication report based on an independent evaluation of the process and procedures whilst indicating the specific modules authenticated
- The external authentication report is to be received by WWETB eaquality@wwetb.ie and the coordinator of the provision within **two** working days of the visit

External Authenticator Payment: *(Upon completion of the above tasks)*

- Remuneration will be paid to the External Authenticator in line with the Department of Education recommended rate
- External Authenticator must have completed and submitted the EA commencement form, including bank account details, which should be submitted to the relevant ETB department
- External Authenticator must submit the **EA Payment Claim form** to request payment for EA work
- Payment for travel and subsistence for in-centre EA should be claimed for by submitting the relevant form
- In accordance with Revenue Guidelines travel relating to External Authenticating is taxable

4. WWETB Specific Information

Confidentiality

All information, documentation, report (s) and discussions are to be treated as confidential and for WWETB's information only.

Data Protection

Authenticators shall ensure that any personal data supplied by a WWETB Centre shall be used only for the purpose of providing the agreed external authentication services and shall not be transmitted or transferred to any third parties. Authenticators shall ensure that all such personal data shall at all times be maintained in a secure environment and that access shall be limited to those directly involved in the provision of the service.

Assessment Material (On-site EA)

All Assessment documentation including WWETB Descriptors are the property of the WWETB and may not be removed from the site by the authenticator. In the event that the authenticator inadvertently removes the assessment documentation, they should contact the Centre immediately and arrange for its return. No copies of the assessment documentation should be made or retained by the authenticator as this puts the integrity of the WWETB assessment system at risk.

Assessment Material (Remote EA)

The EA will receive login details granting permission to access all assessment material to be externally authenticated. These login details must be kept secure and not be distributed to a third party. The EA will only access those folders which have been communicated and confirmed by the centre contact. In the event that the authenticator inadvertently deletes or moves files from or within the site, they should contact the centre immediately so that the files can be restored to their original location. Should the EA download any assessment material to facilitate the authentication of the material and writing of the report, it is essential that all downloaded files are permanently deleted from the authenticator's device(s) and/or personal cloud storage location upon completion of the external authentication. No copies of the files should be made or retained by the authenticator. All files available to the EA are the property of WWETB and any retention of same puts the integrity of the WWETB assessment process at risk.

Conflict of Interest

The External Authenticator is assigned by WWETB and must be independent of the centre to which they are assigned. The Authenticator has a responsibility to inform WWETB on initial contact if there is any conflict of interest which may arise or may bring into question the integrity of the process.

External Authenticators may not be used as subject matter experts for purposes other than external authentication. Engagement of External Authenticators to implement corrective/preventative actions, re-correct or design assessments constitutes an improper use of the service.

Release Arrangements

External authenticators must confirm release arrangements where applicable with their own employer prior to agreeing to undertake an external authentication assignment.

Signed External Authenticator: _____

Date: _____

Signed on behalf of WWETB: _____

Date: _____