

# ASSESSMENT CONTRACT



Qualification: SPP	NQF Level: 4	Credits: 30
Candidate's Name and Surname:	Candidate's ID number:	
Facilitators Name and Surname:	Facilitators Contact details:	
Venue of Pre-Assessment Meeting:	Date received:	

Santam welcome you to the Assessment Process

This document serves to familiarize and prepare you in the assessment(s) that you are about to embark in. It is a map that informs you of the steps involved in the assessment process and will allow you to prepare for your assessment(s), setting you at ease, and give you an opportunity for success.

Statement/Question	Yes/No	Initial and make any comments if you answer NO
Were you welcomed and made to feel at ease?		
Were the purpose and objectives of the meeting explained?		
Were the assessment process and principles of good assessment explained to you? I.e. Fairness, Validity, Authenticity, Sufficiency, Currency and Reliability		
Were any special assessment needs or barriers identified, discussed and eliminated?		
Were the role and the responsibilities of the learner, assessor, moderator and verifier been explained to you?		

Statement/Question	Yes/No	Initial and make any comments if you answer NO
<p>Were you informed of: Your rights, The appeals process Re-assessment policies? <b>Remember:</b></p> <ul style="list-style-type: none"> <li>• You have the right to appeal against any judgement given as a result of any assessment. (You must have valid reason for doing this)</li> <li>• You have the right to a interpreter if you need one to perform this function. However if one of the learning assumptions for the standard is that you are competent within the language of assessment, you may not have an interpreter.</li> <li>• You can ask that an impartial observer attend any assessment. This observer may not be involved in any part of the assessment.</li> <li>• If you do not agree with the assessment, you have the right to have your assessment internally moderated.</li> <li>• If you still do not agree with the result of the assessment you can ask that the ETQA (Education and Training Quality Assurance) perform an external moderation on the assessment.</li> <li>• If any verification upholds the assessment findings you will be held liable for all the costs of the verifications.</li> <li>• If any verification rules that you have been aggrieved as a result of the assessment, your provider will be liable for all costs of verification</li> </ul>		
<p>Was the importance of confidentiality in the process (assessment) explained? Each assessment application The outcomes Results and reviews will be treated as a confidential matter by the candidate, assessor and moderator.</p>		
<p>Were you provided with a copy of the assessment contract?</p>		

<p>Were you informed of the various assessment instruments/tools to be used?</p>		
<p><b>Please take note of the following:</b></p> <ul style="list-style-type: none"> <li>• <b>No tipex allowed</b></li> <li>• <b>No typing allowed</b></li> <li>• <b>Assignment must be complete in PEN not in pencil – only blue or black pen.</b></li> <li>• <b>Attach all the necessary documents as requested by facilitator</b></li> </ul>		
<p>Please take note of the following:          You commit plagiarism when you present someone else's ideas -published or unpublished - as if they were your own. This is unacceptable and if you are found guilty of plagiarism you will not be able to continue with the course or obtain the credits applicable to this course.</p>		
<p>Do you understand the process?</p> <ul style="list-style-type: none"> <li>• You need to complete your Formative Evaluation and post this to :                  Santam : Learner Administration Department                          Private Bag X226                          Pretoria                          0001</li> <li>• You need to do any remediation on your Formative evaluation within 60 days of receiving your results letter.</li> <li>• You need to write your Summative evaluation within 60 days of receiving your Competent Formative result letter / Notification of remediation on summative</li> </ul> <p>You will only be allowed <b>two remediations</b> on Formative and Summative assessments, where after you need to redo the course.</p>		

Make sure that you prepare yourself thoroughly for the assessment to avoid re-assessment. You will be allowed one free remediation where after a fee of R200.00 (VAT inclusive) will be payable for the second remediation. You will only be allowed two remediations, if you are found Not Yet Competent on your second remediation you will need to redo the course.

Should any remediation not be received within 60 days after you have received your result letter, you will be requested to re-attend the programme and your portfolio will be destroyed.

After you have been found Competent on your Formative Assessment, you will have 60 days to write your Summative evaluation (exam). If no summative evaluation (exam) is written within 60 days, you will be requested to re-attend the programme and your portfolio will be destroyed.

Should Santam not be able to contact you due to a change in contact details, the same rules will apply. Any deviation of the 60 days limitation (formative) or 60 days limitation (summative) will be dealt with by the assessment centre, and only if proof can be offered.

Please do not hesitate to contact us should you have any queries regarding the assessment process.

You will receive a SMS or e-mail once your portfolio is received. Thereafter you will receive a provisional results letter within 30 days.

Please remember that your provisional results are subject to internal moderation and these results may be overturned by the Moderator. Should this happen a new results letter will be issued.

Thereafter an INSETA verification will take place and only after they have approved the batch, a final statement of results be issued. This process is a lengthy process and is outside of our control but we will attempt to finalise your results as soon as possible.

Declaration of understanding (please indicate Yes or No)

I understand the importance of this meeting	
I declare that the above mentioned points of the pre-assessment document were explained by the facilitator	
I declare that I have received copies of the Unit Standards, assessment plan, assessment schedule and copies of the relevant policies and procedures pertaining to my assessment.	
I was given the opportunity to clarify any issues relating to the assessment process and my assessment plan.	
I have requested this assessment in accordance with my own free will and without duress.	
I HAVE READ THE ABOVE AND UNDERSTOOD THE CONTENTS THEREOF	

<b>Candidates Signature:</b>	<b>Date:</b>
<b>Facilitator Name and Surname:</b>	<b>Date:</b>
<b>Facilitator Signature:</b>	