Policy on Security of Assessment

Policy ☒   Procedure ☐   Protocol ☐   Guideline ☐

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

Title of PPPG Development Group:	Consortium of Centres of Nursing and Midwifery Education (CCNME)
Approved by:	Academic Council: 04/11/2022
Reference Number:	CCNME06(7)2022
Version Number:	1
Publication Date:	2022
Date for revision:	2025
Online Location:	https://healthservice.hse.ie/filelibrary/onmsd/policy-security-assessments.pdf

Version	Date Approved	List section numbers changed	Author

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1.0 Purpose

The purpose of this policy is to ensure that Learner records, including assessment related records, for Quality and Qualifications Ireland (QQI) FET and HET validated programmes, are established and maintained by the Centres' as an important quality assurance activity to facilitate monitoring and review of programme provision and academic achievement of learners.

2.0 Scope

This policy applies to:

Academic Council	Programme Committees	CCNME Programme Teams	Board of Examiners
✓	✓	✓	✓

3.0 Policy Statement

It is the policy of the Centre to ensure that all learner records, including assessment related records, are managed in a manner that safeguards security, confidentiality and compliance with data protection (2018) and academic and health service policies.

4.0 Roles and Responsibilities

	Programme Committees	CCNME Programme Teams	Board of Examiners
Responsible for Implementation	✓	✓	✓
Responsible for Monitoring & Review	✓	✓	✓

4.1 Board of Examiners

4.1.1 Board of Examiners is the primary decision-making body for learner award and classification decisions for both HET and FET QQI validated programmes of education.

4.1.2 The Board of Examiners may be set up in a number of different ways to reflect the CCNME organisational needs e.g. a Board may be responsible for one programme, a group of programmes or a group of modules.

4.1.3 The Board of Examiners will schedule FET Results Approval Panel meetings and HET Board of Examiners' meetings separately and inform all relevant parties in advance.

4.2 CCNME Programme Teams

4.2.1   Adhere to this policy and procedure in managing the security of learner assessment.

4.2.2   Ensuring compliance with Quality Assuring Assessment Guidelines for Providers (QQI 2013) in relation to security of assessment related material and processes

4.2.3   Ensure programme facilitators, internal moderators, internal assessors, external examiner(s) and other relevant personnel are made aware of their responsibilities in relation to the secure storage of both assessment material and learner assessment evidence

4.2.4   Inform learners of their responsibilities of their assessment evidence and for the submission process for same.

4.2.5   Familiarise themselves with their responsibilities in relation to the secure storage of both assessment material and learner assessment evidence, and adhere to, this policy.

5. 0   Document Control

Document Title	**Policy on Security of Assessment**	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
Policy Review	November 2025	
Supporting Documentation	• Quality and Qualifications Ireland (QQI). (2013a). *Assessment and Standards, Revised 2013* [online]. Available from: https://www.qqi.ie/sites/default/files/2021-09/assessment_and_standards-revised-2013.pdf [accessed 30 January 2022]. • Quality and Qualifications Ireland (QQI). (2013b). *Quality Assuring Assessment Guidelines for Providers Revised 2013* [online]. Available from: https://www.qqi.ie/sites/default/files/2021-10/quality-assuring-assessment-guidelines-for-providers-revised-2013.pdf [accessed 30 January 2022].	
Related Policies & Procedures	• Policy on Assessment of Learners [PDF, 8 Pages] • Procedure on Assessment of Learners [PDF, 7 Pages] • Policy on Reasonable Accommodation in Assessment [PDF, 5 Pages] • Procedure on Reasonable Accommodation in Assessment [PDF, 5 Pages] • Policy on Submission of Assessment [PDF, 4 Pages] • Procedure on Submission of Assessment [PDF, 5 Pages] • Procedure on Security of Assessment [PDF, 8 Pages] • Procedure on Regulations for the Conduct of Written Examinations [PDF, 8 Pages]	

	• [Policy on Grading and Certification of Learner Assessment](#) [PDF, 6 Pages] • [Procedure on Grading and Certification of Learner Assessment](#) [PDF, 8 Pages] • [Policy on Assessment Appeals](#) [PDF, 7 Pages] • [Procedure on Review, Recheck and Appeal of Learner Assessment Decisions](#) [PDF, 6 Pages] • [Policy on Promoting and Maintaining Academic Integrity](#) [PDF, 7 Pages] • [Procedure on Promotion of Academic Integrity among Learners](#) [PDF, 5 Pages]