

# **NI Post Qualifying Education And Training Partnership**

## **POST QUALIFYING ASSESSMENT PANEL PROCEDURES FOR A REVIEW OF DECISION**

### **Introduction**

- 1.1 The Northern Ireland Post Qualifying Education and Training Partnership's Assessment Panel operates as a sub-committee of the Quality Assurance Board and has responsibility for receiving and assessing portfolios from individual candidates not supported by an accredited programme.
- 1.2 Detailed criteria have been developed to facilitate the marking process and ensure consistency, impartiality and accountability.
- 1.3 The professional decision of the Assessment Panel and its External Examiner is not open to appeal.
- 1.4 A candidate may request a "Review of Decision" only on the grounds that there were procedural irregularities or administrative error of such nature as to cause reasonable doubt as to whether the assessors would have reached the same conclusion had they not occurred.
- 1.5 A procedural irregularity is normally regarded as a deviation from agreed assessment arrangements which has been applied to some but not all candidates submitting portfolios.

### **The Process for a "Review of Decision"**

- 2.1 A request for a "Review of Decision" must be submitted, in writing, to the Chair of the Quality Assurance Board not later than 28 days from the date of the letter informing the candidate of the outcome of the assessment phase.
- 2.2 The candidate should identify specifically the alleged procedural irregularity or administrative error.
- 2.3 The Chair of the Assessment Panel will be informed in writing that a request for a review of decision has been received.
- 2.4 Within 14 days of receipt the Chair of the Quality Assurance Board, after consultation with the Chair of the Assessment Panel, will decide whether there were procedural irregularities or administrative error which give sufficient grounds to continue the "Review of Decision" process.
- 2.5 Whatever decision is taken at this stage the candidate will be informed in writing.

3.1 Where a Review of Decision is to take place the following procedures will apply:

- the original markers will be asked to re-consider their decision in light of all new information.
- the external examiner will be asked to reassess the portfolio.

N.B. At the Chair of the Assessment Panel's discretion, a new marker may be allocated if appropriate.

3.2 Within one month a sub-group of the Assessment Panel will be convened.

The sub-group will consist of the Chair of the Assessment Panel, the markers and the external examiner, with the Project Officer in attendance.

3.3 The sub-group may take any of the following decisions:

- to state that a new outcome has been reached
- to permit the candidate to re-submit their work without payment of additional fees
- to confirm the original decision

3.4 The Chair of the Assessment Panel will inform the Chair of the Quality Assurance Board of the decision reached and the reason for the outcome.

3.5 The Chair of the Quality Assurance Board shall inform the candidate of the result.

3.6 This decision is final.

#### **4.1 Record of “Review of Decision”**

The Management Board will be informed, by annual report from the Quality Assurance Board of all Reviews of Decision received by the Assessment Panel.