

ACCREDITATION OF ASSESSMENT CENTRES AND SITES (MINIMUM CRITERIA)

Accreditation of assessment centres in context

An Assessment Centre means a centre accredited by the QCTO for the purpose of conducting external summative assessments for specified registered occupational qualifications.

All final external integrated summative assessment for the QCTO occupational qualifications and trades will be conducted at accredited assessment centres. An application to be accredited as an assessment centre is submitted to the relevant Assessment Quality Partner (AQP). It is advisable that the institutions should at least be familiar with the qualification they would like to conduct assessments for. The institution interested to become one of the assessment centres must before approaching the Assessment Quality Partner to apply, familiarise itself with the following documents:

- QCTO Policy on Accreditation of Assessment Centres;
- This document, **minimum criteria for the accreditation of an assessment centre**
- The assessment centre accreditation process; and
- The example of the application form **below** which the AQP will adjust where possible according to the requirements of the assessment specifications.

Minimum Criteria for the accreditation of an assessment centre

Physical facilities

- The assessment facility must be housed in a solid structure with electricity, water and sanitation.
- The assessment venue must have adequate lighting and ventilation. The venue must be secure with adequate fencing and/or security provisions. The assessment venue must have doors which can be secured if necessary during the assessment. The surrounding area should be quiet and conducive to writing an examination.
- There must be a safe or an appropriate security arrangement for the storage of assessment material.
- There must be adequate toilets facilities that are clean with clean water available.
- The necessary health and safety provisions must be in place.

- The assessment venue must be big enough to house the candidates who are writing the examination. There should be an allowance of approximately 1,5m square per candidate. There must also be space available for the invigilator/s/assessor/s.
- The assessment centre must be accessible by road.
- The centre must have proper equipment where required.

Staffing and administration

There must be a dedicated member of staff (centre manager) who is responsible for:

- Maintaining and updating information about the centre
- Registering learners
- Receiving, storing and returning assessment material
- Arranging and overseeing invigilation of the external integrated summative assessment
- Ensuring that assessment material is safely stored in a secure place, candidates are registered timeously for the assessment and serial numbers received from AQP, an invigilation/assessment schedule is drawn up
- Ensuring the assessments are conducted in keeping with AQP requirements e.g. checking of IDs of candidates when they write the assessment, signing of the register, ensuring that candidates who write the assessment have been registered, invigilators are trained, no assistance is given to learners

This centre manager must have regular access to a telephone and a fax machine. It is preferable for entries to be submitted electronically and hence the centre manager ought to have access to computer facilities and email.

The AQP and the QCTO reserve the right to check a centre's facilities before recommending the accreditation of that assessment centre.

Accreditation of sites

An Assessment Site means any site deemed suitable by the Assessment Quality Partner to conduct the external summative assessment for a specified occupational qualification or qualifications where the relevant qualification assessment specifications do not require the use of an accredited assessment centre.

Accreditation process

Enquiries:

012 003 1800

info@qcto.org.za

