

HID Examination Arrangements

Contents

1. Registering for Examinations	1
2. External Examining Arrangements	1
3. Assessment Regulations.....	2
4. Recording Results	2

For all QQI Awards arrangements for examinations including strategies for the assessment of learning can be found in the Quality Assurance Handbook.

Students will confirm their understanding of the requirement to undertake formal assessment for each module in the programme as part of the registration process.

1. Registering for Examinations

All learners will be automatically registered for end of semester and end of stage examinations. An assessment schedule will be published at the start of the semester and the timetable of all proctored examinations will be available by Teaching Week 7.

Learners who are required to take reassessment will be contacted by the Registrars' Office with details on how to register for reassessment.

2. External Examining Arrangements

HID assessment is reviewed by External Examiners to ensure validity, reliability and public confidence in assessment for academic qualifications. External Examiners are independent experts who review the appropriateness of assessment, the procedures employed, and the standard attained by the learners.

All assessments are internally moderated before release of results. Results are provisional until they are formally determined by the Examination Board, normally in the presence of the External Examiner.

3. Assessment Regulations

HID Assessment Regulations can be found in the Quality Assurance Handbook and are informed by QQI Assessment and Standards.

4. Recording Results

All grades confirmed by the Examination Board will be recorded and kept by the Registrars' Office. Learners will be informed in writing of their final grades determined by the Examination Board and a transcript will be generated.

- Transcripts will be held by the Registrars' Office permanently
- Award stage grades will be communicated to QQI and entered on the learner record.
- Component marks contributing to the final module mark will be kept for at least 5 years after the learner has graduated.
- Examination material such as examination scripts will be kept for 18 months after the relevant Examination Board unless there is an appeal and then for 18 months after the appeal has been resolved.

Transcripts will be available to students on request. Additional transcripts may attract a small administration fee.

Learners' results will be held securely and confidentially and can only be shared with:

- Relevant HID personnel in the normal course of their work
- The Awarding Body QQI
- INIS.

Where a learner wishes the results to be shared with a third party this should be confirmed in writing, or by email.