

Procedure Title	External Authentication
Associated Policy	<ul style="list-style-type: none"> Chapter 6 Assessment of Learners
Version Number	V1
Owner	Education and Training Manager
Adoption Date	06 2022
Review Date	06 2023

Purpose

To ensure that there is independent, authoritative confirmation of fair and consistent assessment of Learners which is in accordance with national standards

Scope

All learner assessments submitted for Assessment.

Steps for Implementation

Recruitment:

- EA are invited to apply for the position on the External Authenticators Panel.
- Applicants for an EA position are interviewed by the ETM and another member of the Education and Training Team. The interview panel may also include a member of the Academic Council.
- The applicants are interviewed by a minimum of two people and from the following list and is a panel interview. A Chair is appointed for each Panel Interview.
 - ETM
 - CEO
 - Tutor teaching similar subject
 - Programme specific specialist
 - Member of the academic council
- Scoring sheets are maintained for each applicant.
- All applicants are notified by email whether successful or not.
- Successful applicants must provide a copy of their award certificates /parchment and/or transcript and/or Diploma Supplement before we sign a contract. We reserve the right to validate the authenticity of this documentation.
- If an EA's qualifications have been obtained outside of Ireland, they must provide evidence of their equivalence and recognition by application to NARIC Ireland (advises on the academic recognition of foreign qualifications in Ireland).
- LWL recognises that many organisations now have a policy not to provide written references. Therefore, two referees (not family members) are requested at least one from a

past employer. References are checked by telephone to ensure that they are bone fide and LWL reference check form kept on file.

- EA's must also provide a copy of current Professional Indemnity Insurance and Tax Clearance
- The Academic Council approves the appointment of an EA based on the recommendation of the TEM.

Supporting Documents:

Interview Notes and Score Sheets

Interview Questions

Interview Schedule

Correspondence

Telephone Reference Check

Professional Indemnity Insurance

Tax Clearance Certificate

Frequency: External Authentication takes place at least 3 times per year, based on the planned submission of results to QQI.

A suitable date is booked with the EA and the TEM.

Methodology:

- The Internal Verification process is complete, signed off in advance of the EA visit and a copy emailed to the EA prior to the visit.
- The External Authentication Guideline is also emailed to the EA.
- A room is made available to the EA for the day in order to carry out the process. The room is secured specifically for the use of the EA, is set up in advance, to be accessed only by the EA and the ETM
- The ETM is available to the EA during this EA process.
- All learner evidence is made available for the EA for the assessment period and access is maintained throughout the authentication process. Including :
 - Assignments
 - Tutors folders
 - Results
 - Internal Verification Report
 - Authentication Report by Learner Group by Minor Awards Results.
- The EA documents and applies their methodology. Monitoring of assessments takes place on a sampling basis. The EA has the responsibility to select the portfolios to be sampled and to ensure that these are effectively assessed. This includes all learners put forward for certification including of passing/failing grades.
- The sample should reflect the spread of grades and borderline grades i.e., Pass, Merit, Distinction, to ensure grading criteria are being applied consistently
- The EA must ensure that all programmes of learning put forward for certification are sampled and that each tutor/ trainer has been sampled across all programmes.
- If significant issues are identified within a sample; the evidence for the whole cohort of learners from which the sample was taken should be reviewed by the EA.
- Evidence of sampling is indicated on the QQI Authentication Report by Learner Group by Minor Award Results sheets, plus the assignments are signed and dated by the EA.

- The EA compiles an External Authentication Report confirming the accuracy of the internal verification process and results. This report also highlights any irregularities identified in the process.
- The EA signs and updates the QQI Authentication Report by Learner Group by Minor Award.
- A meeting follows with the EA and the TEM.
- Results and any changes or recommendations are presented to the Results Approval Panel along with the IV and EA reports.

Reference Documents

<https://www.qqi.ie/sites/default/files/2021-10/quality-assuring-assessment-guidelines-for-providers-revised-2013.pdf>

Supporting Documents

External Authentication Guideline

Internal Verification Report

External Authentication Report

QQI Authentication Report by Learner Group by Minor Award Results