



Working together for a skilled tomorrow

Accreditation as an Assessment Centre for Qualifications or Part Qualifications

Legislative and regulatory framework:

In terms of the Skills Development Act, 1998 (Act 97 of 1998) the QCTO will accredit assessment centres to conduct the external summative assessment for specified occupational qualifications, part qualifications or trades recorded on the NLRD but without an associated occupational qualification. The criteria to accredit and appoint Assessment Centres is based on the QCTO Policy on Delegation of Qualification Assessment to Assessment Quality Partners (AQPs) and the Assessment Policy for Qualifications and Part Qualifications on the QSF.

As such, Inseta is a QCTO delegated AQP with the responsibility to establish Assessment centres across South Africa for its related qualifications or part qualifications.

Inseta Guide for Accreditation:

Assessment centres may include accredited workplaces, education and training institutions (e.g. TVET Colleges or Universities of Technology) or any other professional bodies. An assessment centre must have the required facilities and meet the requirements specified by Inseta for the related occupational qualification or part qualification. Organizations or institutions seeking accreditation as an assessment centre must apply with Inseta for consideration.

Assessment centres will be accredited:

- a) for a period 5-years from the date of accreditation.
- b) until de-registration of the qualification.
- c) until de-accreditation is recommended by the INSETA/QCTO.

Responsibilities of an assessment centre:

1. Comply with Inseta and QCTO assessment policies, guidelines and procedures.
2. Adhere to standards set by the Inseta to maintain an assessment centre accreditation status.
3. Enter into a formal agreement with Inseta to provide an assessment venue for Inseta external summative assessments.
4. Restrict access to allow only candidates registered for prescribed external summative assessment into the assessment area during the scheduled assessment period.
5. Limit access only to assessment practitioners conducting assessment activities into the assessment area.
6. Have appropriately qualified human resources and security infrastructure to host external assessments as specified by Inseta.
7. Ensure the safety of the centre staff, learners and visitors. Inseta as an AQP will not be liable for any loss, damage, expense, costs, delays or other liability whatsoever that the assessment centre or site may incur during its operations.
8. The assessment centre must address ALL irregularities relating to the integrated external summative assessment which include, but are not limited to:
 - cheating, copying or accessing assessment instruments in advance.
 - bribing, blackmailing, threatening or harassing employees involved in the assessment process.
 - falsifies documents or evidence for access before or during an assessment.***(all irregularities must be reported to Inseta using the relevant reporting form)***
9. Submit a full report to Inseta on assessments conducted at each centre after every assessment cycle.

Responsibilities of Inseta:

Inseta as an AQP will assume the following responsibilities:

1. Recommend the applicant organization to the QCTO for consideration as an accredited assessment centre in respect of summative external assessments.
2. Confirm and notify applicant of application status to be an assessment centre for qualifications and part qualifications as accredited - 45 days turnaround.
3. De-accredit defaulting accredited assessment centres where required due to sub-standard performance or any activities warranting such action or end of status term.
4. Ensure standardization of the external integrated summative assessment through the development of nationally standardized assessment instruments.
5. Determine criteria for accreditation of assessment centres to be able to host the external summative assessments.
6. Monitor the performance of the accredited assessment centres to host and manage external integrated summative assessments.
7. Report to the QCTO on the assessment centre's performance in the form and manner required by the QCTO.
8. Publish accreditation status and details of the accredited organization on Inseta official website.

9. Distribute examination question papers to accredited assessment centres for the hosting of scheduled assessments.
10. Provide a list to assessments centres of confirmed learners that are earmarked to write external assessments at each of the accredited centres.

Assessment Centre Infrastructure:

As a minimum, an accredited assessment centre venue must have the following:

- Suitably furnished assessment room(s) that meets health & safety standards.
- Lockable storage facility (hard safe) to keep pre-post examination question papers.
- Adequate ventilation and access points for ease of movement.
- Access to ablution facilities by assessment centre staff and exam candidates.
- Have access to telephone and email for ease of communication related to assessments.

Assessment Technical Expertise – Personnel:

- ✓ Assessment centre manager (ACM) – Centre appointment
- ✓ Examination invigilators (AI) – Inseta appointment
- ✓ Examination assistants (EA) – Inseta appointment
- ✓ Verifier and monitor (VM) – Inseta appointment

Assessment Centre Deliverables:

- Ensure that assessment centre is ready to conduct assessment as scheduled
- Management distribution and movement of question papers
- Provide general administration related to assessments
- Manage assessment queries and irregularities
- Prepare assessment centre reports for each assessment cycle.

Applying for accreditation

1. An application for accreditation must be made to Inseta in accordance with the Inseta criteria and guidelines. The process includes:
 - Complete an Inseta expression of interest standard form
 - Complete an Inseta application for assessment centre accreditation form
 - Attach relevant company FICA documents as specified for a juristic person.
2. A centre that applies for accreditation to host the external integrated summative assessment for a specified occupational qualification or part qualification must provide evidence of:
 - the required physical resources (e.g. venue; equipment, furniture), specified by Inseta to assess learners' competence with regard to the relevant occupational qualification or part qualification.

- the required technical expertise (qualified personnel) to conduct the integrated external assessment for the relevant occupational qualification or part qualification.
- compliance with the quality assurance requirements needed to conduct that specified assessment.
- systems to handle complaints and appeals.

Withdrawal of accreditation

The SETA as instructed/recommended by QCTO may on reasonable grounds, withdraw the accreditation of an assessment centre venue in respect of all or a specific occupational qualification or part qualification which it is accredited to assess. Reasonable grounds include, but are not limited to:

- ✓ inability to meet the accreditation criteria
- ✓ assessment irregularities
- ✓ failure or refusal to fulfil accreditation responsibilities
- ✓ failure or refusal to comply with the relevant QCTO policies and procedures; and
- ✓ failure to comply with the relevant SETA requirements including but not limited to:
 - poor record keeping and reporting on assessments;
 - ineffective reporting to Inseta

The assessment centre venue may appeal a de-accreditation recommendation at cost. If de-accreditation is appealed, Inseta will convene an appeals committee to consider any representations received, and will make a submission to QCTO. If the submission and recommendation decision is upheld by QCTO, it will be communicated to the assessment centre as an outcome.

Quality assurance and monitoring of policy implementation

- Inseta will monitor the performance of accredited assessment centre venues.
- QCTO will monitor the performance of Inseta in terms of relevant policy.
- Any Policy on Accreditation of Assessment Centre Venues will be reviewed every three years.

Relevant Inseta Forms & Documentation:

1. Inseta Expression of Interest Form
2. Inseta Accreditation Application Form
3. Inseta Application Declaration Form
4. Name-list of Assessment Centre Irregularities Committee
5. Inseta Accreditation Application Checklist
6. Service Level Agreement
7. QCTO Policy on Delegation of Qualification Assessment to Assessment Quality Partners (AQPs)