



# Assessment Online

## Specific instructions

- Administration, storage and retrieval
- Non-assessment activities

Policy Area	FET Division
Version	1.0
Date	Created: August 2020 Revision:
Revision Details	
Monitored	
Responsibility	Director of FET
Approval	Quality Council
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# Administration, Storage and Retrieval

## Storage

All learner evidence must be securely stored in-line with the ETB's [08 Secure Storage Procedure \(Part-time\)](#) and [08 Secure Storage Procedure \(Full-time\)](#).

Assessment evidence will be stored on either Moodle, MS Teams, StaffConnect or Network drives. The following outlines the administration and retrieval (by Internal Verification staff and External Authenticators) of assessment evidence.

## Administration – Online Course

**Note:** The following will apply to all centres excluding Limerick College of Further Education (LCFE)<sup>1</sup>

1. When creating a course on Moodle or MS Teams the course should be named using the following naming convention -

**Module Name - Module Code – Provision - Assessor Name**

For example – Communications 5N0890, VTOS Kilrush, Joe Bloggs

## Storage of Assessment Material

### 1. Moodle and MS Teams

Assignments should be delivered through assignment features on the online platform.

Any video evidence should be labelled as follows – **Learner's Surname - First name**

### 2. StaffConnect

Assessment evidence should be stored and labelled as follows –

**Provision – Assessor Name – Module Name – Module Code – Learner folders organised by Learner's Surname, First Name**

For Example – VESD Clare - Joe Bloggs – Communications 5N0690 – Doyle, Mary  
Eagan, Thomas  
Lynch, Patrick

### 3. Network Drives

Assessment evidence should be stored and labelled as follows –

**Provision – Assessor Name – Module Name – Module Code – Learner folders organised by Learner's Surname, First Name**

For Example – VESD Clare - Joe Bloggs – Communications 5N0690 – Doyle, Mary  
Eagan, Thomas  
Lynch, Patrick

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<sup>1</sup> Refer to LCFE guideline documents e.g. Guidelines for Layout of Digital Materials for Authentication/Verification etc.

## **Retrieval**

Internal Verification (IV) staff and External Authenticators (EAs) will need to access learner's assessment evidence. Assessors will need to give IV staff and EAs access to view the assessment evidence in their courses. Therefore, they will need to give access rights to courses on Moodle or MS Teams and to evidence stored on StaffConnect or local network drives

## **Non-assessment activities**

FET DIV Learning Zone includes a post on [how to keep posts private in MS Teams](#)