

## External Authenticator Checklist

Preparation for External Authentication	
Attend City of Dublin ETB External Authenticator briefings/de-briefings/training, as required. Familiarise yourself with all City of Dublin ETB External Authentication requirements.	<input type="checkbox"/>
Be familiar with <a href="#">QQI Policy and Guidelines on Quality Assuring Assessment – 2013</a> paying particular attention to section 4. The Authentication Process	<input type="checkbox"/>
Be familiar with QQI award structures, as appropriate	<input type="checkbox"/>
Be familiar with QQI award standards:	
<ul style="list-style-type: none"> <li>• Component Specifications</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <a href="#">QQI grading criteria</a></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• QQI grade bands</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <a href="#">Grid of level indicators (National Framework of Qualifications)</a></li> </ul>	<input type="checkbox"/>
Be familiar with QQI Assessment Principles and Techniques	<input type="checkbox"/>
Be familiar with QQI system of credits other relevant certification	<input type="checkbox"/>
Agree terms and conditions for the Authentication Process with City of Dublin ETB Centre	
<ul style="list-style-type: none"> <li>• Dates/times/venues</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Volume of work – award(s) (names, code and levels) and numbers of assessment portfolios to be authenticated by each authenticator</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Paperwork to be completed and the time allocated to this</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The date by which the External Authentication Report will be completed</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Other responsibilities – for example, providing feedback to appropriate personnel and availability to the Results Approval Panel and the Apprenticeship Examination Board</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Remuneration agreed</li> </ul>	<input type="checkbox"/>
Confirm, with the City of Dublin ETB Centre the availability of:	
<ul style="list-style-type: none"> <li>• Relevant programme award type descriptor and validated programme modules</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>All</b> relevant assessment instruments and appropriate supporting documentation (assessment briefs, examination papers, marking schemes, outline solutions and assessment plan(s))</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>All</b> learner assessment evidence</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>All</b> learner assessment results recorded on a Provisional Results Sheet/ spreadsheet</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• List of assessors per programme module and/or class group</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Internal Verification Report(s)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <a href="#">City of Dublin ETB sampling strategy</a></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Appropriate equipment to moderate assessment evidence produced in a multi-media format, if required</li> </ul>	<input type="checkbox"/>
Conducting External Authentication	
Arrive at agreed location and meet with appropriate personnel	<input type="checkbox"/>
Review the Internal Verification Report and previous EA Report	<input type="checkbox"/>

Apply <a href="#">City of Dublin ETB sampling strategy</a>	<input type="checkbox"/>
Ensure that the selected sample:	
<ul style="list-style-type: none"> <li>• is sufficient in size</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• reflects the spread of grades including results that are borderline between the grades</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• includes evidence from each Assessor and programme + new assessors</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• reflects <b>all</b> centres</li> </ul>	<input type="checkbox"/>
Read the assessment briefs, examination papers and associated documentation	<input type="checkbox"/>
Ensure any special requirements related to the award are documented	<input type="checkbox"/>
Determine the cut-off points by moderating results at the borderline marks:	
<ul style="list-style-type: none"> <li>• Pass/Unsuccessful (Referred)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Distinction/Merit</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Merit/Pass</li> </ul>	<input type="checkbox"/>
Transfer moderated marks to appropriate column on Provisional Results Sheet	<input type="checkbox"/>
Sign the marking sheet(s) in the moderated portfolio	<input type="checkbox"/>
Complete the moderation process for the remainder of the sample	<input type="checkbox"/>
Sign the Learner Group Sheet	<input type="checkbox"/>
Authenticate the findings/outcomes of the Internal Verification Report(s)	<input type="checkbox"/>
Identify any issues arising, concerns, examples of good practice and areas for improvement for inclusion in the City of Dublin ETB External Authentication Report	<input type="checkbox"/>
Document <b>all</b> changes made during moderation to be recorded in the City of Dublin ETB External Authentication Report	<input type="checkbox"/>
Give constructive feedback to appropriate staff which is sufficiently detailed and uses an appropriate feedback model such as 'commend, recommend'.	<input type="checkbox"/>
<b>Concluding External Authentication</b>	
Complete City of Dublin ETB External Authentication Report by agreed date There should be a report per course. Please see Appendix 1 for approved EA Report – revised February 2023	<input type="checkbox"/>
Attend Results Approval Panel meeting (if agreed) or Apprenticeship Exam Board meeting (if agreed)	<input type="checkbox"/>