



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

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Guide to the Authentication Process

Stage 2 of the Overall Assessment Process (Internal Verification & External Authentication)

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Assessment Process Overview

1. Assessment

- implement assessment policies & procedures
- devise assessment instruments, marking schemes and assessment criteria
- assess and judge learner evidence
- record outcome



2. Authentication Process

a) Internal Verification

verify that all assessment procedures have been applied

- monitor the outcome of the Assessment Process i.e. the assessment results on a sample basis

b) External Authentication

- assign an external authenticator per award based on broad award/field of learning expertise
- external authenticator to moderate assessment results by sampling learner evidence according to the providers own sampling strategy



3. Results Approval

- establish a Results Approval Panel
- approve and sign-off assessment results
- make results available to learners



4. Appeals Process

- establish a Appeals Process
- allow a minimum of 14 days for learners to lodge an appeal of the assessment process or result
- process all appeals



5. Request for Certification

- submit all learner results to QQI
- when doing so, flag results under appeal

What is the Authentication Process?

The purpose of the Authentication Process is to ensure fairness, consistency and validity of assessment and of the outcome of assessment i.e. learner results across each major, special purpose, or supplemental award.

The Authentication Process will ensure that QQI receives accurate and quality assured learner results. The Authentication Process includes **internal verification** and **external authentication**.

What is Internal Verification (IV)?

Internal verification is the process by which the provider's assessment policies and procedures relating to planning, managing and operationalising all aspects of assessment practices will be internally verified i.e. monitored by the provider itself.

The Internal Verification process involves checking that the provider's assessment procedures have been applied across the range of assessment activities from planning to finalising results including checking/monitoring the accuracy of assessment results to ensure learner evidence exists and that results and grades are correctly computed and recorded.

(Quality Assuring Assessment –Guidelines for Providers, Version 2 Revised, QQI 2018).

What are the Roles and Responsibilities associated with Internal Verification?

The **Programme Manager/Coordinator** or other designated personnel is responsible for the overall coordinating of the IV process. They will ensure:

- staff recognise and understand the importance of the IV process
- staff are trained in the IV process and are informed of key dates (EA visit, QQI certification deadlines)
- evidence is corrected and internally verified in a timely manner after delivery concludes
- that the internal verification procedure is carried out independently of the assessor responsible for the assessment of a module
- that the IV report is reviewed and where possible corrections are addressed prior to the visit of the External Authenticator (EA) visit
- that the IV report is available to the EA and forwarded to QA in time for the Results Approval Process.

Following assessment and grading of learner results, the **Assessor** will:

- compile a portfolio of learner evidence to include a Teacher Pack and Learner portfolios including all necessary documentation
- will submit their portfolios to their coordinator/relevant personnel at an agreed date prior to the commencement of the IV process.
- ensure the evidence can be made accessible in a hard copy or electronically or using a combination of both.
- be available to be contacted during the Internal Verification and External Authentication processes

The role of the internal verifier is to:

1. Check adherence to the provider's quality assured assessment procedures
 2. Check results are recorded for ALL learners being entered for the award
 3. Confirm the accuracy of assessment results for a SAMPLE of learner evidence
 4. Identify and correct any errors
 5. Note any irregularities and take corrective action
 6. Complete an internal verification report
 7. Sign Authentication Report by L earner Group by Minor Award Results Sheet(s)
- 1. Check adherence to the provider's quality assured assessment procedures**
 - Confirm that appropriate documentation is available in the teacher/tutor pack
 - Confirm that learner evidence matches the assessment requirements of the award standard by confirming assessment techniques used are appropriate
 - Confirm that learner evidence has been generated as agreed within the validated programme
 - Confirm that appropriate documentation was used to record learner results
 - 2. Check results are recorded for *all* learners being entered for the award**
 - Are the results recorded for ALL learners on the *QBS Authentication Report by Learner Group by Minor Award Results Sheet*?
 - Is there evidence available for ALL learner results recorded?
 - Are marks transferred correctly from Learner Marking Sheets through to the overall Module Results Sheet and subsequently to the *QBS Authentication Report by Learner Group by Minor Award Results Sheet*?
 - 3. Confirm the accuracy of assessment results for a *sample* ([click here for sampling strategy](#)) of learner evidence**
 - Confirm that appropriate documentation was issued to learners
 - Confirm that information on assessment was provided to learners
 - Confirm that feedback has been provided to learners
 - Are marks totalled and percentage marks calculated correctly and transferred to Learner Marking Sheet?
 - Are percentage marks and grades allocated consistent with QQI grading bands?
 - 4. Identify and correct any errors (where possible)**
 - 5. Note any irregularities, notify appropriate staff members to take corrective action**
 - 6. Complete an internal verification report ([click here for IV Report Template](#)) and forward to programme/centre manager**
 - 7. Sign Authentication Report by L earner Group by Minor Award Results Sheet(s)**

Please note that an assessor cannot internally verify their own work.

What is External Authentication?

External authentication (EA) provides independent authoritative confirmation of fair and consistent assessment of learners in accordance with national standards. It establishes the credibility of the provider's assessment processes and ensures that assessment results have been marked in a valid and reliable way and are compliant with the requirements for the award.

(Quality Assuring Assessment –Guidelines for Providers, Version 2 Revised, QQI 2018).

What are the Roles and Responsibilities associated with External Authentication

The **Centre/Provision contact with responsibility for QA** will:

- provide certification estimates to the Quality department in a timely manner
- following confirmation of External Authenticator(s) details from the Quality department, liaise with EA regarding dates/times/etc.
- ensure all learner evidence, tutor packs, IV reports and previous EA reports (where possible) are available for the EA on the day of visit/remote access
- be available to the EA throughout the day should any queries arise

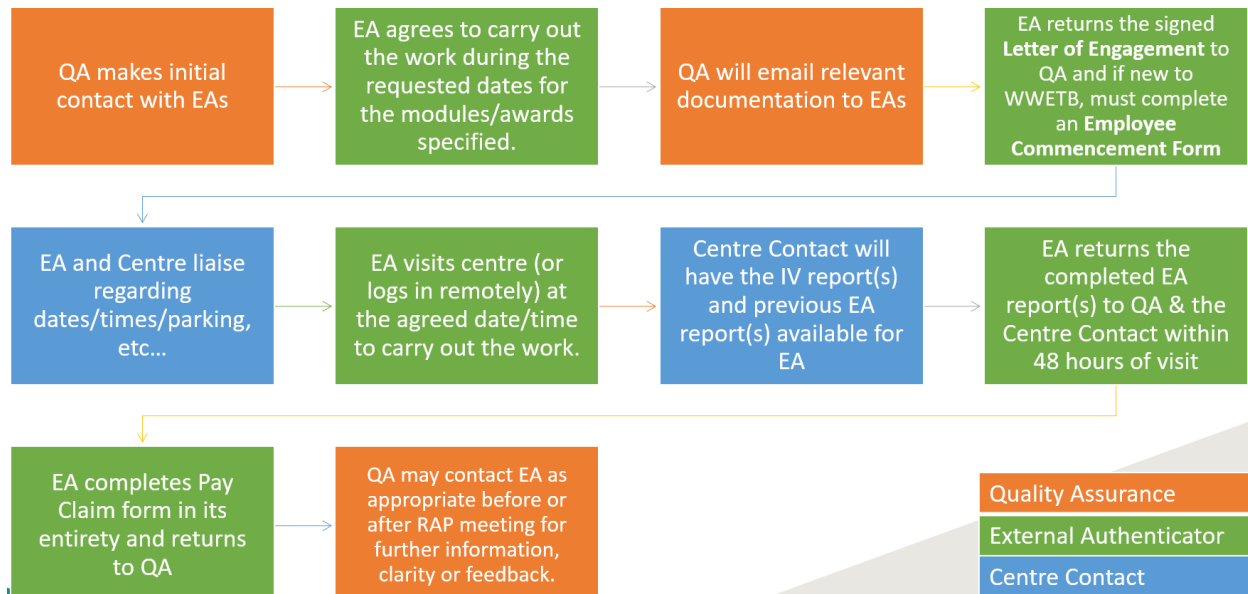
The **Quality** department are responsible for selecting an appropriate External Authenticator from the ETBI EA directory. Care will be taken to ensure the Authenticator has technical/subject matter expertise within the appropriate award area/field of learning. The Quality department will ensure that the EA is available to the relevant centre/provision at the preferred times and that the EA is independent of the centre to which they are assigned.

The role of the **External Authenticator** is to provide independent confirmation of fair and consistent assessment of learners in line with QQI requirements and to ensure consistency of assessment results with national standards. External authenticators will:

- visit the centre/access work remotely and liaise with appropriate staff
- confirm the fair and consistent assessment of learners consistent with the provider's procedures and with QQI policy on quality assuring assessment
- review internal verification report(s) and authenticate the findings/outcomes
- apply a sampling strategy ([click here for sampling strategy](#)) to moderate assessment results in accordance with standards outlined in the Award Specification
- recommend results for approval
- produce a complete external authentication report ([click here for EA Report Template](#)) for each major award and submit to Quality department and Centre Contact within 48 hours of visit.

Communication Process

(Centre Contact, Quality department and External Authenticator)



Which awards and how often will awards be internally verified and externally authenticated?

- Assessment portfolios for **ALL** awards will be internally verified per assessment cycle.
- All major award programmes will be externally authenticated per assessment cycle.
- Assessment portfolios for all minor awards will be externally authenticated over two assessment cycles.

What Sampling Strategy will be applied?

The following sampling strategy for WWETB will be applied by the internal verifier (FE Levels 4-6) and the external authenticator (all levels):

#Assessment Portfolios	FE Levels 1-3	FE Levels 4-6
≤ 12	3	*Between 3 & 6
Between 13 & 25	5	*Between 4 & 6
>25	20%	*20%

***At levels 4-6:** Minor Awards selected by the external authenticator should include the following in the sample, so as to allow the EA to determine the cut-off points between the grade:

- Lowest Distinction
- Highest Merit
- Lowest Merit
- Highest Pass
- Lowest Pass
- Highest Unsuccessful

Can I combine Portfolios for Sampling Purposes?

Where one assessor is delivering the same module to more than one learner group in a location; for the purposes of EA sampling, all the learner portfolios for these groups may be combined.

How do I record what portfolios I have sampled?

- **Internal Verification** – Place a tick beside the learner(s) sampled and sign the Authentication Report by Learner Group by Minor Award Results Sheet(s)
- **External Authentication** – Record grades for all authenticated portfolios in the relevant column on Authentication Report by Learner Group by Minor Award Results Sheet(s) **AND** clearly highlight any mark/grade changes

WWETB Internal Verification (IV) Report

(This report must be completed for **ALL** modules being submitted for certification)



Name & Location of Provision:		QA Contact for Provision:	
Module Name:		Module Code:	
Group/Course Name:		Assessor Name:	
Internal Verifier Name(s):		Date(s) of IV:	
Total Number of Portfolios:			
Number in Sample: (Refer to Default Sampling Strategy)			

NOTE: In the event of totting errors/grade changes, update the documentation and bring to the attention of the QA Contact for Provision so that an updated QBS report can be printed. Any changes made to submitted portfolios must be clearly identified and initialised by Internal Verifier.

ALL LEARNER PORTFOLIOS	Yes, No or N/A	Comments/Issues Identified
<ul style="list-style-type: none"> Is the <i>Authentication Report by Learner Group by Minor Award Results Sheet</i> available for module (hereon in referred to as the QBS report)? <i>Note: there may be more than one QBS report.</i> 		
<ul style="list-style-type: none"> Is evidence presented for all learners whose names appear on the QBS report? 		
<ul style="list-style-type: none"> Is learner evidence (hard and/or soft copy) labelled alphabetically as per order on the QBS report? 		
<ul style="list-style-type: none"> Have ALL results been transferred correctly from Learner Marking Sheets/Summary Results Sheets to the QBS report? 		
ASSESSOR PACK	Yes, No or N/A	Comments/Issues Identified
<ul style="list-style-type: none"> Are all the Learners' results collated and presented in alphabetical order (by surname) in Results Summary Sheet? 		
<ul style="list-style-type: none"> Is the Module Descriptor available? 		
<ul style="list-style-type: none"> Are all assessment briefs present and designed in accordance with the requirements of the Assessment Section in the module descriptor? 		
<ul style="list-style-type: none"> Are the correct assessment techniques used for each Learning Outcome as stated in the module descriptor? 		
<ul style="list-style-type: none"> Is there a marking scheme/rubric available for each assessment brief? 		
<ul style="list-style-type: none"> Is the course outline/scheme of work /assessment plan included? 		
<ul style="list-style-type: none"> Are all Examination paper, (outline) solutions, completed seating plan & attendance sheet available? 		

FOR SAMPLE OF PORTFOLIOS:	Yes, No or N/A	Comments/Issues Identified
▪ Is the location of learner evidence (hard and/or soft copy), including integrated assessment, clearly signposted?		
▪ Did learner sign and date all relevant assessment documentation – Briefs/Examination papers?		
▪ Is there learner evidence available where marks have been awarded?		
▪ Is there evidence on the scripts to show they have been corrected?		
▪ Is there evidence to show why marks have been awarded/deducted (Levels 4 – 6 only)		
▪ Have the totals been added up correctly and transferred to Learner Marking Sheet?		
▪ Are the Learner Marking Sheets (as presented in the Module Descriptor) placed at the front of the learner portfolio or in the case of digital files clearly labelled?		
▪ Is all digital evidence accessible? Audio/Video files will need to be opened to check for quality of audio/picture.		
▪ Is there evidence of feedback to learners?		
▪ Where there is evidence of Reasonable Accommodation, Compassionate Consideration, Short-Term Extension or Assessment Malpractice have the correct procedures been implemented and forms completed?		

NOTE: All issues/concerns raised must be brought to the attention of the assessor, prior to External Authentication, either directly or via the person with responsibility for QA in your provision.

INTERNAL VERIFIER(S) DECLARATION & FINAL SIGN OFF:	Yes/No	Comments/Issues Identified
▪ Are you recommending that this module proceeds to External Authentication?		
▪ Internal Verifier(s) <ul style="list-style-type: none"> ▪ Are the learners sampled clearly identified on the QBS Report ▪ Has the QBS Report been signed 		

Internal Verifier(s) Signature: _____

NOTE: Upon completion, forward this IV report to the QA Contact for Provision. This report will be placed in/uploaded to the Assessor Pack for presentation to External Authenticator (EA) and also forwarded to QA (prior to EA Visit) in preparation for the Results Approval Panel meeting.

WWETB External Authentication Report



SECTION A - Details of WWETB's provision/centre where external authentication took place

Registered Provider/Centre Name:		Registered Provider/Centre Code:	
External Authenticator Name:		Date(s) of EA:	
Centre Contact Name for EA:			

SECTION B – Details of awards for External Authentication

Named Award(s) and Codes: Identify the major and each component award(s) for which results are being externally authenticated	
Total Number of Portfolios Presented:	
Total Number of Portfolios Sampled: (Refer to WWETB's Default Sampling Strategy)	

SECTION C – WWETB Assessment Standards

Please complete for each component award being authenticated:	# Portfolios	# Sampled	Assessor Initials	Complete Assessor Pack Yes/No	Effective IV? Yes/No	Were the LOs assessed in accordance with the assessment techniques in WWETB's Module Descriptor? Yes/No	Has the work been assessed in line with National Standards? Yes/No	Identify issues / make recommendations / good practice (areas may include assessment material, feedback, marking schemes, UDL, referencing, etc.)

SECTION D – Grade Changes (Identify all grade changes recommended. Add more rows if required)

Module Name & Code	Learner Name/ID	Assessor Name	Original Grade	Recommended Grade	Reason for Grade Change

SECTION E – Assessment Process / General Observations

Was the previous EA Report available for review: Yes No
If “Yes”, have the recommendations been addressed?

Examples of Good Practice observed in the assessment process

Examples of Areas for Improvement observed in the assessment process

External Authenticator Name: _____

External Authenticator Signature: _____

Date: _____

NOTE: Please complete a separate EA report for each Major Award, and submit reports within **two** days following completion of the EA visit.