



READINESS OF THE ACCREDITED ASSESSMENT CENTRE
ASSESSMENT CENTRE
MONITORING INSTRUMENT ASSESSMENT CENTRE

OCCUPATIONAL CERTIFICATE: _____

SAQA ID: _____

NQF LEVEL _

2017

EXTERNAL INTERGRATED SUMMATIVE ASSESSEMENT

GENERAL INFORMATION

DATE OF MONITORING:

TIME OF ARRIVAL:

QUALIFICATION:

TIME OF DEPARTURE:

NAME OF PROVINCE

NAME OF ASSESSMENT CENTRE/ASSESSMENT CENTRE:

STREET ADDRESS:

SUBURB / TOWNSHIP:

TOWN/CITY:

POSTAL CODE:

FP&M SETA OFFICIAL

FIRST NAME:

SURNAME:

DESIGNATION:

TEL. NUMBER:

FAX NUMBER:

SIGNATURE

DATE:

ASSESSMENT CENTRE STAMP

1. GENERAL INFORMATION

| Number of candidates | |
|--|--|
| Number of immigrant candidates | |
| Number of candidates granted special needs assessment concessions. Provide Details. | |
| Number of invigilators responsible for the management of the assessment in the province | |

2. REGISTRATION OF CANDIDATES

Has the registration process of all the candidates for the assessment been finalised?

Yes/ No:

If not, how many candidates are still outstanding?

What are the reasons for not completing the registration for those candidates?

What challenges were experienced during the registration of candidates for the examinations?

How were they addressed?

3. STORAGE AND DISTRIBUTION

3.1 What security arrangements are in place for the storage and distribution of the examination papers?

| Security Arrangements | Comments |
|---|----------|
| 1. Does the assessment Centre have a Strong room? | |
| 2. Do all the doors and windows have burglar bars? | |
| 3. Does the strong room use a double locking system? Who keeps the keys? | |
| 4. Are there surveillance cameras in the building? Are they all working? | |
| 5. Is there an alarm system in the building? Is it working? | |
| 6. Are there fire extinguishers in the building? Are they within service period? | |

3.2 The condition of the storage room/s where all the exam material is kept.

| | |
|--|--|
| 1. Is the space of the storage facility big enough to accommodate the envisaged number of question papers storage? | |
| 2. Who has access into the storage room? | |
| 3. Does the storage facility comply with the Occupation Health and Safety (OHS) Act? | |
| 4. Date of Assessment Centre OHS Certificate. | |

3.3 Availability of supporting examination material

| IS/Are the following examination material in sufficient numbers? | Yes | No | Comments |
|--|-----|----|----------|
| 1. Question papers for all candidates | | | |
| 2. All the forms completed during writing. | | | |
| 3. Paper wrappers/seals. | | | |

3.4 The human resources capacity to manage credible examinations

| | |
|--|--|
| 1. How many people will be involved with the administration of the assessment in the province? | |
|--|--|

3.5 List contingency plans in place to deal with the following issues should they occur; |

| | |
|--|--|
| 1. Delay of delivery and collection of examination papers | |
| 2. Absence of any key personnel during writing of assessment. | |
| 3. Any natural disaster that might disrupt delivery of question papers to the assessment Centre. | |
| 4. Community unrests closer to the Centre. | |

3.6. Explain the distribution process that will be followed in terms of the following

| | |
|---|--|
| 1. Who is responsible for receiving and dispatching Question papers to and from the FP&M SETA ? | |
| 2. What security will be provided during the delivery of Question papers to the assessment Centre | |
| 3. How will Question papers be received and dispatched to the FP&M SETA ? | |

4. CONDUCT OF EXAMINATIONS

4.1

| |
|---|
| <p>1.. Have the assessment Centre being internally audited by the province? Yes/No The Provincial Manager to provide evidence (a checklist with an Assessment file)</p> <p>2. Is the training Centre separate from the assessment Centre? The Assessment Centre to provide evidence</p> <p><u>Narratives:</u></p> |
|---|

4.2

| |
|--|
| <p>Are the conditions of the Assessment Centre satisfactory?</p> <p><u>Narratives:</u></p> |
|--|

4.3

What measures have been undertaken by Provincial Managers to assist Assessment Centre's that do not meet the minimum requirements?

Narratives:

4.4.

What approach has been followed by Provincial Manager in the training of invigilators? Provide a copy of invigilators' manual and training plan/schedule and minutes of the meeting with invigilators.

Narratives:

5. IRREGULARITIES

What measures do Provincial Offices intend implementing to curb/reduce the number of irregularities in the Assessment Centre?

The province office to provide a plan.

Narratives:

6. GENERAL

6.1. Support provided by the FP&M SETA's Head Office

1. What support did the FP&M SETA Head Office provide to Provincial offices in preparation for the EISA external assessment? Provide examples of support rendered recently

Narratives:

2. Support Provided by the FP&M SETA's Provincial Office

What support did the Provincial Offices provide to the Assessment Centre in preparation for the EISA assessment?

3. The Assessment Centre's Preparations

What processes and procedures (initiatives) did the Assessment Centre put into place to ensure the smooth running of the EISA assessment?

6.2 Risk Management

Any risks that may jeopardize the conduct of EISA and need intervention from FP&M SETA Head office/Provincial office/the Assessment Centre?

Narratives:

6.3 SETA's Comments

Any other comments that may assist the FP&M SETA in better understanding of the state of readiness of the Assessment Centre to conduct, administer and manage examinations?

Narratives:

7. OVERALL IMPRESSION OF THE CENTRE'S LEVEL OF READINESS TO CONDUCT EXAMINATIONS

7.1. In your general observation, does the Assessment Centre satisfy minimum requirement to conduct the assessment?

Narratives:

7.2. Would you classify this Assessment Centre as High/Moderate/Low risk for the writing assessment?

Narratives:

7.3. Does the Assessment Centre require follow-up monitoring visits?

Narratives:

SUMMARY OF EVIDENCE TO BE PROVIDED/PRESENTED

| No | REQUIRED EVIDENCE | A | N/A | Comments |
|----|--|---|-----|----------|
| 1 | Management plan for the administration of the External assessment. | | | |
| 2 | List of Candidates' concessions granted (if any) | | | |
| 3 | FP&M SETA officials (both provincial and head office) and their responsibilities in the management of examinations | | | |
| 4 | Policy/Guidelines on the registration of candidates. | | | |
| 5 | Policy/Guidelines on the registration of Assessment Centres. | | | |
| 6 | "Assessment Centre registration form. | | | |
| 7 | Proof of audit of the Assessment Centre by the provincial office. | | | |
| 8 | List of registered Assessment Centre's with enrolments per qualification. | | | |
| 9 | Plans for the packaging and distribution of question papers. | | | |
| 10 | Health and safety certificate for the Assessment Centre. | | | |
| 11 | FP&M SETA monitoring plan of assessment | | | |
| 12 | Monitoring instrument for the writing of EISA. | | | |
| 13 | Training manual for the invigilators | | | |
| 14 | Proof of the training of invigilators | | | |
| 15 | An Assessment file (as per requirements in the invigilators manual Guideline) | | | |