



ICHAS

Section 7– Policies and Procedures on Teaching, Learning & Assessment

Subject:	Procedures associated with Marking Grading and Certification		
Date Approved by Board of Directors:			July 2019
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Marking, Grading and Certification in Assessment		

INTRODUCTION

Grading and Marking are central to the broader Procedures associated with Assessment of Learners at ICHAS. The following procedures outline how grading and marking is conducted within the college.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Lecturer	Devising a Marking scheme for each assessment type in consultation with programme director
Programme Director	Devising a Marking scheme for each assessment type in consultation with lecturer Alignment of marking and grading criteria with validated learning outcomes
Vice President (Academic Affairs)	Overseeing marking and grading procedures
Internal Moderation Committee	Verification of marking and grading criteria
Board of Examiners	Scrutiny of marking and grading Adherence to assessment strategy
External examiner	Oversight of marking and grading criteria

PROCEDURES

Formulation of Marking Criteria

- Each Programme Director establishes generic marking criteria relating to the classification of awards.
- Course marking criteria is supplemented at the level of individual programmes, to reflect discipline-specific learning outcomes.

- Marking schemes are as detailed as possible to ensure consistency when used by a team of examiners
- Marking criteria take into account the relevant nationally-set subject benchmarks.

Assessment of Marking Criteria

- Students are informed at the outset of their degree studies and at the beginning of each academic year of any obligation to make available assessed work which might be required for the purpose of moderation.
- Initial marking based on defined marking criteria is conducted by the module lecturer
- Once marked, scripts undergo an internal moderation process, where scripts are checked for consistency with the marking criteria and national standards.
- Internal moderators also verify that the marking criteria have been applied fairly and consistently across all candidates.
- All assessed work is also subject to external, independent moderation.
- Only after marks have been approved by the external examiner(s) can they be submitted to the Examinations Board for approval.
- Boards of Examiners determine whether:
- the extent to which the marking criteria are satisfied
 - a candidate's strengths in one area can offset shortcomings in another
 - consideration will be given to factors such as differences of approach, style and interpretation.

Grading Schemes

The Grading system at ICHAS is aligned with the QQI Assessment and Standards, Revised 2013, which describes the classifications available for major awards (made by QQI or by recognised institutions under delegated authority) in the National Framework of Qualifications (NFQ). The following grading system applies to QQI awards:

Ordinary Degree (Level 7)	
• Distinction:	At least 70% of the total marks available
• Merit Grade 1:	At least 60% of the total marks available
• Merit Grade 2:	At least 50% of the total marks available
• Pass:	At least 40% of the total marks available

Honours Degree (Level 8)	
• First Class Honours	At least 70% of the total marks available
• Second Class Honours Grade 1	At least 60% of the total marks available
• Second Class Honours Grade 2	At least 50% of the total marks available

• Pass	At least 40% of the total marks available
Masters Degree Taught (Level 9)	
• First Class Honours	At least 70% of the total marks available
• Second Class Honours	At least 60% of the total marks available
• Pass	At least 40% of the total marks available

Figure 1 - Grading System -- QQI Awards

Procedure on Dissemination of Results and Certification

- Marks that contribute to examination results and overall grades are disclosed to students once they have been ratified by the Examination Board.
- Results and feedback are uploaded by lecturers to Gradebook and are cross-checked by relevant personnel in the Registrar’s Office.
- They are then uploaded to Gradebook where students can access their individual results on a pre-determined day, by keying in their unique logon details. In this way the anonymity of the student is protected.

Procedure on Certification

- On closure of the Board of Examiners the original (signed) broadsheet of results is maintained by the Registrar
- All results are recorded subsequently on the QBS (QQI Business system) which is an on-line system which allows for the recording of awards by a provider to enable them to be made by QQI and sent to the College for presentation to graduands.
- QQI produce parchments from the submitted information on the QBS which are presented to Learners at the graduation ceremony

Linked Policies and Procedures

Linked Policies	Policy on Teaching & Learning Policy on Work Based Learning Policy on Assessment of Learners Policy on Marking, Grading and Certification in Assessment Policy on Fitness to Practice Policy on Mitigating/ Extenuating Circumstances Policy on Reasonable Accommodation Policy on Appeals
Linked Procedures	Procedures associated with Teaching & Learning Procedures associated with Work Based Learning Procedures associated with Assessment of Learners Procedures associated with Fitness to Practice Procedures associated with Mitigating/ Extenuating Circumstances Procedures associated with Reasonable Accommodation Procedures associated with Appeals

