

For centres in all service spheres delivering QQI awards

City of Dublin ETB Guidelines for External Authentication

2023-26 **Create
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Future**



QQI AWARD



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City of Dublin ETB Guidelines for External Authentication (EA)

This document replaces the early appointment of EA document and supersedes all local documents.

Introduction

QQI defines External Authentication as the process that aims “to provide independent authoritative confirmation of fair and consistent assessment of learners in accordance with national standards”. (Quality Assuring Assessment, Guidelines for Providers revised 2013, page 25).

These City of Dublin ETB EA Guidelines reflect QQI Quality Assuring Assessment Guidelines for External Authenticators – Revised February 2015¹.

1 Appointment of the External Authenticator

Appointment is made by the centre in consultation with the FET Development Unit. All EAs must have completed the ETBI or City of Dublin ETB EA training within the last 5 years. EAs must also register with City of Dublin ETB using this [link](#).

1.1 Conflicts of Interest

The EA should be independent of the City of Dublin ETB centre to which they are appointed to conduct external authentication. Any conflict of interest perceived or otherwise which could impact on the independence or perceived independence should be brought to the attention of the centre.

2 Documentation Made Available in the Centre for the EA Process

The following is a list of indicative documentation that should be made available to the EA by the awarding centre. This is not an exhaustive list and every effort should be made by the centre to provide any additional documentation sought by the EA.

- Relevant award specification and the validated programme descriptor and programme modules descriptors
- All relevant assessment instruments and appropriate supporting documentation, for example, briefs, examination papers, assessment plans, marking schemes and outline solutions
- Individual Learner Marking Sheets

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<https://www.qqi.ie/Publications/Pages/Quality%20Assuring%20Assessment%20Guidelines%20for%20External%20Authenticators%20-%20Revised%20February%202015.aspx>



- All learner assessment evidence
- All learner assessment results recorded on provisional results sheet/spreadsheet
- List of assessors per programme module and/or class group
- Internal Verification Report(s)
- City of Dublin ETB sampling strategy
- Appropriate equipment to moderate assessment evidence produced in a multi-media format must also be provided, as appropriate.
- Additional documentation/resources may be provided where EAs are undertaking external authentication online.
- External Authentication Report from the previous year

3 Role of the EA

It is recognised that the EA carries out the following key tasks.

- Visit the centre (virtually or in person) and meet with appropriate staff and learners
- Examine and evaluate all assessment instruments and marking schemes to ensure all learning outcomes have been assessed via the instruments, and that the instruments meet the national standards of the award to which the module leads. (These are outlined in the City of Dublin ETB programme descriptor for the award available on the CDU Moodle site)
 - a. Where the EA reviews the assessment instruments and marking schemes prior to them being given to learners, they can apply for an additional 'early appointment' payment of €50 per day (e.g. if the EA is claiming for 3 days work and reviewed the assessment instruments and marking schemes prior to giving them to learners they can claim an extra €50 per day for that activity i.e. an additional €150)
- Review and comment on internal verification report(s) and authenticate the findings/outcomes.
- Confirm the fair and consistent assessment of learners consistent with the City of Dublin ETB's procedures and with [QQI policy on quality assuring assessment](#)
- Selecting a sample of learner evidence in accordance with the [City of Dublin ETB sampling strategy](#) and moderate this evidence against the relevant standards. This may result in the EA proposing a change in grades awarded. The grading criteria and awards standards are [here](#)
- Identify any issues/irregularities in relation to the assessment process



- Liaise with Quality Teams and assessors with requests for further information, discuss findings and provide feedback.
- Recommend results for approval.

3.1 Conducting External Authentication

The External Authenticator will work through the following stages of the process:

- Confirm arrangements with City of Dublin ETB Centre
- Conduct the authentication process
- Ensure that the Internal Verification (IV) process has occurred and comment on the process in the EA Report Template (section 2).
- Moderate the assessment results
- Complete the City of Dublin ETB External Authentication Report template attached.
- Once completed, forward the report to both the centre and the FET Development Unit at ea.reports@fet.cdetb.ie.

3.2 In order to moderate the assessment results, the External Authenticator will:

- Review the award standards
- Review the [QQI grading criteria](#)
- Confirm assessment techniques and instruments are appropriate
- Ensure consistency with the award requirements
- Confirm the assessment criteria and marking sheets are appropriate
- Judge a sample of learner evidence and results to ensure consistency with the award standard and grading criteria
- Produce an external authentication report.
- Send the report to both the centre and directly to the City of Dublin ETB QA team @ ea.reports@fet.cdetb.ie within 5 working days. An EA report is required for every course. If an EA authenticates modules delivered on two different courses, there should be a report per course.



All information and data which an EA accesses as part of their role **must be treated as private and confidential and cannot be shared with third parties**. The EA should use their CDETb.ie account throughout the EA process for security of learner evidence. Any learner information/data downloaded by the EA should be deleted when the EA process is complete.

Where an EA, while carrying out their role, **inadvertently accesses learner data or information not relevant to their role** the EA must **treat such data and information as private and confidential**. It cannot be shared with third parties, and if downloaded **it should be deleted immediately**.

4 City of Dublin ETB External Authentication Common Sampling Strategy

To ensure consistency across all City of Dublin ETB centres & to comply with [Quality Assuring Assessment Guidelines for Providers 2013 \(V2 revised 2018\)](#) the City of Dublin ETB QA Steering Committee approved one common sampling strategy for all City of Dublin ETB centres in 2019. This was further updated as follows by the City of Dublin ETB Quality Assurance and Strategic Planning Council in February 2021:

City of Dublin IV/EA Sampling Strategy

- All programmes and their respective programme modules shall be externally authenticated on an annual basis
- The sampling per module includes moderation at each of the relevant cut-off points to include Distinction, Merit, Pass and Unsuccessful grades in each learner group selected.
- A minimum of 4 learners should be sampled, or, where a learner group has a smaller number than 4, 100% of that learner group should be sampled.
- If a module with the same assessment instruments is delivered by the same assessor to more than one learner group, then the minimum sample may be selected from across all learner groups. Where there are more than two but fewer than five learner groups with the same assessor using the same assessment instruments, the sample should be increased to a minimum of 8, in line with moderation requirements at relevant cut off points.



4.1 The EA must ensure that the selected sample meets the following criteria:

- The sample must be sufficient to enable the Authenticator to make an informed judgement about the consistency of the assessment decisions in the context of the awards standards.
- The sample includes borderline grades of Distinction, Merit, Pass and Unsuccessful, with a spread of grades reflected, to ensure grading criteria are being applied consistently, as appropriate.
- If the Authenticator is moderating results from a number of assessors and programmes/programme modules, then the sample of evidence should reflect each assessor and each programme sufficiently.
- New assessor judgements/decisions should be identified by Centre management/QA Team for EA sampling at least once during the assessment cycle.
- If significant issues are identified with a sample, the evidence for the whole cohort of learners from which the sample was taken should be reviewed by the Authenticator.
- Where learner evidence from a number of centres is presented, the sample must include evidence from each centre.

Any proposed deviation from the above sampling strategy cannot be approved at centre level. As a minimum, the sampling strategy requirements prescribed by QQI in [Quality Assuring Assessment Guidelines for Providers 2013 \(V2 revised 2018\)](#) will be adhered to.



5 Grading criteria and Awards Standards

Grading criteria describe what a learner must attain to achieve a particular grade for an award at a particular level. The following tables outline the grading criteria for QQI awards at levels 1 - 6.

Grading Criteria for Awards at level 1 - level 3		
Successful		
Grading Criteria Level 1	Grading Criteria Level 2	Grading Criteria Level 3
The learner has achieved the learning outcomes for the award in a structured and supported learning setting. The outcomes have been achieved with <i>significant support and direction</i> from the assessor, but the learner has demonstrated substantive achievement on their own.	The learner has achieved the learning outcomes for the award in a <i>structured and supported</i> setting with <i>clear direction</i> from the assessor. The learner has demonstrated <i>some autonomy of action</i> and has taken responsibility for the activities and for generating evidence.	The learner has achieved the learning outcomes for the award with some <i>supervision and direction</i> . The learner has demonstrated <i>autonomy of action</i> and has taken <i>responsibility</i> for generating appropriate evidence.



Grading Criteria for awards at Level 4 - Level 6		
Pass 50%-64%	Merit 65%-69%	Distinction 80%+
<p>A Pass indicates that the learner has:</p> <ul style="list-style-type: none"> achieved the learning outcomes as outlined in the minor award – a pass is the minimum acceptable standard used the language of the vocational/specialised area competently attempted to apply theory and concepts appropriately Provided sufficient evidence which has relevance and clarity. 	<p>A Merit indicates that the learner has:</p> <ul style="list-style-type: none"> achieved the learning outcomes as outlined in the minor award – a merit implies that a good standard has been achieved used the language of the vocational/specialised area with a degree of fluency expressed and developed ideas clearly demonstrated initiative, evaluation and analytical skills presented coherent and comprehensive evidence. 	<p>A Distinction indicates that the learner has:</p> <ul style="list-style-type: none"> achieved the learning outcomes as outlined in the minor award used the language of the vocational/specialised area fluently and confidently demonstrated a depth of understanding of the subject matter demonstrated a high level of initiative, evaluation skills demonstrated analytical and reflective thinking expressed and developed ideas clearly, systematically and comprehensively presented coherent, detailed and focused evidence

6 External authenticator check list

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 QQI Policy and Guidelines on Quality Assuring Assessment – 2013 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"> Component Specifications 	<input type="checkbox"/>
<ul style="list-style-type: none"> QQI grading criteria 	<input type="checkbox"/>
<ul style="list-style-type: none"> QQI grade bands 	<input type="checkbox"/>
<ul style="list-style-type: none"> Grid of level indicators (National Framework of Qualifications) 	<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"> Dates/times/venues 	<input type="checkbox"/>
<ul style="list-style-type: none"> Volume of work – award(s) (names, code and levels) and numbers of assessment portfolios/bodies of work to be authenticated by each authenticator 	<input type="checkbox"/>
<ul style="list-style-type: none"> Paperwork to be completed and the time allocated to this 	<input type="checkbox"/>
<ul style="list-style-type: none"> The date by which the External Authentication Report will be completed 	<input type="checkbox"/>
<ul style="list-style-type: none"> Other responsibilities – for example, providing feedback to appropriate personnel and availability to the Results Approval Panel and the Apprenticeship Examination Board 	<input type="checkbox"/>
<ul style="list-style-type: none"> Remuneration agreed 	<input type="checkbox"/>
Confirm, with the City of Dublin ETB Centre the availability of:	
<ul style="list-style-type: none"> Relevant programme award type descriptor and validated programme modules 	<input type="checkbox"/>
<ul style="list-style-type: none"> All relevant assessment instruments and appropriate supporting documentation (assessment briefs, examination papers, marking schemes, outline solutions and assessment plan(s)) 	<input type="checkbox"/>
<ul style="list-style-type: none"> All learner assessment evidence 	<input type="checkbox"/>
<ul style="list-style-type: none"> All learner assessment results recorded on a Provisional Results Sheet/ spreadsheet 	<input type="checkbox"/>
<ul style="list-style-type: none"> List of assessors per programme module and/or class group 	<input type="checkbox"/>
<ul style="list-style-type: none"> Internal Verification Report(s) 	<input type="checkbox"/>
<ul style="list-style-type: none"> City of Dublin ETB sampling strategy 	<input type="checkbox"/>
<ul style="list-style-type: none"> Appropriate equipment to moderate assessment evidence produced in a multi-media format, if required 	<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 City of Dublin ETB sampling strategy	<input type="checkbox"/>
Ensure that the selected sample:	
<ul style="list-style-type: none"> is sufficient in size 	<input type="checkbox"/>
<ul style="list-style-type: none"> reflects the spread of grades including results that are borderline between the grades 	<input type="checkbox"/>
<ul style="list-style-type: none"> includes evidence from each Assessor and programme + new assessors 	<input type="checkbox"/>
<ul style="list-style-type: none"> reflects all centres 	<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"> Pass/Unsuccessful (Referred) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Distinction/Merit 	<input type="checkbox"/>
<ul style="list-style-type: none"> Merit/Pass 	<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/body of work	<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 all 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"/>
Concluding External Authentication	
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"/>



Glossary

Assessment	The process by which evidence of performance is collected and compared with the standards of knowledge skill or competence and a judgement made on learner achievement of the standards.
Assessor	The assessor devises assessment instruments/marking schemes and assessment criteria, provides opportunity for learners to generate evidence, judges learner evidence and makes an assessment decision.
Assessment Technique	An assessment technique is a valid and reliable way of assessing learner evidence for a particular range of learning outcomes, e.g. practical skills should be assessed in a practical manner. In QQI awards, assessment techniques specifically are: assignment, collection of work, examination, learner record, project and skill demonstration.
Assessment Instrument	An assessment instrument is the specific activity/task or question(s) devised by the assessor based on the specified assessment technique.
Authentication Process	The process by which providers will quality assure the devising, recording and verification of the assessment procedures. This process will include both Internal Verification and External Authentication.
External Authentication (EA)	The means by which learners, providers, assessors and QQI will be independently assured that the application of the provider's assessment procedures is carried out effectively on a fair and consistent basis in line with QQI requirements.
External Authenticator (EA)	A person appointed by providers to provide independent authentication of fair and consistent assessment in line with QQI requirements.
External Authentication Report	City of Dublin ETB's External Authentication Report Form
Internal Verification (IV)	The process by which learners will be assured that the provider's assessment procedures are applied in a consistent manner across the provider's assessment activities.
Programme	City of Dublin ETB's version of a QQI award (usually a major or special purpose award)
Programme module	City of Dublin ETB's version of a QQI component award. These are single City of Dublin ETB programme modules, which can be completed and certificated individually.
Results Approval Panel	The role of the Results Approval Panel is to formally review and approve results prior to submission to QQI for certification.

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETБ QA Unit at ea.reports@fet.cdetsb.ie

Appendix 1

External Authentication Report

This report template should be completed for each course

For Centre office use			
(This section to be completed by centre QA)			
CDETБ Centre Name			
Centre Registered Number			
Name of Course			
Name of the City of Dublin ETB Programme/QQI Award Code			
Certification Period			
Date(s) of External Authentication			
List all assessors			
List new assessors to be externally authenticated			
External Authentication process was conducted	<input type="checkbox"/> In Centre	<input type="checkbox"/> Online/Remotely	<input type="checkbox"/> Combined in Centre & Online/Remotely

1. Assessment Instruments and Marking Schemes Summary

Please list the name of the sampled modules and their award codes

Module title	Code

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETБ QA Unit at ea.reports@fet.cdetsb.ie

<p>For training centres and second providers only</p> <p>Please list all F12s available to EA</p>	
<p>For training centres and second providers only</p> <p>Please list all F12s sampled</p>	

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETBA QA Unit at ea.reports@fet.cdeta.ie

Please list any recommended grade changes		
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2. Internal Verification Process ⁱ		
Did you receive a copy of the Internal Verification report for all modules Externally Authenticated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please list the modules where the IV report was not provided
Please comment on areas of good practice/areas for improvement in the IV process		

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETBA QA Unit at ea.reports@fet.cdetb.ie

3. External Authentication of Grading of Assessments

(Please complete a box for each of the modules Externally Authenticated)

Name and code of the module			
<p>Please indicate that you used the City of Dublin EA sampling strategy for this module</p>	<p>I confirm that I sampled at the cut-off points of the grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that I have sampled a minimum of four (or all, if the number of portfolios/bodies of work is smaller than four) to include a spread across grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that where there were more than two learner groups, but fewer than five groups, with the same tutor and the same assessment instrument, I have increased the sample to a minimum of eight, in line with moderation requirements at cut-off points.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETBA QA Unit at ea.reports@fet.cdetb.ie

<p>Was evidence assessed in accordance with techniques outlined in the City of Dublin ETB module descriptor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> •
<p>Please confirm that grading is fair and that it is consistent with the appropriate level on the NFQ Grid of Level Indicators and with QQI's Grading Criteria? (See City of Dublin ETB Guidelines for External Authentication, section 5).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> •
<p>Were all the special requirements of this programme adhered to?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>If no, please give details.</p> <ul style="list-style-type: none"> •

<p>Name and code of the module</p>	
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The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDET B QA Unit at ea.reports@fet.cdetb.ie

<p>Please indicate that you used the City of Dublin EA sampling strategy for this module</p>	<p>I confirm that I sampled at the cut-off points of the grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that I have sampled a minimum of four (or all, if the number of portfolios/bodies of work is smaller than four) to include a spread across grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that where there were more than two learner groups, but fewer than five groups, with the same tutor and the same assessment instrument, I have increased the sample to a minimum of eight, in line with moderation requirements at cut-off points.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>
<p>Was evidence assessed in accordance with techniques outlined in the City of Dublin ETB module descriptor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> • 	
<p>Please confirm that grading is fair and that it is consistent with the appropriate level on the NFQ Grid of Level Indicators and with QQI's Grading Criteria? (See City of Dublin ETB Guidelines for External Authentication, section 5).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> • 	

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDET B QA Unit at ea.reports@fet.cdetb.ie

Were all the special requirements of this programme adhered to?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If no, please give details. •	
Name and code of the module			
Please indicate that you used the City of Dublin EA sampling strategy for this module	I confirm that I sampled at the cut-off points of the grades. <input type="checkbox"/> Yes <input type="checkbox"/> No	I confirm that I have sampled a minimum of four (or all, if the number of portfolios/bodies of work is smaller than four) to include a spread across grades. <input type="checkbox"/> Yes <input type="checkbox"/> No	I confirm that where there were more than two learner groups, but fewer than five groups, with the same tutor and the same assessment instrument, I have increased the sample to a minimum of eight, in line with moderation requirements at cut-off points. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Was evidence assessed in accordance with techniques outlined in the City of Dublin ETB module descriptor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please comment on areas of good practice/areas for improvement •	
Please confirm that grading is fair and that it is	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please comment on areas of good practice/areas for improvement •	

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETBA QA Unit at ea.reports@fet.cdetb.ie

<p>consistent with the appropriate level on the NFQ Grid of Level Indicators and with QQI's Grading Criteria? (See City of Dublin ETB Guidelines for External Authentication, section 5).</p>		
<p>Were all the special requirements of this programme adhered to?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>If no, please give details.</p> <ul style="list-style-type: none"> •

<p>Name and code of the module</p>			
<p>Please indicate that you used the City of Dublin EA sampling strategy for this module</p>	<p>I confirm that I sampled at the cut-off points of the grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that I have sampled a minimum of four (or all, if the number of portfolios/bodies of work is smaller than four) to include a spread across grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that where there were more than two learner groups, but fewer than five groups, with the same tutor and the same assessment instrument, I have increased the sample to a minimum of eight, in line with moderation requirements at cut-off points.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETBA QA Unit at ea.reports@fet.cdetb.ie

<p>Was evidence assessed in accordance with techniques outlined in the City of Dublin ETB module descriptor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> •
<p>Please confirm that grading is fair and that it is consistent with the appropriate level on the NFQ Grid of Level Indicators and with QQI's Grading Criteria? (See City of Dublin ETB Guidelines for External Authentication, section 5).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> •
<p>Were all the special requirements of this programme adhered to?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>If no, please give details.</p> <ul style="list-style-type: none"> •

<p>Name and code of the module</p>	
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The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETBA QA Unit at ea.reports@fet.cdetb.ie

<p>Please indicate that you used the City of Dublin EA sampling strategy for this module</p>	<p>I confirm that I sampled at the cut-off points of the grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that I have sampled a minimum of four (or all, if the number of portfolios/bodies of work is smaller than four) to include a spread across grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that where there were more than two learner groups, but fewer than five groups, with the same tutor and the same assessment instrument, I have increased the sample to a minimum of eight, in line with moderation requirements at cut-off points.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>
<p>Was evidence assessed in accordance with techniques outlined in the City of Dublin ETB module descriptor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> • 	
<p>Please confirm that grading is fair and that it is consistent with the appropriate level on the NFQ Grid of Level Indicators and with QQI's Grading Criteria? (See City of Dublin ETB Guidelines for External Authentication, section 5).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> • 	

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDET B QA Unit at ea.reports@fet.cdetb.ie

Were all the special requirements of this programme adhered to?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If no, please give details. •	
Name and code of the module			
Please indicate that you used the City of Dublin EA sampling strategy for this module	I confirm that I sampled at the cut-off points of the grades. <input type="checkbox"/> Yes <input type="checkbox"/> No	I confirm that I have sampled a minimum of four (or all, if the number of portfolios/bodies of work is smaller than four) to include a spread across grades. <input type="checkbox"/> Yes <input type="checkbox"/> No	I confirm that where there were more than two learner groups, but fewer than five groups, with the same tutor and the same assessment instrument, I have increased the sample to a minimum of eight, in line with moderation requirements at cut-off points. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Was evidence assessed in accordance with techniques outlined in the City of Dublin ETB module descriptor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please comment on areas of good practice/areas for improvement •	
Please confirm that grading is fair and that it is	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please comment on areas of good practice/areas for improvement •	

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETBA QA Unit at ea.reports@fet.cdetb.ie

<p>consistent with the appropriate level on the NFQ Grid of Level Indicators and with QQI's Grading Criteria? (See City of Dublin ETB Guidelines for External Authentication, section 5).</p>		
<p>Were all the special requirements of this programme adhered to?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>If no, please give details.</p> <ul style="list-style-type: none"> •

<p>Name and code of the module</p>			
<p>Please indicate that you used the City of Dublin EA sampling strategy for this module</p>	<p>I confirm that I sampled at the cut-off points of the grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that I have sampled a minimum of four (or all, if the number of portfolios/bodies of work is smaller than four) to include a spread across grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that where there were more than two learner groups, but fewer than five groups, with the same tutor and the same assessment instrument, I have increased the sample to a minimum of eight, in line with moderation requirements at cut-off points.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETBA QA Unit at ea.reports@fet.cdetb.ie

<p>Was evidence assessed in accordance with techniques outlined in the City of Dublin ETB module descriptor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> •
<p>Please confirm that grading is fair and that it is consistent with the appropriate level on the NFQ Grid of Level Indicators and with QQI's Grading Criteria? (See City of Dublin ETB Guidelines for External Authentication, section 5).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> •
<p>Were all the special requirements of this programme adhered to?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>If no, please give details.</p> <ul style="list-style-type: none"> •

6. Additional Comments on EA experience in this centre
Did you meet any learners?

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETBA QA Unit at ea.reports@fet.cdetb.ie

Additional Comments:

7. Declarations

By signing this section, I declare

- That I had no conflicts of interest
- That I will adhere to City of Dublin ETB’s [Data Processing Policy](#) and delete all data supplied to me in my role as EA
- That I am recommending the approval of results

<p>*External Authenticator Signature:</p>	<p>*The receipt of digitally signed External Authentication Report by email to EA.reports@fet.cdetb.ie constitutes an electronic signature</p>	<p>Date: Click or tap to enter a date.</p>
<p>External Authenticator Details</p>	<p>Email/Telephone:</p>	

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer **and** the City of Dublin ETB FET QA Unit at ea.reports@fet.cdetb.ie



The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the CDETBA QA Unit at ea.reports@fet.cdetb.ie

Following submission of this report, please delete all data supplied to you in your role as EA.

Please [click here](#) and use your City of Dublin ETB email account to be included on the EA register for the City of Dublin ETB (registration lasts for 3 years)

Data Protection Statement

City of Dublin ETB is transparent and lawful in its processing of GDPR. City of Dublin ETB shares External Authentication decisions with QQI for the processing of awards. City of Dublin ETB does not share any other personal learner information with QQI. City of Dublin ETB General Data Protection Regulation policy is available [here](#).
