

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

- Accreditation centres must be safe, secure and accessible to candidates
- Welcome/Notice boards to be displayed
- The venue and outside the venue needs to be extremely quiet
- 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
- Invigilators have access to regulate the air-conditioning
- The basic conditions of Employment Act must be on the wall
- SAIT & facility staff members present at the Examination
- Invigilators need to be present at the Examination venue

### Health and Safety

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

### Specific requirements

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

## 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.

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](mailto: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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