Oifig an Stiúrthóra Seirbhísí | Office of Nursing &
Altranais & Cnáimhseachais | Midwifery Services Director

CCNME
Consortium of Centres of Nursing
and Midwifery Education

Policy on Submission of Assessment

Policy ☒   Procedure ☐   Protocol ☐   Guideline ☐

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

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Version	Date Approved	List section numbers changed	Author

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1.0 Purpose

The purpose of this policy is to ensure transparent, fair and consistent processes are available to learners for submission of assessment.

2.0 Scope

This policy applies to:

Academic Council	Programme Board & Committees	CCNME Programme Teams	External Authenticator/ Examiners	Learner
✓	✓	✓	✓	✓

3.0 Policy Statement

It is the policy of CCNME to ensure processes are in place to enable submissions of assessments by the learner for grading by internal assessor(s). Technologies will be available to the learner for online submissions where applicable thus enabling a learner to review and or modify assessment submissions to maintain academic integrity.

4.0 Roles and Responsibilities

	Programme Board & Committees	CCNME Programme Teams	Internal Assessors / External Authenticators/Examiners	Learner
Responsible for Implementation	✓	✓	✓	✓
	Programme Board & Committees	CCNME Programme Teams	Internal Assessors / External Authenticators/Examiners	Learner
Responsible for Monitoring & Review	✓	✓	✓	✓

5.0 Document Control

Document Title	**Policy on Submission of Assessments**	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
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Supporting Documentation	• European Association for Quality Assurance in Higher Education (ENQA). (2015). *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)* [online]. Available from: https://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf [accessed 22 April 2022]. • *Qualifications and Quality Assurance (Education and Training) Act 2012*. No. 28/2012, s.28 [online]. Available from: https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html [accessed 31 January 2022]. • Quality and Qualifications Ireland (QQI). (2016a). *QQI Sector Specific Independent/Private Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis*. Dublin: Quality and Qualifications Ireland. • Quality and Qualifications Ireland (QQI). (2013). *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]. • Quality and Qualifications Ireland (QQI). (2016b). *Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers* [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf [accessed 30 January 2022]. • Regional Centre of Nursing and Midwifery Education. (2009). *Quality Assurance Policies and Procedures RCNME*. Tullamore: Regional Centre of Nursing and Midwifery Education.
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 • Procedure on Submission of Assessment [PDF, 5 Pages] • Policy on Security of Assessment [PDF, 4 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] • 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]
Related Resources	• Learner Code of Conduct • Learner Programme Handbook • Assessment Schedule • Statement of Authorship and Verification Form