

Swim Ireland expects Tutor Assessors to ensure that learners are made fully aware of the criteria against which their progress and success will be judged.

All learners should be made aware of:

1. The timing of assessment
2. The criteria against which they will be assessed
3. The method/s by which they will be assessed
4. The outcome of assessment and the reasons for that outcome
5. The cost of any formal re-assessment opportunities

This is underpinned by the following principles:

- All assessments will be carried out in a fair and equitable way, without prejudice or favour
- It is the responsibility of the learner to ensure understanding of the assessment criteria and standards before presenting for assessment
- The learner has the right of appeal against any outcome
- Assessed work will conform to the required outcomes set by the Swim Ireland
- An assessment plan will be agreed with learners showing when key assessments will be carried out and completion deadlines
- Assessment dates and deadlines may be altered by the Tutor Assessor according to operational need or re-negotiated with learner/s according to individual circumstance
- By prior agreement learners may present work for assessment outside the assessment plan
- The assessment criteria and how these will be applied should be made known to learners
- Any changes to assessment deadlines will be agreed and recorded with the Education Office by the Tutor Assessor prior to the end of the course
- Extensions will not be granted beyond 12 months

*External Examinations and Assessments are set by Swim Ireland and should be conducted according to the criteria set for the particular qualification*

### Process for Assessment

Assessment will take the following form:

- (i) Continuous (formative) assessment of the practical teaching/coaching by the Tutor Assessor
- (ii) Assessment of the Learner Assessment Portfolio by the Tutor Assessor
- (iii) Oral questioning by the Course Tutor Assessor
- (iv) Summative assessment is carried out at the end of the course
- (v) If the learner is attending a blended course some assessment may be completed by examination online

### Reassessment

Reassessment in the practical aspects of the course will be conducted in the workplace. This should be in the centre where the initial assessment took place or at another approved centre agreed by Swim Ireland and the learner. The learner will be required to demonstrate competence at the requisite standard in all the aspects which the Tutor Assessor had indicated require further attention. All arrangements for practical reassessment must be made by the learner with the Swim Ireland Education Office Manager, who will also be responsible for ensuring that all relevant Swim

Ireland conditions are met. Re-assessment of the Learner Assessment Portfolio will be through submission to a person designated by Swim Ireland.

Cost

The cost of re-assessment of practical teaching/coaching will be €150 for the allocated Tutor Assessor, organised through the Swim Ireland Education Office Manager. Full payment is required in advance of any re-assessment.