



ICHAS

Section 7 – Teaching, Learning & Assessment

Subject:	Policy on Online Submission of Assignments		
Applicable Standard	QQI	Core	Teaching and Learning Assessment of Learners
Date Approved by Board of Directors:			February 2021
Policy Version	1/2021	Date due for Revision	February 2024

CONTEXT

Procedures are in place to ensure students are aware of how to use the online submission facility. Lecturers are trained to use the system to provide grades and feedback. Additional policies and procedures ensure that submissions are retained securely.

POLICY STATEMENT

Assignments have to be submitted online, where possible. Supports to help students to master citation, attribution and referencing are in place, including technologies that enable students to review their submissions for originality, and to modify their submissions up to the submission date to avoid plagiarism.

SCOPE

Applies To	Staff	Students	Both	
			✓	
Responsible for Implementation	Educational Technology Manager			
Responsible for Monitoring & Review	Vice President (Corporate Affairs)	Vice President (Academic Affairs)	Registrar	Quality Assurance & Enhancement Officer
		✓		

DEFINITIONS

Originality Support Software: Software, such as TurnItIn and associated/similar products, that enable students to submit drafts and review written assignment content for

originality. This type of software supports students to strengthen their ability to utilise academic and professional literature appropriately and reference effectively.

RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Quality and Qualifications Ireland (2016) Statutory Quality Assurance Guidelines Developed by QQI for use by all Providers
- European Association for Quality Assurance in Higher Education (ENQA) et al (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance Guidelines Developed by QQI For Independent/Private Providers Coming To QQI On A Voluntary Basis
- Government of Ireland (2012) Qualifications & Quality Assurance (Education and Training Act).
- Quality and Qualifications Ireland (2016) Policies & Criteria for the Validation of programmes of Education.
- Quality and Qualifications Ireland (2015) QQI Policy Restatement Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training.
- National Qualifications Authority of Ireland (2005) – re-published by QQI, (2015) Principles and Operational Guidelines for the Recognition of Prior Learning in Further and Higher Education and Training June 2005
- Quality and Qualifications Ireland (2018) Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes
- Protection of Enrolled Learners: Protocols for Implementation of Part 6 of the 2012 Act.
- Quality and Qualifications Ireland (2013) Assessment and Standards, Revised 2013
- Quality and Qualifications Ireland (revised 2018) Quality Assuring Assessment: Guidelines for Providers

Linked Policies and Procedures

Linked Policies	Policy on supporting students to engage with Blended Learning Policy on Assessment of Learners
Linked Procedures	Procedures associated with Online Submission of Assignments Procedures associated with Assessment of Learners