

MINIMUM CRITERIA FOR THE ACCREDITATION OF AN ASSESSMENT CENTRE

All final External Integrated Summative Assessments for the South African Institute of Tax Professionals occupational qualifications 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 following documents:

- Minimum criteria for the accreditation of an assessment centre
- The assessment centre accreditation process; and
- The application form

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

The Assessment venue needs to have the required physical resources (venue, equipment, machinery and protective clothing)

- Accreditation centres must be safe, secure and accessible to candidates.
- Ample secure parking available for candidates with safe access to the venue.
- Provide access to people with disabilities.
- Welcome/notice boards to be displayed.
- Testing in Progress signs to be displayed.
- The venues are required to be distraction-free, clean, comfortable and smoke-free.
- The venue needs to be extremely quiet inside and outside to minimise distractions during assessments.
- Set-up seating, one student per table, tables must be spread out in the venue in order for the invigilator to walk comfortably between the tables.
- Provide adequate lighting and ventilation.
- Invigilators have access to regulate the lighting and air-conditioning.

Staffing and administration

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

- Maintaining and updating the centres information
- SAIT & facility staff members present at the Assessment.
- 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:
 - Invoices for the assessments are forwarded to the appropriate person/s for payment.
 - Assessment centre management and invigilators familiarise themselves with assessment training material.
 - 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.

Centre Specific Requirements

- The entity must be a person registered or established in terms of South African law
- Tax Clearance certificate issued by the South African Revenue Service if applicable

SAIT Specific Requirements

The following are available for Tax Professional Qualifications Assessment:

- Wi-Fi available for the External Integrated Summative Assessment (EISA)
- Technical assistance is available for candidates using laptops and Wi-Fi
- Additional electrical points/adaptor plugs and leads are made available as needed
- Water is available for candidates during the session
- Back-up laptops are available

Please see that the centre management has regular access to telephone and fax/email facilities. Please email the completed application form to education@thesait.org.za

SAIT & the QCTO reserves the right to check the centre's facilities before SAIT recommends the accreditation of that assessment/examination centre to the QCTO.

Enquiries:

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