P9 S9 Key Dates and Information

Assessment and Certification - 2020 Certification Periods

	Submission date after last class	External Authentication	Your results by e-mail	Appeals Deadline	Submit to QQI	Certificate Issued to you
FEBRUARY	X2 Weeks	29 JAN	5 FEB	8 FEB	12 FEB	5 MAR
APRIL	X2 Weeks	29 MAR	5 FEB	8 APR	12 APR	14 MAY
JUNE	X2 Weeks	29 MAY	5 JUN	8 JUN	12 JUN	23 JUL
AUGUST	X2 Weeks	29 JUL	5 AUG	8 AUG	12 AUG	10 SEP
OCTOBER	X2 Weeks	28 SEP	5 OCT	8 OCT	12 OCT	19 NOV
DECEMBER	X2 Weeks	28 NOV	5 DEC	8 DEC	12 DEC	21 JAN 2021

How Key Dates Work

QQI Submission periods are determined by a "Key Dates and Information" document which is published by QQI on an annual basis. Results are submitted six times per year. We work in accordance with this published calendar and work to furnish successful learners with their certificate at the earliest possible opportunity.

Submission period: Submissions are made to QQI for certification in February, April, June, August, October and December. To determine the submission period you are in, count 5 weeks from your submission date and look to the next "External Authentication" date.

Submission date: The submission date or deadline is the date by which the learner submits all of the assessment material required by the assessment briefs. Forus Training refer to this as "learner evidence". The submission date is determined by the finish date of your event. To ensure that the assessment process is fair and consistent learners must submit their work on-time. If there are extenuating circumstances the learner can apply for an extension prior to the submission deadline.

External Authentication: External Authentication is a key element of the QQI assessment process. At the end of Forus Training's local assessment process (Internal Verification), an External Authenticator (EA) will visit Forus Training to moderate learner portfolios of evidence. The role of the EA is to provide independent and authoritative confirmation of fair and consistent assessment of learners in line with national standards. The EA produces a written report which provides feedback to the certification team which is relayed to trainers on the effectiveness of the application of the assessment process and related procedures. The EA will also recommend grades for approval by the results approval panel.

Your results by e-mail: Once the EA visit has been completed, your results will be released to you by e-mail. It is your responsibility to ensure that you have provided us with a correct e-mail address for this purpose. You will be sent a provisional statement of results along with your marking sheets and feedback from the assessor. Please ensure that your name is spelled correctly on the "Provisional Results" document as this is how it will appear on your certificate.

Appeals deadline: It is the policy of Forus Training that all learners have the opportunity to discuss their provisional results with the appropriate staff after the issuing of provisional results by us, and, where the learner finds it necessary, to seek a recheck and/or review of their results. The Forus Training Recheck, Review and Appeals Policy covers all grades and all levels of award. If you wish to make an appeal this must be done before the deadline.

Submit to QQI: Following a meeting of the Results Approval Panel (RAP), this is the date upon which Forus Training submit all learners results for certification.

Certificate Issued to you: Approximately one week prior to being issued with your certificate you will be sent a text message to confirm your current address and Eircode. Your certificate is issued to you within 5 working days of receiving your details.

Delays to the dates above, examples of how delays to certification can be caused:

- **Inaccurate, incomplete data** – the QQI system will not process certification without a correct date of birth and PPS number for each learner.
- **Malpractice or plagiarism** – suspected cases of malpractice or plagiarism take time to process through our procedures.
- **Appeals -** depending on which stage, or how many stages of the appeals process a learner may wish to engage in, this may delay entry to the current submission period.
- **Extensions** – if there are extenuating circumstances that delay your submission this will have a knock-on effect if the extension causes a learner's work to be assessed later than expected.
- **Outstanding Payment** – if there is a payment due the assessment of your work or your certificate may be on-hold.
- This is not an exhaustive list.