

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the City of Dublin ETB QA Unit at [ea.reports@fet.cdetb.ie](mailto:ea.reports@fet.cdetb.ie)

## External Authentication Report

This report template should be completed for each course

For Centre office use			
(This section to be completed by centre QA)			
City of Dublin ETB 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

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## 1. Assessment Instruments and Marking Schemes Summary

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

Module title	Code

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

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Please list any recommended grade changes		
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2. Internal Verification Process <sup>i</sup>		
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		

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### 3. External Authentication of Grading of Assessments

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

<b>Name and code of the module</b>			
<b>Please indicate that you used the City of Dublin EA sampling strategy for this module</b>	<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 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>
<b>Was evidence assessed in accordance with techniques outlined in the City of Dublin ETB module descriptor?</b>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p><b>Please comment on areas of good practice/areas for improvement</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	

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<p><b>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).</b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p><b>Please comment on areas of good practice/areas for improvement</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Were all the special requirements of this programme adhered to?</b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p><b>If no, please give details.</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

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<b>Name and code of the module</b>	
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<b>6. Additional Comments on EA experience in this centre</b>	
<b>Did you meet any learners?</b>	
<b>Additional Comments:</b>	

<b>7. Declarations</b>
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<b>By signing this section, I declare</b>		
<ul style="list-style-type: none"> <li>• That I had no conflicts of interest</li> <li>• That I will adhere to City of Dublin ETB's <a href="#">Data Processing Policy</a> and delete all data supplied to me in my role as EA</li> <li>• That I am recommending the approval of results</li> </ul>		
<b>*External Authenticator Signature:</b>	<p>*The receipt of digitally signed External Authentication Report by email to <a href="mailto:EA.reports@fet.cdetsb.ie">EA.reports@fet.cdetsb.ie</a> constitutes an electronic signature</p>	<b>Date:</b> Click or tap to enter a date.
<b>External Authenticator Details</b>	Email/Telephone:	
<p>The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer <b>and</b> the City of Dublin ETB FET QA Unit at <a href="mailto:ea.reports@fet.cdetsb.ie">ea.reports@fet.cdetsb.ie</a></p> <p>Following submission of this report, please delete all data supplied to you in your role as EA.</p> <p>Please <a href="#">click here</a> 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)</p>		

**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](#).