



**EXCHANGE HOUSE IRELAND**  
National Travellers Service

# **Tutor Assessment Pack**

## Quality Assessment Guidelines



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**QAI AWARD**

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# Introduction

Please ensure that you comply with all the specifications herein. As part of the Quality Assurance Assessment Criteria it is essential that all Tutors follow the specifications in this document.

This document is to be used in conjunction with the Tutor Pack from Tribli CLG t/a Exchange House Ireland National Travellers Service

Should you have any query on the programme you are involved in, please contact the course coordinator of that programme.

**Course Title:** \_\_\_\_\_

**Course Coordinator:** \_\_\_\_\_

**Course Coordinator contact details:** \_\_\_\_\_

**Mobile** \_\_\_\_\_

**Email** \_\_\_\_\_

## **Tutor Cover Sheet**

This document is the first document of Tutor Pack. Please ensure that all the boxes are filled in with the correct information and dates for the course you are facilitating. (page 11)

## **Tutor Declaration**

As part of the QQI continuous improvement towards best practice it is necessary for each Tutor to complete the checklist on the template. Please ensure that this is included in your Tutor pack. (page 10)

## **Curriculum Plan Template**

This template must be completed by each Tutor prior to the commencement of each course. The purpose of this document is to give a broad overview of the course. (page 15) Please ensure you complete the Curriculum Plan detailing the following information:

- Overall aim/ objective of the course.
- Course outcomes
- Accreditation and assessment techniques
- Unit/ topic / lesson / covered each week
- Method of teaching used
- What resources you require for that method of teaching
- How that information is going to be assessed or evaluated
- Notes / time frame
- Learning outcomes clearly mapped for that lesson

When completed it must be presented to the course coordinator for approval.

## **Assessment Plan**

This document must be completed prior to the commencement. (page 14) It will document the proposed assignments to be completed by the learner and submission dates. It should also clearly state the weighting (marking) for each assignment. A copy of this must be given to the learner and the course coordinator prior to the commencement of the course.

## **Lesson Plans (optional)**

Tutors can prepare lesson plans for each session. It is not necessary to include those with the Tutor pack however it may be necessary to produce copies as part of the internal/external

verification process and or as part of the QQI best practice audit verification process. (page 17)

## **Assignment / Assessment Criteria**

Tutor best practice is to ensure that all learners have the opportunity to carry out each assignment and present it to the best of their ability.

1. Assignment briefs clearly laid out for learner (page 18)
2. Learning outcomes mapped in the assignment
3. Marking allocation for each assignment clearly stated in the brief.
4. Date brief delivered to learner
5. Date assignment due back from learner
6. Ensure that the assignment brief is included with the assignment on return to Tutor.
7. All assignments must be signed by the learner to ensure that all work presented is the learner's own work and relevant sources and/or information used for the assignment is referenced appropriately.
8. Where an exam type brief is used all correct solutions must be attached to that brief.
9. Clearly laid out Tutor marking scheme must be attached to all assignment briefs.
10. Feedback sheets must be used & attached to indicate that the learner has received appropriate feedback for all assignments. (page 21)
11. All Tutors must get the learner to sign the receipt sheet to ensure acceptance of assignment by the learner and receipt of assignment handed in by learner. (page 19)

## **Learner Portfolio**

All learner portfolios must be presented by the Tutor for internal/external verification in the appropriately sized folder and in alphabetical order.

The Tutor is required to present each learner portfolio as follows:

1. Cover Sheet: (page 11)
  - a) Module Name
  - b) Module Code
  - c) Learner Name
  - d) Date for assessment
2. Completed assignment and assignment brief signed by the learner. (page 18)

3. Completed feedback sheets attached to each assignment. (page 21)
4. Completed Tutor marking schemes used for each assignment
5. All photographic, video or other media used as evidence of learning must be presented in an individual CD and included in each learner assignment.
6. All learner portfolios for each module must be presented in alphabetical order and in individual containers.

## **Tutor Pack**

It is the responsibility of each Tutor to present their Tutor pack in a manner which will necessitate ease of authentication for internal / external verification process.

The Tutor pack will be required to be laid out as follows:

1. Cover Page (page 10)
  - a) Module Name
  - b) Module Code
  - c) Tutor name clearly printed
  - d) Tutor signature
  - e) Date presented for accreditation
2. Table of Contents
3. Component Specification
4. Full module descriptor
5. Copies of assignment briefs / Examination Papers
6. Solutions for exams / assignments where appropriate
7. Outline solutions
8. Marking schemes.
9. Integrated Assignments Sheet (where applicable) (page 22)
10. Group Assessment Sheet (where applicable) (page 23)
11. Provisional Results Sheet completed for each candidate (page 26) – this is to be attached to each portfolio (Marking sheet- does not need to be in the Tutor pk- however a Provisional results sheet for the module with learner name/PPSN/grade needs to be in the Tutor pack.)
12. Portfolio Receipt Form by centre awarding accreditation (page 28)

13. Exchange House Ireland Teacher/Assessor Checklist - Preparing for the Authentication Process (IV & EA) (page 24)

### **Conclusion**

It is designed to help in the QQI/ External assessment process. It is being rolled out as a best practice model and is therefore a controlled document by virtue of today's date

## Templates

### Tutor Declaration Sheet/Checklist

I have complied with QQI and Exchange House Ireland Assessment Procedures and Guidelines by completing the following tasks.

Please tick when completed



	Task	Yes	No
1	Planned my course and assessments in line with the QQI requirements		
2	Distributed information to learners around assessment and accreditation		
3	Informed learners of Compassionate Consideration and reasonable Accommodations, the Appeals process and other assessment procedures.		
4	Informed learners of Assessment Guidelines and referencing guidelines		
5	Set deadlines and given learners information about all assessment related activities		
6	Provided learners with written assessment briefs for all assessment activity		
7	Corrected all Assessments and provided learners with feedback		
8	Covered all stated learning outcomes related to the award during my course		
9	Ensured learners have complied with QQI & EHI assessment procedures		
10	Safely stored learner work and data		
11	Ensured learners have signed an Evidence submission form and all other documentation		
12	Signed the Tutor Submission form upon submitting portfolios.		

Tutor Signature

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Date

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**Tutor Cover Sheet for QQI Authentication**

<b>Module Name</b>	
<b>Module Code</b>	
<b>Location</b>	
<b>Course Title</b>	
<b>Course Code</b>	
<b>Authentication Period</b>	
<b>Tutor Name (Block Capitals)</b>	
<b>Tutor Signature</b>	

**Learner Portfolio Cover Sheet Template**

<b>Learner Name (Block Capitals)</b>	
<b>Module Name</b>	
<b>Module Code</b>	
<b>Location</b>	
<b>Course Name</b>	
<b>Course Code</b>	
<b>Authentication Period</b>	
<b>Tutor Name (Block Capitals)</b>	

## Alphabetical List of learners for accreditation

Course Name		Course Code	
Module Name		Module Code	
Authentication date		No of Learners for assessment	
Module Code			

	Surname	First Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

## Assessment Plan

Tutor Name		Course Code	
Programme/ Centre		Authentication Period	
Minor/ Module Code		Module Name & Level	

Assessment Technique	Weighting	Issue Date	Submission Date	Feedback Date	Deadline Date
<b>Total (100%)</b>					

### Grading:

Distinction: 80% - 100%

Merit: 65% - 79%

Pass: 50% - 64%

Unsuccessful 0% - 49%

**Learner Signature**

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**Date**

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## Curriculum Plan Template

### Curriculum Plan – Page 1 of 3

Course Name		Module name	
Course Code		Module number	
Duration		Minor Award Code	
No. of classes		Teacher/ Tutor	
Overall Aim / Objective			
Outcomes			
Accreditation and assessment Criteria			

Curriculum Plan – Page 2 of 3

Unit/Topic/ Lesson/week no:	Methodology	Resources	Assessment/ Evaluation	Learning Outcomes Mapped	Notes/Time frame

Lesson Plan (Optional)	
Teacher/trainer name:	Lesson name:
Lesson Aim: That the learner will have the knowledge skills and competencies to:	
Lesson objectives: At the end of this lesson, learners will be able to:	
1	
2	
3	
4	
5	
6	
7	
Assessment methodology linked to above learning outcomes: (Methods of checking that outcomes are achieved – e.g. completion of task)	

## Assessment Brief

Module Title and Level		Programme/ Centre	
Module Code		Award Name & Code	
Name of Tutor		Authentication Period	
Assessment Technique		Weighting	
Title of Assessment		LO's to be Assessed	

Issue Date	Submission Date	Feedback Date	Deadline Date

Instructions
Evidence for the Portfolio

The evidence in this portfolio is all my own work			
Learner Signature		Date Brief Received	
All learning outcomes related to this assessment have been covered			
Tutor Signature		Date Brief Issued	



## Assessment Brief – Learner Declaration

<b>Module Title</b>	
<b>Module Code</b>	
<b>Assessment Period</b>	

### Plagiarism

Plagiarism is a serious offence in any academic / training situation. The QQI EHINTS definition of plagiarism is as follows:

*“Plagiarism is the use, without adequate acknowledgement, of the intellectual work of another person in work submitted for assessment. A learner cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as their own”.*

### I declare that

1. I hereby acknowledge that I have read and understood the above definition of plagiarism. I declare that all material from other sources used in this piece of assessed work, whether directly quoted or paraphrased, has been clearly identified and attributed to the source from which it came by means of a clear reference
2. I have been provided with information about QQI Assessment procedures and my responsibility around assessment
3. I am aware of QQI & EHI Plagiarism procedures. All information in my portfolio is my own work except for that which is referenced.
4. I confirm that my Tutor gave me regular oral and written feedback.

<b>Learner Signature</b>	
<b>Date of declaration</b>	

**Proof of Assignment Brief Delivery and Receipt for completed assignment**

Module Name		Module Code	
Assignment			

Learner Name	Date delivered to Learner	Learner Signature	Tutor Signature	Returned Completed Date	Learner Signature	Tutor Signature

## Tutor Assignment Feedback

Learner Name		Tutor Name	
Module Name		Module Code	
Assignment			

### Learning Outcome Mapping:

Tutor Feedback	Learner Response

## Integrated Assessment Sheet

*This sheet is used to reference any evidence from other module assignments which may contribute evidence relevant to this module. (Used for current modules only within a course)*

Module Name		Module Code	
Cross Reference Module Name & Code			

Learner Name	Reference Module Details	Assignment Details	Location Learning Outcome for Above Module

## Group Assessment Sheet

*This sheet is used to reference evidence from any group activities providing information relevant to this module. (Used for current modules only within a course)*

Module Name		Module Code	
Cross Reference Module Name & Code			

Learner Name	Reference Module Details	Assignment Technique	Location Learning Outcome for Above Module

## Exchange House Ireland Tutor/Assessor Checklist - Preparing for the Authentication Process I.V & E.A

Name of Tutor/Assessor		Component Name and Code	
Learner Group Name		Number of Learners Entered for Assessment	

Please ensure the following are in place for the authentication process	Please tick when complete, or mark n/a if not applicable
1. Copy of component specifications	
2. Copy of validated programme module	
3. Assessment plan available, including examination timetable, if appropriate	
4. Assessment briefs	
5. Examination papers	
6. Marking scheme	
7. Outline solutions	
8. Correct number of assessment portfolios	
9. All assessment portfolios in alphabetical order	
10. Correct assessment techniques applied	
11. Results are entered into the QQI Business System (QBS)	
12. All evidence marked, marks totalled correctly, percentage marks calculated and grades awarded correctly	
13. Completed Learner marking sheet(s) attached to each portfolio	
14. Completed provisional results sheet/report	
15. Marks transferred correctly to provisional results sheet/report	
16. Integrated assessment evidence is clearly identified	
17. Results entry procedures for exemptions (credits for other certification) applied correctly	

18. Learner authorship statement signed	
19. Deadline dates indicated on assessment brief	
20. Learner feedback recorded on assessment brief	
21. Results are amended on the QBS after IV and prior to the EA visit, if required	

**Tutor/Assessor Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

## Provisional Results Sheet

<b>Module Title</b>		<b>Module Code</b>	
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<b>Candidate Surname</b> <i>(Alphabetical Order)</i>	<b>Candidate Forename</b>	<b>Assessment Marking Sheets Maximum mark</b>	Mark Sheet 1	Mark Sheet 2	Mark sheet 3	Total %	Grade

<b>Grade:</b>	Distinction	80% - 100%	Merit	65% - 79%	Pass	50% - 64%	Unsuccessful	0% - 49%
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**Tutor/Assessor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

This sheet is for internal assessors to record the overall marks of the individual candidates. It should be retained in the centre. The marks awarded should be transferred to the official QQI Module Results Sheet issued to the centres before the visit of the external Authenticator





## Portfolio Receipt Form

### Part A – For Coordinator: Attached to Portfolios

Tutor Name		Centre	
Module Name		Module Number	
Number of Portfolios presented for Authentication			
Tutor Signature		Date	

Official Use	
Number of Portfolios Presented	
Accepted on behalf of Tribli (EHI) by (Print Name)	
Signature of Acceptor	
Date of Acceptance	

-----*(Tear here)*-----

### Part B – For Tutor Receipt (Proof of Presentation of Portfolios)

Tutor Name		Centre	
Module Name		Module Number	
Number of Portfolios presented for Authentication			
Tutor Signature		Date	

Official Use	
Number of Portfolios Presented	
Accepted on behalf of Tribli (EHI) by (Print Name)	
Signature of Acceptor	
Date of Acceptance	