

EISA Schedule – May & Nov 2019: Exams

Description	March	April	May	June	June	Jul	Aug	Sept	Oct	Nov	Dec
Learner packs – SDP: ➤ SoRs ➤ Reflective Reports ➤ Learner Readiness Requests ➤ Proof of File 01 / File 02 Uploads	31 st Mar 2019				28 th June 2019			2 nd Sept 2019			
Mock Exam: ➤ <i>Writing of Mock</i> ➤ <i>SDP Assessment</i> ➤ <i>SDP Mock Performance Review</i>		11 th Apr 2019				5 th Jul 2019			3 rd Oct 2019		
AQP Review of Learner Packs: ➤ <i>Statement of Results</i> ➤ <i>Reflective Reports</i> ➤ <i>Learner Readiness Forms.</i>		8 th Apr 2019				1 st July 2019		12 th Sept 2019			
Procurement: ➤ <i>Assessment Centre Venues</i> ➤ <i>Marking Centre Services</i>		8 th Apr 2019				1 st July 2019			15 th Oct 2019		
AQP Notification to QCTO: ➤ <i>QCTO Form</i> ➤ <i>Motivation Request Letter</i> ➤ <i>Proof of Assessment Venue</i> ➤ <i>Proof of Marking Centre</i>		13 th Apr 2019				4 th Jul 2019		18 th Sept 2019			
Issuing of Learner Permits – SDP Notification: - <i>Venue details</i> - <i>Time of Exam</i>			3 rd May 2019			5 th Aug 2019				4 th Nov 2019	
EISA Examination ➤ <i>Proof of EISA Approval from QCTO</i>			23rd May 2019				28th Aug 2019			22th Nov 2019	
Appointment of Invigilators: ➤ <i>Training</i> ➤ <i>Invigilating Schedule</i> ➤ <i>Invigilation File</i>			14 th May 2019				20 th Aug 2019			6 th Nov 2019	
Memo Discussion: ➤ <i>Invigilation Report</i> ➤ <i>Marking Centre Assessor/Moderator</i> ➤ <i>AQP Monitoring</i>			30 th May 2019				30 th Aug 2019			26 th Nov 2019	
Results Moderation Team: ➤ <i>Review Assessor report</i> ➤ <i>Review Moderator report</i> ➤ <i>Review Marking centre report</i> ➤ <i>Review of Learner Performance</i> ➤ <i>Adoption of Results</i>				17 th June 2019							13 th Dec 2019

Submission of Results for Certification: ➤ <i>File 03 is finalised by AQP</i> ➤ <i>Results moderation panel report</i> ➤ <i>Letter of recommendation to QCTO</i>				20 th June 2019							17 th Dec 2019
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