

# Civil Defence College



## Assessments & Awards.

Policy No. 21

# Assessments & Awards

## Contents

1. Introduction
2. Purpose
3. Scope
4. Assessments & Awards Essential Elements
5. Planning of assessments
6. Facility/Accommodation
7. Marking System
8. Internal Verification
9. Feedback
10. Appeals
11. Results
12. Contact Details

## Contact Details

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## 1. Introduction

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Assessment and Awards within the Civil Defence refers to assessments and awards in respect of all services and training provided through the Civil Defence College. Each Certifying body has specific requirements. For example; for Medical Response qualifications, the independent statutory regulator is the Pre-Hospital Emergency Care Council (PHECC), who sets education and training standard, including standards for assessment and awards.

## 2. Purpose

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The purpose of this document is to outline the policy and procedures that ensures fair and consistent assessment of, and awards to learners.

## 3. Scope

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The scope of this policy includes implementation and management of assessments and the resulting awards leading to qualifications. The policy and procedure is set for learners and assessors involved in Civil Defence courses. It will cover the preparation of assessments, verification process and how to appeal a result.

## 4. Civil Defence: Assessment and Awards Essential Elements

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### **The Assessment must be:**

- Clear, concise and the method of assessment must be explained to and understood by both assessors and learners alike.
- Consistent with national standards and/or best practice (where there is no defined national standard)
- Designed to allow the learner demonstrate achievement in individual and group settings.
- Fair and transparent at the pertinent standard required.
- Standardised – to guarantee the same standard and format of assessments apply for all certified training courses, notwithstanding location.
- The Appeal process must be unambiguous and rights/conditions of appeal must be clear

### **The Award must be:**

- Provided in a timely manner
- Clearly identify the course title, name, certificate number, training provider and recertification or expiry date, appropriate logo.
- Certifying agency certificates must be used – example PHECC Certificates must be issued for all PHECC Courses

### **The Learners are:**

- aware of the standard expected and the method of assessment be it *theory, practical and/or written*
- conscious of the marking system and the grades, which may be attained
- notified of how and when they will be informed of their results
- given clear, concise and written details of the appeals process

### **The Assessors must:**

- be aware of the specific assessment standard
- be open to monitoring and random checking of assessments, which is undertaken by an independent assessor
- have the necessary qualifications and training to undertake assessment
- be aware of the Civil Defence equality policy and ensure where required special arrangements are in place for learners

## **5. Planning Assessments**

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### **Co-ordinated planning of assessment**

- The methods of assessment must be fair and consistent.
- Each assessment must be matched to the required standard whether an External Certifying Agency Standard, a National/International Standard or an internal Organisational Standard
- The assessment of each course is planned in advance and the requirements of learners are taken into consideration when the assessments are being scheduled.

### **Information to Learners**

- Learners are informed in writing of the method or methods of assessment when the initial details of the course are issued (joining instructions) and again at regular intervals during the course

- The range and marking system is explained to the learners and the specific ranges are made clear
- Where there is a policy of re-sits, the learners are informed of the policy and time limits.
- The appeals process is described and clarified to all learners prior to assessments.
- If any of the learners have additional support needs, every effort is made to meet those needs.

### **Additional Support Needs**

The Course Director, Instructor or Local Authority Civil Defence Officer (CDO) is made aware that a learner has additional support needs – by prior knowledge, informed by learner or informed by CDO.

Depending on the needs of an individual learner, accommodations will be put in place to support the learner.

### **Security of assessment related processes and materials**

- The assessments and materials used are retained by the Civil Defence College until required by the assessors.
- Assessments are issued directly to the Assessor, the assessors name/number is watermarked on the exam papers
- Assessors are informed of their responsibility in relation to the security of assessments.
- Guidelines are given to assessors as to how they may determine that the learner evidence is reliable and genuine.
- The secure recording, storage and access of our learner's assessment records.
- All records are stored in accordance with the record management policy.

### **Assessment performed by third parties**

- Prior to third parties being involved in the delivery or assessment of courses within Civil Defence, their credentials are examined and current qualification status verified.
- Agreement between the Civil Defence College and the third party is reached in relation to the assessment and the required standard.
- Learners and third party assessors are made aware of the assessment, marking and appeals process.
- The assessment must be consistent with National Standards and Best Practice required by the certifying agency.

## 6. Facilities and Accommodation

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### Reasonable accommodation

- Facilities and accommodation, which reach suitable standard, must be made available to all learners.
- Where a practical assessment is necessary – the equipment or other facilities must be made available to the learners, in the unforeseen circumstances where unfamiliar equipment is being used for the assessment, the learner must be given adequate time to become familiar with the specific piece of equipment.
- General accommodation for assessments must be of an acceptable standard and learners must be allocated the space and environment of a good standard.
- If required, the technique for assessments will be reviewed and amended in the occurrence of a learner with special requirements or disabilities to ensure the learner can participate in an assessment.
- If any of the learners have special requirements or disabilities where possible or feasible, those needs are adhered to
- As most Civil Defence students are volunteers most training is arranged at weekends or outside normal working hours, facilitating their needs.
- In the event of a learner requiring additional help or support during training courses or assessments there is a facility to provide for such assistance.

## 7. Marking System

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### Consistency of marking between assessors

- The marking system for each course is made available and explained to assessors.
- The description for both practical and written assessments is clear, concise and uncomplicated.
- The assessments are subject to monitoring and random checking, which is undertaken by an independent assessor.

## 8. Internal Verification

- Internal verification is carried out by Civil Defence College administrators and instructors who has relevant knowledge of requirements as set by the Civil Defence College and the Certifying Body.
- At present PHECC courses are primarily delivered by volunteer instructors, the internal verification is currently carried out by the College administrators, or one of the College Instructors. Internal verification for Rescue 3 and /or QQI courses is carried out by a qualified Civil Defence College Instructor
- The Specialist Standard has been agreed within the Civil Defence Organisation and is normally of a standard at least one step above that of which they are delivering, unless otherwise specified by PHECC or the certifying body.
- The present system of using banks of questions has been agreed by the Civil Defence and the existing Instructors and the External Specialist Agencies.
- Following completion of a course the Internal Verifier marks the assessments.

## 9. Feedback.

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### Feedback to Learners

- Learners receive constructive feedback on their examinations and assessments, which informs their participation in the programme. This is usually carried out by the Course Director or an Instructor on the course.
- In the event of a learner requesting an appeal of their assessment the appeals process is put in place.
- In the event of a learner requesting a re-sit, if applicable the re-sit process is put in place.
- Students complete evaluation sheets on completion of each course, which are reviewed by the Internal Verifier after each examination and appropriate action implemented.

## 10. Appeals

**Please refer to Civil Defence Appeals Policy**

## 11. Results

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### Results Approval

- Following completion of a course, the results of each student are reviewed and agreed upon and the results sheet signed by all.
- Any issues arising are discussed in detail and a decision is recorded.

### Corrective Action

- In a situation where a question is raised in relation to an error, omission or deliberate acts by learner, staff or contracted trainer and these such acts impact the validity of the assessment process, immediate action will then be taken to rectify the situation by the College Principal.
- Appropriate action is initiated and signed off.
- On a yearly basis the instructional staff of the Civil Defence College will review all course feedback from Learners and Instructor, External Examiner reports and course materials and assessment methods. The minutes of this meeting are recorded and maintained in the Civil Defence College.



## Assessment Methodology for each Civil Defence Course

The Civil Defence College provides training and certification in a number of Core Services (*Reference Civil Defence Toward 2023*) the following table outlines the assessment methodology for each course delivered by Civil Defence College:

<b>Course Description</b>	<b>Procedure</b>	<b>MCQ</b>	<b>SAQ</b>	<b>Skills Demo</b>	<b>Theory Presentation</b>	<b>Teaching Practical Skills</b>	<b>Online Modules</b>	<b>Assignment</b>	<b>Supervision/ Monitoring</b>
CFR Community	PHECC Responder Handbook & CD JI			Yes					
CFR C. Instructor (CFRI)	PHECC Responder Handbook & CD JI	Yes		Yes	Yes	Yes			Yes
CFRi Recertification	PHECC Responder Handbook & CD JI	Yes		Yes	Yes	Yes	Yes		
CFR Advanced	PHECC Responder Handbook & CD JI	Yes		Yes					
CFR A. Instructor (CFRAi)	PHECC Responder Handbook & CD JI	Yes		Yes	Yes	Yes			Yes
First Aid Response	PHECC Responder Handbook & CD JI	Yes		Yes					
FAR Recertification	PHECC Responder Handbook & CD JI	Yes		Yes					
First Aid Response Instructor (FARI)	PHECC Responder Handbook & CD JI	Yes		Yes	Yes	Yes			Yes
Emergency First Response	PHECC Responder Handbook & CD JI	Yes		Yes					
EFR Instructor (EFRi)	PHECC Responder Handbook & CD JI	Yes		Yes	Yes	Yes			Yes
CFRi/CFRAi/FARI/EFRi Recertification	PHECC Responder Handbook & CD JI	Yes		Yes	Yes	Yes	Yes		Yes
Missing Person Responder	Civil Defence College JI								
Missing Person Team Leader									
Missing Person Search Instructor									
Drone Pilot Training									
Radio Communications Operator									
Radio Comms. Instructor									
Food Safety & You Operative									
Manual Handling Operator									
Manual Handling Instructor									
People Handling Operator									

People Handling Instructor									
EMT		Assessment: NQEMT Assessment managed and awarded by PHECC							

The following Courses are delivered and certified by an External Training Provider

<b>Course, Assessment and Certification</b>	<b>External Provider</b>
Swiftwater & Flood Courses	Rescue 3 Europe
Search Dog Handlers	
Drone Instructors	
Marine Radio	
Boating Qualifications	



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