

**Procedure on External Authentication (FET)**

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 ensure that learner assessment results are reviewed and judged objectively through the External Authentication and Results Approval process prior to submission to QQI for Certification.

## 2.0 Procedure on Preparation for External Authentication

2.1 The Programme Coordinator sets up the room on the morning of the External Authentication process and provide the following documentation required for the External Authenticator to fulfil their role

2.1.1 Policies, Procedures, Protocols and Guidelines (PPPGs) on the Assessment of Learners and associated documents e.g. Programme Handbook.

2.1.2 Sampling Strategy.

2.1.3 Award Specifications and Validated Components/Programmes.

2.1.4 Assessment materials - assessment briefs, examination papers, and portfolio/work experience templates.

2.1.5 Assessment documentation - marking schemes, outline solutions, answer plans; programme and assessment timetables.

2.1.6 Assessment evidence for all Learners and assessment results for all Learners.

2.1.7 Internal Verification Report.

2.1.8 External Authentication Report Template

2.1.9 Ensures that the room is kept locked and only authorised staff have access to this designated area.

2.1.10 Informs the External Authenticator of their responsibility for the security of assessment related materials for the duration of the authentication process.

2.1.11 Must be available for the duration of the External Authentication process to manage any queries that may arise.

## 2.2 Procedure on External Authentication Process

2.2.1 The External Authenticator:

2.2.1.1 Verifies that the assessment of learners is consistent with the CCNME procedures and QQI policy and quality assurance assessment

2.2.1.2 Reviews and authenticate the Internal Verification report

2.2.1.3 Moderates assessment results in accordance with the CCNME sampling strategy

2.2.1.4 The CCNME sampling strategy should include a minimum number of assessments as per Figure 2 Sampling Values for  $\sqrt{n}$  to:

Number of Learners (Ranges)	Sample size/sample evidence
0 → 12	All Learners (scripts)
12 → 144	12

144 → 168	13
169 → 195	14
196 → 224	15
225 → 256	16
257 → 289	17
290 → 324	18
325 → 361	19
361 → 400	20

**Figure 2 Sampling Values for  $\sqrt{n}$  (QQI, 2018)**

- 2.2.1.5 Reviews results and check the standard of evidence at each grade band: Distinction, Merit, Pass by examining samples of evidence within each grade band and at the borders of grades

Award	Grade
Pass	50% - 64%
Merit	65% - 79%
Distinction	80% or over

**Figure 3 Grading Classifications (QQI, 2018)**

- 2.2.1.6 Reviews all assessment results which have been awarded a grade of less than 50%
- 2.2.1.7 Meets with a random sample of learners who have completed the programme if required
- 2.2.1.8 Completes the External Authentication Report and submit to Chair of the Programme Board on completion of the process
- 2.2.1.9 Meets with the Programme Coordinator and provide feedback on External Authentication process and findings
- 2.2.2 The Programme Coordinator informs the Director of the outcome of the process and consults with the Chairperson of the Programme Committee to instigate appropriate corrective action for any irregularities found with learner results.

### 3.0 Document Control

Document Title	<b>Procedure on External Authentication (FET)</b>	
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	<ul style="list-style-type: none"> <li><i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012 [online]. Available from: <a href="https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html">https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html</a> [accessed 31 January 2022].</li> </ul>	

	<ul style="list-style-type: none"> <li>• <i>Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019</i>. No. 32/2019 [online]. Available from: <a href="https://www.irishstatutebook.ie/eli/2019/act/32/enacted/en/html">https://www.irishstatutebook.ie/eli/2019/act/32/enacted/en/html</a> [accessed 31 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2013). <i>Assessment and Standards, Revised 2013</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/2021-09/assessment_and_standards-revised-2013.pdf">https://www.qqi.ie/sites/default/files/2021-09/assessment_and_standards-revised-2013.pdf</a> [accessed 30 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2016a). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf">https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf</a> [accessed 30 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2016b). <i>Policy on Quality Assurance Guidelines</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/2021-11/gp-10-policy-on-quality-assurance-guidelines.pdf">https://www.qqi.ie/sites/default/files/2021-11/gp-10-policy-on-quality-assurance-guidelines.pdf</a> [accessed 1 February 2022].</li> </ul>
Related Policies & Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Policy on Assessment of Learners</a> [PDF, 8 Pages]</li> <li>• <a href="#">Policy on Reasonable Accommodation in Assessment</a> [PDF, 5 Pages]</li> <li>• <a href="#">Procedure on Reasonable Accommodation in Assessment</a> [PDF, 5 Pages]</li> <li>• <a href="#">Policy on Submission of Assessment</a> [PDF, 4 Pages]</li> <li>• <a href="#">Procedure on Submission of Assessment</a> [PDF, 5 Pages]</li> <li>• <a href="#">Policy on Security of Assessment</a> [PDF, 4 Pages]</li> <li>• <a href="#">Procedure on Security of Assessment</a> [PDF, 8 Pages]</li> <li>• <a href="#">Procedure on Regulations for the Conduct of Written Examinations</a> [PDF, 8 Pages]</li> <li>• <a href="#">Policy on External Authentication (FET)</a> [PDF, 6 Pages]</li> <li>• <a href="#">Policy on Grading and Certification of Learner Assessment</a> [PDF, 6 Pages]</li> <li>• <a href="#">Procedure on Grading and Certification of Learner Assessment</a> [PDF, 8 Pages]</li> <li>• <a href="#">Policy on Internal Verification as part of the Authentication Process (FET)</a> [PDF, 6 Pages]</li> <li>• <a href="#">Policy on Assessment Appeals</a> [PDF, 7 Pages]</li> <li>• <a href="#">Procedure on Review, Recheck and Appeal of Learner Assessment Decisions</a> [PDF, 6 Pages]</li> <li>• <a href="#">Policy on Promoting and Maintaining Academic Integrity</a> [PDF, 7 Pages]</li> <li>• <a href="#">Procedure on Promotion of Academic Integrity among Learners</a> [PDF, 5 Pages]</li> <li>• <a href="#">Policy on Data Protection, Usage and Management</a> [PDF, 7 Pages]</li> </ul>
Related Resources	<ul style="list-style-type: none"> <li>• Internal Verification Report</li> <li>• External Authentication Checklist</li> <li>• External Authenticator Report</li> </ul>