

Assessment and Awards Policy

Document ID:	QRF_POL006
Document Name:	Assessment and Awards Policy
Policy Owner:	National Training and Commercial Manager
Description:	Policy sets out the Irish Red Cross approach to Assessment and Awards for Pre-Hospital Emergency Care Council (PHECC) responder and practitioner level courses.
Key Stakeholders:	Training Working Group, Quality Assurance Committee, Faculty, Students, National Training Team
Circulation:	Training Working Group, Quality Assurance Committee, Faculty, Students, National Training Team
Approval by:	Quality Assurance Committee
Approved on:	30/07/2024
Review date:	15/01/2026

Version	Date	Prepared by	Summary of Changes
V1.1	15/07/24	Anne McColl	creation

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1.0 Policy purpose

The purpose of this policy is to set out the Irish Red Cross approach to Assessment and Awards for Pre-Hospital Emergency Care Council (PHECC) responder and practitioner level courses

2.0 Scope

This policy applies to all responder and EMT course delivered by the Irish Red Cross

3.0 Assessment Principles

All assessment material and scenarios should be clear, concise and the method of assessment must be understood by both assessors and students. When assessing, faculty should take a consistent approach to all students and use the MCQ's, skills sheets and scenarios provided by PHECC. The PHECC assessment material is designed to allow the student to demonstrate individual skills and educational achievement at responder level. The environment and equipment should be organised to allow a fair assessment of each student. The Irish Red Cross have developed their own MCQ examinations for EMT level and have designed scenarios for formative assessment purposes. Students are given the opportunity to dispute questions/answers designed by the Irish Red Cross by emailing the details to disputedmcqs@redcross.ie for review. The PHECC published EMT skills assessment sheets are also used.

4.0 Communication of Assessments

Students should be made aware of the standard expected and the method of assessment. Irish Red Cross clearly define the theory and skills assessment process within each course. Each student is provided with a copy of the skills sheets to make them aware of the marking system and pass requirements. Each instructor/tutor informs students of how and when they will be informed of their results. Instructors that teach responder level courses can provide indicative results to students on the day of the assessment. Students are made aware that confirmation of results is not communicated until the internal verification checks are completed. Each student is informed of the appeals process for each course. Students are made aware that the assessments used are standardised by PHECC and applied uniformly. Conduct of assessments will be checked as part of the monitoring process. Students are advised that special arrangements can be made available for assessments such as additional time, or the instructor/tutor may read the exam separately to the student.

5.0 Assessments

Each assessment is aligned to the required standard. Instructors should facilitate all students who have special requirements or disabilities to meet those needs, but they must be able to complete the required skill. The appeals process is described and clarified to all students prior to assessment. The assessment of each course is planned, and the requirements of students are taken into consideration when the assessments are being scheduled. The method of assessment is fair and consistent and in line with the PHECC responder examination handbook. The range and marking system are explained to the students and the pass marks are clarified.

6.0 Remediation

In the case of responder level courses, If a student does not pass an assessment, they can be remediated and reassessed. If they do not pass the theory examination (FAR, Version A), they remediated and then they must complete a new exam (FAR, Version B) or similarly the same will apply to the CFR-A examinations. The instructor can allow for more than one resit if time allows. The student must be remediated after each failed assessment and then complete a new assessment. Students should be informed of the policy and time limits. If time does not allow for more than one reassessment, they will be required to complete a new course. Further details about remediation for each course are outlined in the student and faculty handbooks.

In the case of practitioner level courses, there is an agreed progression pass mark which is outlined in the student handbook. Students may be remediated and offered a new examination if they are unsuccessful. The lowest scoring practice exam may be disregarded when calculating the average scores.

7.0 Security of Assessment Materials

The PHECC MCQ examinations are considered controlled documents and instructors/tutors are informed of their responsibility in relation to the security these papers. All MCQ examinations provided to students must be collected by the instructor/tutor at the end of the examination. The skills assessment sheets are freely available on the PHECC Website. All completed assessment results should be securely stored in line with the Irish Red Cross GDPR policy. All course documentation is returned to Head office within 10 working days of course completion for internal verification of results.

8.0 Assessment Environment

The learning environment and space should allow space for assessments and must be of an acceptable standard. If any students have special requirements or disabilities, reasonable accommodations should be made but they must be able to complete the assessment.

If a student requires additional help or support during a course, they should communicate this with the instructor in advance. If an additional instructor is required, the Irish Red Cross will make every effort to facilitate this.

When conducting a skills assessment, the instructor should ensure all required equipment is available to the student. The student must be given adequate time to become familiar with the equipment provided.

When conducting the assessments, the instructor should read the scenario and allow the student to perform the skill without interference or coaching. Once the assessment is complete, feedback can then be provided and if required, remediation advice and further practice time may be recommended.

9.0 Feedback to Students

Students receive constructive feedback on their examinations and assessments, which reflects their course participation. This is provided by the course Instructor /tutors. In the event of a student requesting an appeal of their assessment the appeals process is commenced. Student's complete evaluations after each course. These are reviewed by the Internal Verifier after each examination.

10.0 Results Approval

When a course is completed, the results of each student are reviewed by the instructor/tutor and then sent to the internal verifier. Once the results are verified, the students are marked as successful, and the student's certificates can be issued for responder level or progress to PHECC examinations at practitioner level. If issues are identified these are discussed in detail and a decision is recorded.