

Procedure on the Process of Board of Examiners Meeting for QQI HET Validated Programmes

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 outline the process for the preparation and operation of the Board of Examiners' meeting for HET validated programmes.

2.0 Procedure for Pre-Board of Examiners' Meeting (HET)

2.1 No decisions affecting a learner's progress or award can be made by the Pre-Board of Examiners meeting

2.2 The Chairperson of Programme Committee is responsible to

2.2.1 Consult with the Programme Co-ordinators to agree a date for a Pre-Board of Examiners' meeting at least three working days in advance of the Board of Examiners meeting.

2.2.2 Invite the members of the Pre-Board of Examiners to the meeting; members consist of

2.2.2.1 Programme Coordinator

2.2.2.2 Internal Assessor(s)

2.2.2.3 Internal moderator

2.2.2.4 External Examiner (may be involved but not a requirement)

2.3 The Programme Co-ordinator is responsible to

2.3.1 Verify the completed assessment results for accuracy with a second Registered Tutor or Staff member who hold a MSc in Education

2.3.2 Enter all learners' details and results into the QQI QBS System

2.3.3 Verify accuracy of the learners results with a second Registered Tutor or Staff member who hold a MSc in Education on the QQI QBS

2.3.4 Compile and print final broadsheet of results

2.3.5 Ensure evidence of signed verification of documents is available for review by the Chairperson of the Pre-Board of Examiners' meeting

2.3.6 Assemble and ensure the security of assessment related material prior to the Pre-Board of Examiners' meeting

2.3.7 The Pre-Board of Examiners meeting will follow the standard agenda:

2.3.7.1 Review of feedback informal/formal/verbal/written from External

2.3.7.2 Examiner;

2.3.7.3 Review of administrative verification process;

2.3.7.4 QQI Assessment and Standards (latest version);

2.3.7.5 Review and discussion of learner assessment results;

2.3.7.6 Conclusion of meeting.

2.3.8 Present the original and copies of the broadsheet of results, in a sealed envelope to the Chairperson who is then responsible for the security of the material, for the duration of the meeting

- 2.3.9 If errors are discovered, these should be minuted, and rectified following the meeting
- 2.3.10 Record minutes of meeting and make available to the Board of Examiners where appropriate
- 2.3.11 Collect all documents following the meeting, retaining the original documents securely in a designated locked storage area, and shred all other copies immediately
- 2.3.12 Following the meeting correct any errors identified to the broadsheet of results and sign and verify with another member of the tutorial staff
- 2.3.13 Print the official broadsheet of results.
- 2.3.14 Copy the broadsheet of results on coloured paper for each member of the Board of Examiners
- 2.3.15 Secure original and copies of broadsheets of results, learner's results from QBS and Centres assessment results in a sealed envelope labelled with the Programme title, code and date of the Board of Examiners meeting and secure in a designated locked storage area until it is given to the Chairperson of the Board of Examiners immediately prior to the meeting commencing.

3.0 Procedure for Preparation of the Board of Examiners' Meeting (HET)

3.1 The Board of Examiners' meeting is formal and deliberative. The Programme Committee is responsible for

3.1.1 The collection of all folders and documentation from the designated locked storage area and arranges them in the meeting room for review. This may include the following assessment materials and documentation

- MIPLOS;
- Programme assessment strategy and approved programme schedule;
- Learner Assessment Guidelines;
- Assessment/Examination Scripts;
- Examination papers;
- Criterion referenced answer plans;
- Completed learner feedback;
- Draft Broadsheet of Results;
- External Examiner Feedback and Reports;
- Clinical Placement portfolios;
- Documentary evidence to support applications for Mitigating Circumstances or Reasonable Accommodation;
- Any other relevant communication/documentation required to support decision making by the Board of Examiners.

- 3.1.2 The security of assessment related material prior to the Board of Examiners' meeting ensuring that assessment related materials are not left unattended before or after the meeting.
- 3.1.3 Presenting the original and copies of the broadsheet of results, in a sealed envelope to the Chairperson who is then responsible for the security of the material, for the duration of the meeting

4.0 Procedure for Board of Examiners Meeting

4.1 The Chairperson is responsible for the following:

- 4.1.1 Distributes a copy (coloured) of the Broadsheet of Results, retaining the original version for signing, plus a summary of the results sheet with a breakdown of results for each learner
- 4.1.2 Reads the information on the front page of the Broadsheet of Results and all members of the Board check the following for accuracy
 - Name of the Provider
 - Programme Code and Title
 - Subject Code and Title
 - Stage
 - Status
 - Marks
 - Date of Meeting of Board of examiners
- 4.1.3 Reads each learners assessment results, for each programme as relevant, and the overall award classification
- 4.1.4 Facilitate a discussion of all learners results when considering borderline cases and fail grades and mitigating circumstances that require the discretion of the Board of Examiners prior to making a final decision by consensus
- 4.1.5 Documentary evidence of mitigating circumstances and reasonable accommodation will be duly considered by the Board in reaching a decision about the learner
- 4.1.6 Has the casting vote if the Board of Examiners cannot reach a consensus
- 4.1.7 The Board of Examiners should satisfy itself that the learners have been appropriately graded and classified
- 4.1.8 Ensure that once consensus is reached, and all learners results have been agreed the Broadsheet of Results is signed by the members of the Board
- 4.1.9 Retaining the original Broadsheet of Results and original copies of administrative verification until the meeting concludes after which the Programme Coordinator is responsible for the security of the documents
- 4.1.10 The Secretary is responsible for collecting all documents prior to the conclusion of the meeting.

5.0 Procedure Post Board of Examiners Meeting

5.1 Following the Board of Examiners' meeting the Programme Coordinator is responsible

- 5.1.1 For ensuring that all the original documents are retained securely in a designated locked storage area and for shredding all other copies of documents immediately.
- 5.1.2 Complete the Final Results letter for each learner and verifies results with another member of the tutorial staff
- 5.1.3 Send a Final Results letter to each learner within two working days of the Board of Examiners meeting
- 5.1.4 Ensure internal assessors involved in the assessment process will be available to meet learners to review their scripts if required following the issue of results
- 5.1.5 Retain a copy of each learner's Final results letter in the relevant programme folder, stored in a designated locked storage area
- 5.1.6 Print and save a copy of the authentication reports from QQI QBS in the relevant programme folder
- 5.1.7 Submit learners' results to QQI for Certification, within the timeframe identified by QQI
- 5.1.8 Complete the Submission for Certification template and Declaration of Results through QBS

5.2 The External Examiner is responsible for compiling a report for QQI within five working days of the Board of Examiners' meeting and forwarding a copy to the Chairperson of the Programme Board

6.0 Disposal of Assessment related material

6.1 Following the issue of award Certificates by QQI, the Programme Coordinator is responsible for identifying and sorting learner assessment material for shredding (Refer to Policy on Retention of Records).

6.2 Records relating to assessment shall be disposed of using a secure and confidential disposal system (General Data Protection Regulation 2018).

7.0 Document Control

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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">European Association for Quality Assurance in Higher Education (ENQA). (2015). <i>Standards and Guidelines for Quality Assurance in the</i>	

	<p><i>European Higher Education Area (ESG)</i> [online]. Available from: https://www.engq.eu/wp-content/uploads/2015/11/ESG_2015.pdf [accessed 23 January 2022].</p> <ul style="list-style-type: none"> • Nursing and Midwifery Board of Ireland (NMBI). (2015). <i>Post Registration Nursing and Midwifery Programme: Standards and Requirements</i> [online]. Available from: https://www.nmbi.ie/NMBI/media/NMBI/Post-registration-nursing-midwifery-programmes.pdf?ext=.pdf [accessed 23 January 2022]. • <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012 [online]. Available from: https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html [accessed 31 January 2022]. • <i>Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019</i>. No. 32/2019 [online]. Available from: https://www.irishstatutebook.ie/eli/2019/act/32/enacted/en/html [accessed 31 January 2022]. • Quality and Qualifications Ireland (QQI). (2013). <i>Assessment and Standards, Revised 2013</i> [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). (2016a). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf [accessed 30 January 2022]. • Quality and Qualifications Ireland (QQI). (2015). <i>Effective Practice Guidelines for External Examining Revised February 2015</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-10/effective-practice-guidelines-for-external-examining-revised-february-2015.pdf [accessed 23 January 2022]. • Quality and Qualifications Ireland (QQI). (2017a). <i>Policies and criteria for the validation of programmes of education and training</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-11/qp-17-policies-and-criteria-for-the-validation-of-programmes-of-education-and-training.pdf [accessed 2 January 2022]. • Quality and Qualifications Ireland (QQI). (2017b). <i>Policy and Criteria for Making Awards</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Policy%20and%20Criteria%20for%20Making%20Awards.pdf [accessed 30 January 2022]. • Quality and Qualifications Ireland (QQI). (2012). <i>Policy for Collaborative Programmes, Transnational Programmes and Joint Awards Revised 2012</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-10/policy-for-collaborative-programmes-transnational-programmes-and-joint-awards.pdf [accessed 23 January 2022].
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	<ul style="list-style-type: none"> • Quality and Qualifications Ireland (QQI). (2014). <i>Policy for Determining Awards Standards</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Policy%20for%20Determining%20Award%20Standards.pdf [accessed 30 January 2022]. • Quality and Qualifications Ireland (QQI). (2016b). <i>Policy on Quality Assurance Guidelines</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-11/gp-10-policy-on-quality-assurance-guidelines.pdf [accessed 1 February 2022]. • Quality and Qualifications Ireland (QQI). (2018a). <i>Programme Review Manual 2018: Programme Review and Preparing for Revalidation by QQI of Programmes of Higher Education and Training (HET)</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2022-01/programme-review-manual-het-2018-v2.51.docx [accessed 30 January 2022]. • Quality and Qualifications Ireland (QQI). (2016c). <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). (2018b). <i>Quality Assuring Assessment Guidelines for Providers Revised 2013 (Version 2 - revised 2018)</i> [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). (2016d). <i>Topic Specific: Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Statutory%20QA%20Guidelines%20for%20Blended%20Learning%20Programmes.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.
<p>Related Policies & Procedures</p>	<ul style="list-style-type: none"> • 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] • 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]

	<ul style="list-style-type: none"> • Policy on Grading and Certification of Learner Assessment [PDF, 6 Pages] • Procedure on Grading and Certification of Learner Assessment [PDF, 8 Pages] • Policy on External Examination (HET) [PDF, 9 Pages] • Policy on Assessment Appeals [PDF, 8 Pages] • Procedure on Review, Recheck and Appeal of Learner Assessment Decisions [PDF, 6 Pages] • Policy on Promoting and Maintaining Academic Integrity [PDF, 8 Pages] • Procedure on Promotion of Academic Integrity among Learners [PDF, 5 Pages] • Policy on Data Protection, Usage and Management [PDF, 7 Pages]
Related Resources	<ul style="list-style-type: none"> • External Examiners Report • Broadsheet of Results and Reporting Results