

Procedure 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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1.0 Purpose

The purpose of this procedure is to provide consistency and transparency in relation to the submission of assessments. It also sets out the process for dealing with late and or non-submissions of assessment.

2.0 Procedure

Note: Submission of assessments using an online platform is currently being reviewed and processes finalised once agreed. A policy and procedure will be developed and circulated once these processes have been completed. The following process relates to submission of assessment in person or by post.

2.1 Submission of Assessment

- 2.1.1 The Programme Coordinator provides learners with the programme assessment schedule on commencement of programme.
- 2.1.2 This schedule identifies the timelines and assessment tasks for submission of assessments and is published in the programme handbook.
- 2.1.3 The learner is responsible to ensure that assessments are submitted as identified by the assessment schedule.
- 2.1.4 The learner must familiarise themselves with the guidelines for submission of assessments as stipulated in the programme handbook and or assessment guidelines.
- 2.1.5 Anonymous marking is utilised in the Centres and learners must include their learner number on all assessment submissions.
- 2.1.6 A signed authorship and verification statement must be included with each submitted assessment. Assessments will not be graded unless a signed Authorship and Verification Statement is attached (Appendix 1).
- 2.1.7 All assessments must adhere to the stipulated word limit. The cover page, reference list, tables, and appendices are not included in the word count. The learner is required to verify the actual word count on the cover page.
- 2.1.8 Assessments may be submitted in person to a designated person in the Centre who will issue a signed receipt to the learner for each assessment submitted.
- 2.1.9 For assessments that are posted to the Centre, the learner is advised to retain proof of postage, and contact the Programme Coordinator to verify that their work has been received.
- 2.1.10 The learner is responsible for retaining a copy of all assessments submitted for grading as assessments are not returned to learners.
- 2.1.11 Failure to submit an assessment in the absence of mitigating circumstances will be deemed non-submission of the assessment and considered as an attempt.

2.2 Request for Extension

- 2.2.1 Learners who require an extension must complete a Request for Extension Form (Appendix 2) and submit completed form to the Programme Coordinator prior to the deadline stipulated for the submission of assessment.
- 2.2.2 The Programme Coordinator reviews the request, identifies and agrees a new date for submission of assessment with the learner.

- 2.2.3 The learner is responsible for the submission of assessment on the agreed revised date. Failure by the learner to submit on the agreed date will be considered as a late submission and penalties will be applied.

2.3 Late Submission

- 2.3.1 Late submissions are those assessments that are submitted by learners after the published deadline, without an agreed extension, and in the absence of mitigating circumstances.
- 2.3.2 It is the learner's responsibility to observe deadlines for submission of assessments.
- 2.3.3 There is a standard penalty for assessments submitted late, details of which will be provided to learners upon commencement of the programme and outlined in the Learner Programme Handbook.
- 2.3.4 All submitted assessments will be marked and penalty will subsequently then be applied and grade recorded.
- 2.3.5 The External Authenticator and External Examiner will be informed of penalties applied.

2.4 Mitigating Circumstances

- 2.4.1 Mitigating circumstances are serious unforeseen circumstances beyond the learner's control which prevent him/her from attending an examination, or submitting all or any part of any continuous assessments by the due date. Such unforeseen circumstances could include events like an accident, a crime, immediate family bereavement, serious illness or serious personal or emotional circumstances.
- 2.4.2 Learners are required to complete a Mitigating Circumstances Form (Appendix 3) and submit it to the Programme Coordinator with supporting documentation as far in advance of the scheduled assessment/examination date as is practicable. This will be addressed on a case by case basis and will depend on the nature and suddenness of the mitigating circumstances.
- 2.4.3 If a learner needs to make a retrospective statement of mitigating circumstances, he/she must contact the Programme Coordinator no later than five working days following the scheduled assessment/examination. Supporting documentary evidence is mandatory.
- 2.4.4 The Programme Coordinator is responsible for the security of all documentation submitted by the learner relating to his/her application for deferral of examination and his/her mitigating circumstances.
- 2.4.5 The Programme Coordinator presents the Results Approval Panel/Board of Examiners with the relevant documentation and rationale to support each learner's application for deferral.
- 2.4.6 The decision of the Results Approval Panel/Board of Examiners is final regarding deferral or withholding of elements of assessment.

3.0 Document Control

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Supporting Documentation	<ul style="list-style-type: none"> • European Association for Quality Assurance in Higher Education (ENQA). (2015). <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</i> [online]. Available from: https://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf [accessed 22 April 2022]. • <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. 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). <i>QQI Sector Specific Independent/Private Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis</i>. Dublin: Quality and Qualifications Ireland. • Quality and Qualifications Ireland (QQI). (2013). <i>Quality Assuring Assessment Guidelines for Providers Revised 2013</i> [online]. Available from: https://www.gqi.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). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers</i> [online]. Available from: https://www.gqi.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). <i>Quality Assurance Policies and Procedures RCNME</i>. Tullamore: Regional Centre of Nursing and Midwifery Education. 	
Related Policies & Procedures	<ul style="list-style-type: none"> • Procedure on Reasonable Accommodation in Assessment [PDF, 5 Pages] • Policy on Assessment of Learners [PDF, 8 Pages] • Policy on Reasonable Accommodation in Assessment [PDF, 5 Pages] • Procedure on Assessment of Learners [PDF, 7 Pages] • Policy on Submission of Assessment [PDF, 4 Pages] • Policy on Security 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] 	

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Learner Code of Conduct • Learner Programme Handbook • Assessment Schedule • Statement of Authorship and Verification Statement • Request for Extension Form • Mitigating Circumstances Form