



**READINESS OF THE ACCREDITED ASSESSMENT CENTRE  
ASSESSMENT CENTRE  
MONITORING INSTRUMENT ASSESSMENT CENTRE**

**OCCUPATIONAL CERTIFICATE: HEALTH PROMOTION OFFICER  
(COMMUNITY HEALTH WORKER)**

**SAQA ID: 94597**

**NQF LEVEL 3**

**2016**

**EXTERNAL INTERGRATED SUMMATIVE ASSESSEMENT**

**GENERAL INFORMATION**

DATE OF MONITORING:

TIME OF ARRIVAL:

QUALIFICATION:

TIME OF DEPARTURE:

NAME OF PROVINCE

NAME OF ASSESSMENT  
CENTREASSESSMENT CENTRE

STREET ADDRESS:

SUBURB / TOWNSHIP:

TOWN/CITY:

POSTAL CODE:

**HWSETA OFFICIAL**

FIRST NAME:

SURNAME:

DESIGNATION:

TEL. NUMBER:

FAX NUMBER:

SIGNATURE

DATE:

ASSESSMENT CENTRESTAMP

## 1. GENERAL INFORMATION

Number of candidates	
Number of immigrant candidates	
Number of candidates granted special needs assessment concessions.  Provide Details.	
Number of invigilators responsible for the management of the assessment in the province	

## 2. REGISTRATION OF CANDIDATES

Has the **registration process of all the candidates** for the assessment been finalised?

Yes/ No:

If not, **how many candidates** are still outstanding?

**What are the reasons** for not completing the registration for those candidates?

What **challenges** were experienced **during the registration of candidates** for the examinations?

**How were they addressed?**

### 3. STORAGE AND DISTRIBUTION

#### 3.1 What security arrangements are in place for the storage and distribution of the examination papers?

Security Arrangements	Comments
1. Does the assessment centre have a Strong room?	
2. Do all the doors and windows have <b>burglar bars</b> ?	
3. Does the strong room <b>use a double locking</b> system?  Who keeps the keys?	
4. Are there <b>surveillance cameras</b> in the building?  Are they all working?	
5. Is there an <b>alarm system</b> in the building?  Is it working?	
6. Are there <b>fire extinguishers</b> in the building?  Are they within service period?	

#### 3.2 The condition of the storage room/s where all the exam material is kept.

1. Is the <b>space</b> of the storage facility <b>big enough</b> to accommodate the envisaged number of question papers storage?	
2. Who has <b>access into the storage room</b> ?	
3. Does the storage facility <b>comply with the Occupation Health and Safety (OHS) Act</b> ?	
4. Date of Assessment centre OHS Certificate.	

### 3.3 Availability of supporting examination material

Are the following examination material in sufficient numbers?	Yes	No	Comments
1. <b>Question papers</b> for all candidates			
2. All the <b>forms</b> completed during writing.			
3. <b>Paper wrappers/seals.</b>			

### 3.4 The human resources capacity to manage credible examinations

1. <b>How many people will be involved</b> with the administration of the assessment in the province?	
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### 3.5 List contingency plans in place to deal with the following issues should they occur;

1. <b>Delay of delivery and collection</b> of examination papers	
2. <b>Absence</b> of any key personnel during writing of assessment.	
3. Any <b>natural disaster</b> that might disrupt delivery of question papers to the assessment Centre.	
4. <b>Community unrests</b> closer to the centre.	

### 3.6. Explain the distribution process that will be followed in terms of the following

1. <b>Who is responsible</b> for receiving and dispatching Question papers to and from the HWSETA?	
2. <b>What security will be provided</b> during the delivery of Question papers to the assessment Centre	
3. <b>How will Question papers be received and dispatched to the HWSETA?</b>	

## 4. CONDUCT OF EXAMINATIONS

### 4.1

<p>1.. Have the assessment Centre being internally <b>audited by the province? Yes/No</b> The Provincial Manager to provide evidence (a checklist with an Assessment file)</p> <p>2. Is the training Centre separate from the assessment Centre? The Assessment Centre to provide evidence</p> <p><u>Narratives:</u></p>
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### 4.2

<p>Are the <b>conditions</b> of the Assessment Centre satisfactory?</p> <p><u>Narratives:</u></p>
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4.3

What measures have been undertaken by Provincial Managers to **assist Assessment Centre's** that do not meet the minimum requirements?

**Narratives:**

4.4.

**What approach** has been followed by Provincial Manager in the training of invigilators? Provide a copy of invigilators' manual and training plan/schedule and minutes of the meeting with invigilators.

**Narratives:**

## 5. IRREGULARITIES

What measures do Provincial Offices intend implementing to **curb/reduce the number of irregularities in the Assessment Centre?**

The province office to provide a plan.

**Narratives:**

## 6. GENERAL

### 6.1. Support provided by the HWSETA's Head Office

1. What support did the HWSETA Head Office provide to Provincial offices in preparation for the EISA external assessment?  
Provide examples of support rendered recently

**Narratives:**

2. Support Provided by the HWSETA's Provincial Office

What support did the Provincial Offices provide to the Assessment Centre in preparation for the EISA assessment?

3. The Assessment Centre's Preparations

What processes and procedures (initiatives) did the Assessment Centres put into place to ensure the smooth running of the EISA assessment?

## 6.2 Risk Management

**Any risks** that may jeopardize the conduct of EISA and need intervention from HWSETA Head office/Provincial office/the Assessment Centre?

**Narratives:**

## 6.3 SETA's Comments

**Any other comments** that may assist the HWSETA in better understanding of the state of readiness of the Assessment Centre to conduct, administer and manage examinations?

**Narratives:**

## 7. OVERALL IMPRESSION OF THE CENTRE'S LEVEL OF READINESS TO CONDUCT EXAMINATIONS

7.1. In your general observation, does the Assessment Centre **satisfy minimum requirement** to conduct the assessment?

**Narratives:**

7.2. Would you classify this Assessment Centre as **High/Moderate/Low risk** for the writing assessment?

**Narratives:**

7.3. Does the Assessment Centre **require follow-up monitoring visits**?

**Narratives:**

## SUMMARY OF EVIDENCE TO BE PROVIDED/PRESENTED

No	REQUIRED EVIDENCE	A	N/A	Comments
1	Management plan for the administration of the External assessment.			
2	List of Candidates' concessions granted(if any)			
3	HWSETA officials (both provincial and head office) and their responsibilities in the management of examinations			
4	Policy/Guidelines on the registration of candidates.			
5	Policy/Guidelines on the registration of Assessment Centres.			
6	"Assessment Centre registration form.			
7	Proof of audit of the Assessment Centre by the provincial office.			
8	List of registered Assessment Centre's with enrolments per qualification.			
9	Plans for the packaging and distribution of question papers.			
10	Health and safety certificate for the Assessment Centre.			
11	HWSETA monitoring plan of assessment			
12	Monitoring instrument for the writing of EISA.			
13	Training manual for the invigilators			
14	Proof of the training of invigilators			
15	An Assessment file (as per requirements in the invigilators manual Guideline)			