



## MINIMUM CRITERIA FOR THE ACCREDITATION OF AN ASSESSMENT CENTRE

All final External Integrated Summative Assessments for the:

### **Occupational Certificate: Insurance Claims Administrator (Claims Assessor)**

will be conducted at accredited assessment centres. It is advisable that the institution should please familiarise itself with the minimum criteria for the accreditation for an assessment centre and the qualification they would like to conduct assessments for.

Please familiarise yourself with the relevant documentation documents.

The following responsibilities will be the responsibility of a accredited assessment as prescribed by the QCTO.

### **Responsibilities of an assessment centre**

An assessment centre must:

- assess the occupational qualification or part qualification in accordance with the standards set by the delegated AQP;
  - comply with the QCTO and AQP assessment policies and procedures;
  - conduct integrated external summative assessments in accordance with the AQP requirements;
  - adhere to standards set by the AQP in order to maintain accreditation;
  - enter into a formal agreement with the relevant AQP;
  - if also a training provider, provide an assessment area separate from the training area;
  - only allow candidates registered for assessment and assessment practitioners conducting the assessment into the assessment area;
  - ensure that candidates are not assessed or moderated by the facilitator responsible for their training;
- and

### **Requirements to be registered as an assessment centre**

The QCTO will accredit an entity as an assessment centre for a specified occupational qualification or part qualification if recommended by an AQP and if that entity satisfies the criteria listed below.

The entity must:

- be a juristic person registered or established in terms of South African law;
- have a valid tax clearance certificate issued by the South African Revenue Service if applicable;
- have a suitable and compliant MIS in accordance with QCTO specifications;
- be safe, secure and accessible to candidates;
- meet the relevant standards for occupational health and safety;
- have the required physical resources (e.g. venue; equipment), specified by the AQP to assess learners' competence regarding the occupational qualification or part qualification;
- have appropriately qualified human resources as specified by the AQP;
- make provision for any other requirements specified for the relevant trade, occupational qualification or part qualification.



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**AQP NUMBER 0027/14**

**The following sections provide information on facility and environment requirements that your assessment center must follow in order to deliver assessments on behalf of MOONSTONE.**

- Venue size: minimum 20 candidates per session.
- Adequate parking facilities.
- The venue must be reasonably accessible to public transport.
- The venue must accommodate disabled candidates.
- An extra room is required for people with hearing or speech impairments who need to take down a specialised examination. (Reading or writing for them with a specialist invigilator)
- Adequate ablution facilities – also accessible for the disabled.
- Adequate lighting in the venue is essential.
- Noise free inside and outside.
- Exam in Progress signs to be displayed.
- The venue must have good airflow, and/or equipped with an air conditioner.
- Seating: Preferably be equipped with examination type tables and suitable chair for a single person.
- An average of 1.5m<sup>2</sup> must be allocated to each table/ chair unit. PLEASE NOTE: No Boardroom tables will be allowed.
- Clock in the front of the room.
- A table for the Invigilator's to do their paperwork.
- Full address of venue including detail of Contact person for the venue, must be provided upon registration.
- Contact person and contact detail in case of Emergency must be provided upon registration.

### **Staffing and administration**

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

- Registration of the learners.
- Receiving, storing and returning assessment material.
- Arranging and overseeing invigilation of the assessment (minimum ratio 1:10).
- The basic conditions of Employment Act must be on the wall
- Ensuring all administration is conducted for example:
  - Assessment centre management and invigilators sign confidentiality agreements.
  - Invigilation schedule is drawn up.
  - Assessment material is safely received and stored in a secure place before assessments.
  - Candidates are registered timeously for the assessment.
  - Assessment material is stored safely after assessments and returned as per agreement.
- Ensuring the assessment are conducted in keeping with the following requirements:
  - Checking of IDs of candidates when they write the assessment
  - Signing of the register
  - Ensuring that candidates who write the examination have been registered
  - Invigilators are trained and familiarise themselves with the assessment specific instructions.
  - Assistance is given to learners where needed
  - All protocol is followed as per assessment specific requirements.

### **Health and Safety**

- Meet the relevant standards for occupational health and safety.
- Have clear evacuation posters in the Assessment venue.
- Fire Hydrant available at the Assessment venue.
- Health and Safety File and Certificate available to all present at the Assessment.
- *Occupational Health and Safety Act Poster* on venue wall.
- First Aid kit at Assessment venue and also displayed on wall with a sign.

