

**Education, Training and Development Practices
Sector Education and Training Authority**



At the cutting edge of skills development

ASSESSMENT AND RPL GUIDELINES

June 2016

Version 1.0

Table of Contents

1. INTRODUCTION.....	1
2. ASSESSMENTS.....	1
3. RECOGNITION OF PRIOR LEARNING	2
4. MARKING PROCEDURE.....	2
5. IRREGULARITIES	3
6. RECORD KEEPING	3
7. APPEALS PROCEDURE.....	4
8. LEARNER ACHIEVEMENTS.....	4

1. Introduction

- 1.1. ETDP SETA as an Assessment Quality Partner (AQP) has the responsibility to ensure delivery of quality External Integrated Summative Assessments (EISA) in its area of quality assurance responsibility.
- 1.2. In discharging its quality assurance mandate, the ETDP SETA will ensure that its EISA processes are conducted under strict conditions that promote fairness, transparency and prevent possible irregularities pre, during and post assessment sessions.
- 1.3. All EISA processes shall be conducted by an assessment centre and/ or site under the supervision of suitably qualified assessment practitioners who are approved by the ETDP SETA to perform such quality assurance functions.

2. Assessments

- 2.1. All EISA sessions for occupational qualifications, which are quality assured by ETDP SETA as an AQP, will be conducted three times in a given academic year. EISA sessions will be conducted during these periods:
 - a) First Session at the beginning of an academic year;
 - b) Second Session in the middle of an academic year and;
 - c) Third session at the end of an academic year.
- 2.2. An Assessment Centre involved in the provisioning of EISA against ETDP SETA quality assured occupational qualifications, must adhere to the following:
 - a) Appoint Invigilators to work under the tutelage of a Chief Invigilator;
 - b) Appoint qualified Assessment Practitioner/s in line with the *Assessment Specifications Document* for each of the occupational qualifications quality assured by the ETDP SETA and;
 - c) Enforce compliance by its Assessment Practitioners (Assessors/ Moderators/ Invigilators) with the "Code of Conduct for Assessment Practitioners".
- 2.3. Before admitting a candidate to any EISA session, the Assessment Centre must ensure that a candidate:
 - a) Submit an original certified copy of an Identify Document or a Passport and a Statement of Results (SoR) issued by the Skills Development Provider (SDP) and endorsed by Quality Council for Trades and Occupations (QCTO) and,
 - b) Is registered on the candidate's register and issued with an admission number

- 2.4. An Assessment Centre must during and after an EISA session:
- a) Open the assessment instrument/s in the presence of the candidate/s;
 - b) Register the candidate/s present in an EISA session,
 - c) Verify attendance against the list of expected candidates for a given EISA session; and
 - d) Put candidate/s responses/ answers in the sealed envelope together with an attendance register, which must be place in a secured storage system.

3. Recognition of Prior Learning

- 3.1. The recognition of Prior Learning against the ETDP SETA quality assured occupational qualifications may occur under the following conditions:
- a). A candidate must approach directly the QCTO accredited Skills Development Providers accredited to deliver the occupational qualification they are interested in to be considered for the Recognition of Prior Learning.
 - b). The Skills Development Provider must conduct a screening process to determine the candidate's eligibility to be accepted for the Recognition of Prior Learning
 - c). The Skills Development Provider must assist the candidate with the collection and consolidation of historical evidence that shall be presented for the Recognition of Prior Learning.
 - d). The Skills Development Provider must conduct the Recognition of Prior Learning for the eligible candidates and make provision for the gap training where required
- 3.2. Once the Recognition of Prior Learning has been concluded, the Skills Development Provider must record and present the assessment results to the QCTO for endorsement in the format acceptable to the QCTO and thereafter inform the AQP of the QCTO's decision.
- 3.3. The cost for the Recognition of Prior Learning to be charged by the Skills Development Provider, must be in line with its costing model, which may or may not be approved by the QCTO.

4. Marking Procedure

- 4.1. In marking the candidates' responses, an Assessment Centre must ensure that:
- a) Assessors and moderators who are suitably qualified with relevant expertise to assess and moderate the candidate/s responses are appointed;

- b) Candidate/s response to a venue dedicated for marking, which will only be accessible to people directly involved with the assessment candidates' responses and moderation of assessment results;
- c) Standardisation of assessment tools and instruments happens before commencing with an assessment session;
- d) 25% of the assessed candidate/s; responses are moderated;
- e) Assessment and moderations are generated and signed-off by relevant individual/s; and
- f) Moderated assessment results are captured onto the AQP's approved Learner Management System.

5. Irregularities

- 5.1. In the event of irregularities, before, during and after an EISA session, the Assessment Centre must ensure that:
 - a) Each irregularity is recorded and such record is brought to the attention of the ETDP SETA:
 - i. Immediately if an assessment tools and/ or instruments is leaked and;
 - ii. Within three working days of occurrence if it does not relate to a leaked assessment tool/s and/ or instrument/s.
- 5.2. An irregularity involving a student and/ or staff member, an Assessment Centre must:
 - a) Allow the candidate to continue with an EISA session if it **does not** involve a leaked assessment tool/s and/ or instrument/s;
 - b) Not allow a learner to continue with an EISA session, if the irregularity involved the leaked assessment tool and/ or instrument and confiscate all evidence, which must form part of the report and;
 - c) Institute a disciplinary actions against the staff members concerned, and provide a report, which must be accompanied by future preventive measures.

6. Record Keeping

- 6.1. An assessment centre will be expected to comply with the following record keeping requirements of the AQP:
 - a). The candidates' records must filed in an index format and alphabetical order and put in secured place.

- b). Access to the candidates' record must be limited only to the authorised personnel of the Assessment Centre or Skills Development Provider.
- c). Retrieval and sharing of the candidates' records must be recorded on the retrieval register in order to keep track of the personnel accessing and/ or sharing with others such records.

7. Appeals Procedure

- 7.1. A candidate may appeal their External Integrated Summative Assessment results using the approved appeal's procedure and documentation.
- 7.2. A candidate may appeal the External Integrated Summative Assessment results under the following conditions:
 - a). If the candidate is not satisfied with the External Integrated Summative Assessment results or
 - b). If the External Integrated Summative Assessment condition were unfavourable, which resulted to poor performance by the candidate.
- 7.3. A candidate has the right to present any evidence before and during the appeal procedure in support of their case.
- 7.4. If the candidate is not happy with the outcomes of the appeal's process, they have the right to appeal their finding with the AQP, which will investigate the appeals process and its outcome and make its final decision.
- 7.5. A candidate has the right to appeal directly with the QCTO the AQP's final appeal's decision.

8. Learner Achievements

- Requirements for certification by the QCTO
- Internal verification of results before sending learner achievements to the QCTO
- Procedure to be followed for certification request to QCTO
- Issuing of Statement of Achievement (SoA)
- Receipt of Certificates from the QCTO and distribution thereof to learners