External Authenticator Service Agreement

1. Education and Training Board Details

Provider   XX Education and Training Board

Address   Quality Assurance Office

Telephone _____   Email: _____

2. Authentication Details

External Authenticator _____

Dates of Authentication _____

Centre being Authenticated _____

3. External Authenticator Role

The role of the External Authenticator is to provide independent authentication of fair and consistent assessment of learners in line with QQI requirements and national standards. An External Authenticator must be registered with ETBI's Directory of External Authenticators, DirExA, or be chosen from an approved QQI pool.

As External Authenticator you will undertake to:
- Make arrangements for the authentication visit through XXETB's QA Office
- Exercise your role with utmost integrity, professionalism and confidentiality
- Comply with QQI's policies and procedures specifically in relation to award and assessment
- Comply with XXETB QA Policies and Procedures, and Sampling Strategy (copy available on request)
- Arrange arrival times and any other specific requirements with centre management
- Perform External Authentication on the agreed date(s), listed above
- Provide constructive feedback, and raise any significant irregularities with centre management
- Compile an external authentication report based on an independent evaluation of the process and procedures whilst indicating the specific modules authenticated
- The external authentication report is to be received by City of Dublin ETB within 5 working days of the visit

External Authenticator Payment: *(Upon completion of the above tasks)*
- Remuneration will be paid to the External Authenticator in line with the Department of Education recommended rate
- External Authenticator must have completed and submitted the EA commencement form, including bank account details, which should be submitted to the relevant ETB department
- External Authenticator must submit the **EA Payment Claim form** to request payment for EA work
- Payment for travel and subsistence for in-centre EA should be claimed for by submitting the relevant form
- In accordance with Revenue Guidelines travel relating to External Authenticating is taxable

4. ETB Specific Information

City of Dublin ETB Guidelines for external authenticators can be found here.
The City of Dublin ETB External Authentication Report Form can be found here.
Video of EA briefing can be viewed here (link to be added)
Please submit this service agreement with the signatures indicated below to ea.reports@fet.cdetb.ie

Signed External Authenticator: _____   *Date:* _____

Signed on behalf of City of
Dublin ETB: _____   *Date:* _____