

## Appendix A: Tipperary ETB's Sampling Strategy for Internal Verification and External Authentication

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- Assessment portfolios for ALL minor awards will be internally verified per annum.
- Assessment portfolios for ALL minor awards will be externally authenticated over a two-year period. New assessors must submit portfolios for authentication in the first year of a 2-year cycle<sup>1</sup>.
- All major awards will be internally verified and externally authenticated per annum or at every instance if not offered every year
- The sampling strategy for Tipperary ETB will be applied by the internal verifier and the external authenticator.
- The sample size should be sufficient to enable the authenticator to make an informed judgment on the consistency of the assessment decisions.
- The EA sample should reflect each assessor, each programme and each student-type (ie part-time, full-time etc).
- Where there are issues identified in the sample selected, the sample size should be extended.

### Sampling Strategy for Internal verification

For Internal verification only	
Total No. of portfolios for a minor award	No. of portfolios to be sampled
<=12	4
13 → 50	8
51 → 100	10
101 → 200	14
201 → 300	17
300 → 400	20

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<sup>1</sup> The term of a 'year' is taken to mean from January to December

## Sampling Strategy for External authentication

For External authentication only			
Levels 4 – 6**		Levels 1 – 3	
Total No. of portfolios for a minor award	No. of portfolios to be sampled	Total No. of portfolios for a minor award	No. of portfolios to be sampled
<=12	Up to 6	<=8	2
13 → 50	8	9 → 12	3
51 → 100	10	13 → 16	4
101 → 200	14	17 → 20	5
201 → 300	17	Greater than 20	25%
300 → 400	20		

### \*\* Levels 4 – 6

- If there are 12 or less portfolios presented, **up to 6** portfolios will be externally authenticated to allow for the cut-off points between the grades to be established as follows:
  - The **lowest Pass** and the **highest Unsuccessful<sup>2</sup>**
  - The **lowest Distinction** and the **highest Merit**
  - The **lowest Merit** and the **highest Pass**
- For 13 or more portfolios, the remaining number of assessment portfolios will be randomly chosen, across all the grade bands, until the sample quota outlined in the above table is reached.

**Example: 12 portfolios are presented for authentication. EA can select as follows:**

Grade	No. of portfolios	Selection process	Minimum total to be externally authenticated = 4
D	x 8	Choose lowest distinction = 1	
M	X 1	Choose the only merit = 1	
P	X 3	Choose lowest and highest pass = 2	

## Combining Portfolios for Sampling

- Where one assessor is delivering the same module to more than one student group - these portfolios can be combined for EA sampling. Note, the combined EA sample should still reflect each assessor, each programme and each student-type (ie part-time, full-time etc).

<sup>2</sup> Unsuccessful includes 'R' grades recorded by certification system RCCRS and that appear on the F12 results sheet

**Note:**

- Where portfolios are combined for internal verification purposes, they should remain combined for the purpose of external authentication sampling.
- Where portfolios have *not* been combined for IV sampling, they can still be combined for EA sampling purposes.

## Recording the Portfolios that were Sampled

### For Programmes using Certification system: QBS

#### Internal Verification:

1. Indicate (eg tick, highlight) the relevant students on the Authentication Report by Learner Group by Minor Award Results Sheet(s)

#### External Authentication:

2. record all authenticated portfolios in the blank columns on the Authentication Report by Learner Group by Minor Award Results Sheet, and
3. highlight any mark/grade changes eg with an \* or a highlighter pen

### For Programmes using Certification system: RCCRS

#### Internal Verification:

1. Indicate (eg tick, highlight) the relevant students on the Summary Marking Sheet(s).

#### External Authentication:

2. Record all authenticated portfolios (✓) on the F12 Course Summary Assessment Sheet and Results Approval Forms