

Assessment policy

Purpose

The purpose of this policy is to ensure that students receive fair and consistent assessments which take into account reasonable accommodations that may be required, and remediation where necessary.

Assessments

Assessments must be:

- Clear, concise and the method of assessment must be understood by both assessors and learners alike.
- Consistent with national standards and best practice.
- Designed to allow the learner demonstrate achievement and individual development.
- Fair and set at the pertinent standard required.
- Standardised – to make certain that the same standard and format of assessments apply countrywide

Students must be:

- aware of the standard expected and the method of assessment be it theory, practical and/or written
- conscious of the marking system and the grades, which may be attained
- notified of how and when they will be informed of their results
- given clear, concise details of the appeals process if required.

The Examiners must:

- be open to monitoring and random checking of assessments, which may be undertaken by an independent assessor
- have the necessary qualifications and training to undertake assessment

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- be aware of Equality, Diversity and Inclusion Policy and ensure, where required, special arrangements are in place for learners.

Where the course is a PHECC accredited course:

- the most up to date PHECC MCQs shall be utilised
- the most up to date PHECC skill sheets will be utilised

Security of assessment related processes and materials

- The assessments and materials used are retained securely by Kerry First Aid Ltd on cloud storage.
- Assessments, if paper format, shall be provided in a sealed envelope to the instructor / examiner and will remain in their possession at all times.
- Examiners are informed of their responsibility in relation to the security of assessments and shall not break the seal of the envelope until shortly before the exam commences.
- All records are stored in accordance with the record management policy.
- Examiners are aware and have knowledge, training and experience in determining whether or not a Learner reaches the required standard.

Exam feedback

If unsuccessful, students shall be provided with detailed feedback on the areas in which they were unsuccessful. The instructor / examiner shall provide them with the rational for the correct answer / practice and ensure understanding of same.

Reasonable Accommodations

- Where a practical assessment is necessary, the equipment or other facilities must be made available to the learners. In unforeseen circumstances where unfamiliar equipment is being used for the assessment, the learner must be given adequate time to become familiar with the specific piece of equipment.
- General accommodation for assessments must be of an acceptable standard and learners must be allocated the space and environment of a good standard.

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- If required, the technique for assessments will be reviewed and amended given any special requirements or disabilities, to ensure the learner can participate in an assessment.
- If any of the learners have special requirements or disabilities, where possible or feasible, those needs are adhered to.
- In the event of a learner requiring additional help or support during training courses or assessments, the instructor shall provide necessary assistance where possible.

Remediation

Where necessary, the instructor shall remediate an unsuccessful candidate on one occasion per examination. The Instructor / Examiner shall;

- Inform the student that they have unsuccessful in their attempt at the assessment and provide feedback as to where they fell down.
- Explain that they will be given one further opportunity to complete the assessment.
- Ensure the student fully understands the assessment materials, written or scenario based.
- Give the student an opportunity to remove themselves from the assessment environment before commencing another assessment.
- After a suitable period of time, carry out the assessment again.
- If another version of the assessment material is available, the final assessment should be administered with that.
- Any remediation conducted on a course should be noted in the Results Summary sheet.

Appeals

Appeals can be made in writing to Kerry First Aid Ltd. t/a Cork First Aid, John Doogan, Company Director of Kerry First Aid Ltd will mediate all appeals.

Any student who is unsuccessful on a course will immediately be informed of their right to appeal. They should also be reminded of the policies which will be available on the company website.

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Internal verification

Kerry First Aid Ltd. t/a Cork First Aid recognises that Internal Verification (I.V.) ensures that the standard of assessment remains consistent, and that there is consistency and standardisation between instructors. This form of standardisation is vital in the maintenance of a national standard of assessment.

As part of this recognition, 100% of courses shall be internally verified. The internal verifier shall ensure that:

- All documentation is provided by the instructor including
 - Training location checklist
 - Student detail form per student
 - Daily sign in sheet
 - MCQ and OSCE sheet per student, as required
 - Student feedback form per student
 - Instructor feedback form
 - Relevant results summary sheet
- That all MCQ's have been corrected correctly
- That all MCQ scores have been calculated correctly
- That all OSCE sheets have been marked correctly
- That all OSCE sheet scores have been calculated correctly
- That all MCQ and OSCE scores match the results summary sheet
- The results summary sheet is signed to indicate that I.V. has taken place.

External verification

External verification assures the consistency of training, marking and assessment. The EV process also ensures that the course administration, delivery and quality assurance systems are adequate for all courses. The external authenticator will review a pre-determined sample of course documentation and results. The external verification report will feed into the overall quality review mechanisms to inform continuous improvement. For this purpose, the External Verifier shall:

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- Be provided with a list of courses that have occurred since their last EV action.
- Be invited to randomly select a minimum of 10% of these courses for EV.
- Monitor the scoring of both MCQs and OSCEs
- Review MCQs and OSCEs for any trends that arise that could indicate instructor or content issues
- Monitor the quality of the instructor submitted paperwork
- Upon completion of the EV process, the EV shall produce an actionable report which will go towards quality improvement initiatives.

Results approval

Upon completion of the IV process, the Administrative Coordinator shall issue certification to students once all paperwork is present and accounted for. The forwarding of a completed student record by the instructor shall be deemed to be a formal recommendation for the awarding of certification. Results shall be formally approved by the quarterly management meeting.

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