



## DISTRIBUTION LIST

This document is distributed to every level of the IVCWB where the subject is applicable.

## DOCUMENT AVAILABILITY

This document is readily available to all staff on the IVCWB. Please note that the most up to date version is held in electronic format under the document reference.

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## AMENDMENT HISTORY

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## TABLE OF CONTENTS

<b>1. OBJECTIVE</b> .....	<b>3</b>
<b>2. SCOPE</b> .....	<b>3</b>
<b>3. CRITICAL SUCCESS FACTORS</b> .....	<b>3</b>
<b>4. ROLES AND RESPONSIBILITIES</b> .....	<b>3</b>
4.1 Planning for the Assessment .....	3
4.2 Preparing the candidate for the Assessment .....	4
4.3 Conducting the Assessment .....	4
4.4 Other.....	4
<b>5. PROCESS FLOW</b> .....	<b>5</b>



## 1. OBJECTIVE

The objective of this document is to outline the procedures to be followed when a learner who attends a training course at IVCWB is assessed in a specific functional area / subject / course.

## 2. SCOPE

The scope of this document is to serve as a guideline for the procedures to be followed when a learner is assessed.

## 3. CRITICAL SUCCESS FACTORS

- Adhering to the set Assessment Procedures;
- Proper planning and preparations by the relevant trainer / lecturer;
- Participation of Training Team / Trainer members;
- Participation of the Training Administrator;
- Accurate, professional and relevant Assessments must be used; and
- Participation of the learner who is assessed.

## 4. ROLES AND RESPONSIBILITIES

The Roles and Responsibilities of the Training Team / Trainer members are as follows when assessing a learner who attended an IVCWB training course:

### 4.1 Planning for the Assessment

- The Training Team / Trainer must identify the most suitable and cost-effective Assessment Method(s) to be used per course presented.
- The Training Team / Trainer must identify the most suitable and cost-effective Assessment Instrument(s) to be used per course presented.
- The Training Team / Trainer must ensure that the record keeping system is used effectively.
- The Training Team / Trainer must ensure that all Assessment policy and procedure documentation is in place before an Assessment is conducted.
- The Training Team / Trainer must identify a process to evaluate the effectiveness of the Assessment system.
- The Training Team / Trainer must identify ways to overcome potential unfair barriers that may arise during the Assessment process.
- The Training Team / Trainer must identify ways to assist learners with Special Assessment needs.
- The Training Team / Trainer must review codes of practice and safety and health procedures of the Assessment Environment. The venue must contribute to a safe and fair assessment.

## 4.2 Preparing the candidate for the Assessment

- The facilitator(s) / trainer(s) must explain the purpose of the Assessment.
- The facilitator(s) / trainer(s) must explain the outcomes that will be assessed.
- The facilitator(s) / trainer(s) must explain the Assessment Methods and Instruments that will be used.
- The facilitator(s) / trainer(s) must explain the Re-Assessment Process.
- The facilitator(s) / trainer(s) must explain the Assessment Appeals Process.
- The facilitator(s) / trainer(s) must explain the importance of adhering to dates and times set for the Assessment process.
- The facilitator(s) / trainer(s) must explain the duration of the Assessment process.
- The facilitator(s) / trainer(s) must explain how the Assessment process will be conducted in the Assessment Environment.
- The facilitator(s) / trainer(s) must explain the importance of the completion of the Course Evaluation documentation.
- The facilitator(s) / trainer(s) must explain the Assessment Feedback process.

## 4.3 Conducting the Assessment

- The Assessor must clarify the information to be assessed and the time duration of the Assessment.
- The Assessor must check that all the equipment and / or software are in working order.
- The Assessor must provide the relevant Assessment and / or Answer Sheet at every seat where a candidate sits.
- The Assessor must explain the purpose and importance of the Answer Sheet.
- The Assessor must demonstrate how the electronic Assessment Tool works and address all questions raised by the candidates.
- The Assessor must assist the learners to get started by completing the relevant information section on the Assessment with the candidates.
- The Assessor must check the venue to ensure that the Assessment Environment is contributing to a safe and fair assessment.
- The Assessor must assist the candidate to submit the Assessment.

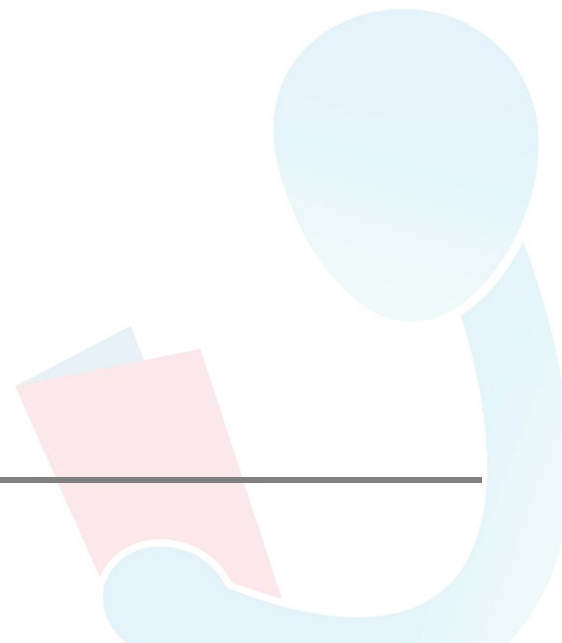
## 4.4 Other

- The Assessor must remain unobtrusive throughout the Assessment process.
- The Assessor must ensure that valid, authentic, current, consistent and sufficient evidence is collected during the Assessment process.
- The Assessor must ensure that all learners complete the Course Evaluation before the Assessment process starts. See the Course Evaluation procedure document for more details.

## 5. PROCESS FLOW

The Process Flow for the conducting of assessments in the training environment.

1. The Trainer(s) / Facilitator(s) must check that the Assessment is ready and current while preparing for training.
2. The Trainer(s) / Facilitator(s) must ensure that all furniture and equipment in the Assessment Environment is in good working order.
3. The Trainer(s) / Facilitator(s) responsible for the training must inform the learner(s) of the Assessment Procedures on the first day of the course.
4. The Trainer(s) / Facilitator(s) must inform the learners of all the procedures that have an impact on training:
  - 4.1. Assessment Procedures
  - 4.2. Evaluation Procedures
  - 4.3. Appeals Procedures
  - 4.4. Re-Assessment Procedures
  - 4.5. Feedback Procedures
5. The Trainer(s) / Facilitator(s) must demonstrate how to complete the Evaluation Form and assist the learners to complete and submit the form.
6. The Trainer(s) / Facilitator(s) must ensure that no learners are in the Assessment Environment before the Assessments are conducted / handed out.
7. The Trainer(s) / Facilitator(s) must explain how the Assessment works and the learners must be helped to complete the general information section.



## Process Flow for the Conducting of Assessments

