

INSETA - Process Flowchart

Writing of Final External Assessment

Stage 1: Pre-Assessment

Role Player 1: Skills Development Provider (SDP)

ROLE

- Implement training intervention and provide to AQP necessary proof of theory, practical & workplace evidence collected.
- Create/register learners on the QCTO Portal (File 01/02): 21-days from start of training.
- Issue AQP with confirmation of learners registered on the QCTO Portal within 21 days of recruitment.
- Supply AQP with learner SoRs and Reflective reports 3 months before scheduled assessment.
- Supply AQP with completed individual learner readiness requests for assessments per above timelines

Role Player 2: Assessment Quality Partner (AQP)

ROLE

- Maintain an AQP Portal for related learner data per SDP recruitment.
- Monitor training intervention of registered learners per SDP.
- Develop assessment instruments/tools and related exam resources.
- Procure QCTO accredited assessments venues, marking centre services.
- Distribute examination permits to learners via SDP.
- Appoint Markers and Moderators.
- Train invigilators to supervise assessments.
- Prepare and send notification + relevant attachments to QCTO related to planned assessments -2 months before session.
- Prepare invigilation files for use by invigilators.
- Monitor venue readiness before the start of the assessment.

Role Player 3: Quality Council for Trades & Occupations (QCTO)

ROLE

- QAS Addendum evaluated and approved
- EISA Exemplar on the AQP's website
- Confirm to AQP/SDP successful registration of learners per Files 01/02 on QCTO Portal.
- Confirm to AQP/SDP successful notification and booking of assessment.
- Receive the EISA Notification Form
- Allocate QCTO QA monitors to assessment centres
- Sample EISA Readiness Monitoring
- Confirm to AQP/SDP availability of QCTO monitors during the assessment session.
- Quality assures the management and the conduct of the EISA.
- Quality assures the EISA Marking guidelines discussions
- Verify the markerd scripts
- Issues the Approval of Results letter.
- Issue certificates

Stage 2 - Assessment Implementation:

AQP distributes necessary assessment packs to assessment venues – 1 day before assessment date:

- Assessment Instruments & blank answer sheets
- Exam instructions

AQP allocates trained Invigilator to each assessment centre (ratio = 1:15).

AQP hands over exam writing process to Invigilation Team to take over the supervision of assessment process.

Invigilators must arrive at assessment venue 30 minutes before start of exam.

Invigilation team to ensure availability of the following:

1. Security of the QP and scripts
2. Pre-populated attendance registers
3. Seating plan is adhered to
4. Exam resources are available
5. Venue logistics are conducive
6. Grants access ONLY to candidates or designated personnel.

Invigilators to allow learners 10 mins access to the assessment instrument before the start of exam.

Learners start writing exam as instructed by Invigilation team.

Exam instructions are read-out to candidates 15 minutes before the start of an exam.

Queries related to examination instructions are immediately addressed by Invigilation Team.

Learner permits, and ID numbers are checked for each individual candidate at point of entry.

Seats are allocated to candidates according to pre-approved seating plan.

Attendance registers are signed by ALL candidates and a separate register for all other designated guests.

Invigilator actively supervises the writing of the exam.

Invigilator looks out, records and / or addresses any irregularities.

Invigilator alerts candidates of time lapsed at 30 minute intervals.

Learners that complete exams can leave only after the 1st hour from start or before 30 minutes of remaining allotted exam time.

Scripts, instruments are collected by Invigilation team and reconciled, and an invigilation report prepared.

END of SESSION

Space is allocated to QCTO exam monitors as pre-identified.

Exam instruments/resource are collated before start of examination.

Stage 3 - Post Assessment:

Invigilation team sends reconciled post exam packs to AQP – (1 day from exam date).

The AQP reviews the packs and prepares distribution to the appointed marking centre(s). included:

1. Exam scripts
2. Exam instrument & tool
3. Invigilation irregularity report
4. Templates (marker/moderator report, marksheet etc)

The marking centre convenes a marking memo discussion meeting before the start of the marking process.

The marking process is officially handed over to the marking centre – 14 marking/moderation inclusive days are allowed.

AQP alerts QCTO about the memo discussion meeting and thus the start of the marking process.

Closure Process:

1. AQP receives marked scripts, completed marksheets (results) and related reports from Marking Centre (14 x Days).
2. The AQP arranges a post-mortem discussion/review of the full exam process and outcomes with the CEP.
3. AQP notifies QCTO as well as the SDP of the availability of marked scripts to allow them to do their own review (optional).
4. AQP and / or SDP completes the QCTO File 03 to request certification for distribution to successful candidates (45 days).
5. AQP and / or SDP prepares process closure report upon receipt of certificates.