

Enhancing Access to and Success in Post-School Education and Training, for the Future World of Work

PRIVATE SDP CAPACITATION

QCTO ASSESSMENT PROCESS FOR EISAs/FISAs



INTRODUCTION

According to the QCTO Assessment Policy the objective of assessment is to promote the development and implementation of final assessments, which should yield the following:

- A reliable indication of learner achievements;
- A consistent indication of a level of attainment between comparable assessments; and
- A promotion of confidence in the achievement of qualifications registered on the OQSF

EISA

- EISA is an acronym for **External Integrated Summative Assessment**. It's the QCTO's quality assurance system leading to an Occupational Certificate award.
- It's a single national assessment conducted by applying nationally standardized assessment instruments developed and administered by the Quality Partner (QP/SETA).
- For learners to qualify for the EISA, they must complete all **THREE** components, viz: Theory/knowledge, Practical and Workplace(or Knowledge and application) experience, and be competent in all three.
- The SDP issues the Statement of Results (SoR) as a proof that the learner met all EISA requirements and can sit for the EISA.

QCTO ASSESSMENT PROCESS- ROLES OF SDPs/ACs

- The Skills Development Providers (SDPs) must be **accredited** by the QCTO;
- SDPs **RECRUIT** the learners;
- SDPs **ENROLL** the learners with the QCTO **within 21 working days**;
- SDPs **TRAIN** the learners / do the Gap Training
- **Conduct** formative and summative internal assessments per module, and learners must be provided with feedback on their performance.
- Provide **guidance, support and counselling services** to assist candidates prior to, during and after the final assessment process.

QCTO ASSESSMENT PROCESS- ROLES OF SDPs/ACs

- The QCTO **QUALITY ASSURES** the Curriculum Implementation and the Readiness of the learners to write the EISA;
- The SDP issues the **SoR**(Statement of Results)
- The SDPs **REGISTER** the learners ready to write the EISA within the closing date (EISA Registrations);
- The QCTO consolidates the list of the SDPs with Registered learners;
- The list (File 4) is sent to the QP and the QCTO Quality Assurance team.

QUALITY ASSURANCE AND EISA READINESS

- The QCTO Quality Assurance (QA) team is responsible for QPs' quality assurance of the internal assessments, curriculum Implementation, and EISA Readiness to ensure their credibility.
- **Planned EISA dates** are decided in advance by the QPs for the following year and sent to the QCTO.
- Skills Development Providers (SDPs) check on the QCTO, the EISA, and **Closing Registrations** dates for the Qualifications on the **QCTO website**.
- Closing dates for Registration of learners are specified, approximately **3 months before the scheduled EISA date**.
- **No late registrations are allowed.**
- The SDP writes **the EISA** if the **QA team approves** the readiness of the SDP to conduct the EISA.

REGISTRATION OF LEARNERS TO WRITE THE EISA BY THE SDPs

- QCTO **PLANNED EISA DATES** Template completed in the Previous year
- To register learners for the EISA, learners must be found competent in **all** three modules.
- The standardized SoR template is provided to all Skills Development Providers (SDP) by the QCTO
- The SDP must complete the **LEISA file** for the learners who are ready to write the EISA.
- The **SoRs** and the **LEISA File** are submitted to the QCTO to confirm the readiness of the learners to write the EISA.
- This is emailed to EISAREadiness@qcto.org.za
- SoRs submitted by SDPs are sampled to verify the supporting documents for quality assurance.

THE MODEL OF THE EISA: WRITTEN OR PRACTICAL

- The SMEs developing the **QAS Addendum**, together with the QP, determine the type of EISA.
- The QP is responsible for the processes of how the EISA is conducted
- The type of EISA will depend on the qualification requirements.
- These are specified in the **Qualification Assessment Specification (QAS)** document.
- The EISA may also be a Practical simulation or a written component.
- The Assessment Centres will need to have the necessary equipment to accommodate the **EISA specifications**.

EISA WRITING: QUALITY PARTNER(QP) RESPONSIBILITIES

- QP must ensure that assessments are of high quality and meet the industry standard.
- The **Qualifications Assessment Specifications (QAS) Addendum** document is used as a guide to develop the Assessment Instrument (Question Paper) for the EISA.
- The Assessment instruments are developed by the Subject Matter Experts (SMEs) according to QCTO standards.
- The QCTO verifies the Memos and exemplars' alignment to the QAS Addendum and that it's developed according to the QCTO standards.
- If approved, the assessment instruments are developed by the QP.
- **An EISA exemplar** and a Memo for each qualification should be available on the QP's website before the learners write the EISA.
- This is the format of the EISA Assessment Instrument.
- The Exemplar is changed on the website if the QAS Addendum is reviewed.

EISA NOTIFICATION DOCUMENT

- Registered SDPs Ready to write the EISA
- QP should check available Assessment Centres using the list of SDPs
- **QP** submits to the QCTO **3 months before** the EISA
- Supporting Documents attached
 - SDPs writing the EISA
 - Number of candidates writing
 - QCTO Accredited Assessment Centers
- QCTO QA Team allocates monitors to Assessment Centers.

RECOGNITION OF PRIOR LEARNING (RPL)

- Recognition of Prior Learning (RPL) is governed by the QCTO's RPL policy.
- QP must develop a Standard RPL Mechanism for SDPs
- RPL for access or credits remains part of the QCTO's approach and is supported and encouraged.
- The RPL programme must prove that the learners are ready to write the EISA by completing internal assessments and the SDP must issue a Statement of Results for the learners.
- **RPL Learners need to write the EISA to be issued the certificate.**

FISAs – WHAT IS A FISA?

- The word FISA is an acronym referring to the **F**inal **I**ntegrated **S**upervised **A**ssessment
- It is the final assessment for all Skills Programmes registered with the QCTO
- FISAs are decentralized for all Skills Programmes (SPs) registered with the QCTO
- It is developed and pre-moderated by the Skills Development Provider (SDP) using the FISA standards
- A FISA must be administered to qualify a competent learner to be certified by the QCTO

DOCUMENTS TO BE USED

- QCTO's Assessment Policy regarding the assessments of Skills Programmes.
- Skills Programme Curriculum document
- Skills Programme document(SP document)

These documents are available on the QCTO website

WHAT ARE FISA STANDARDS?

- These are a set of assessment criteria that have been developed by Subject Matter Experts (SMEs) to ensure that the Exit Level Outcomes (ELOs) for a specific SP are attained by the learner.
- The FISA standards form part of the content of the SP document

FISA REQUIREMENTS & FORMAT

- Because the FISAs are decentralized and the instruments developed by the SDPs, we need to make sure that:
 - a) The FISA standards are unambiguous.
 - b) Conditions for performance are clearly stated.
 - c) Total marks for the FISA instruments are indicated
 - d) Pass marks/percentages are also clearly indicated
 - e) The maximum duration of a FISA is also stated
 - f) Standards statements guiding the development of the FISA instruments are also included in the SP document

FISA REQUIREMENTS & FORMAT CONT.....

- g) Assessment Standards are in line with recommended cognitive application
- h) The FISA assessment standards are relevant to applied knowledge and skills
- i) It is also recommended that the standards should be internationally comparable and acceptable

FISA REQUIREMENTS & FORMAT CONT.....

- ❑ All learners gain entrance to the Final Integrated Supervised Assessment (FISA) by successfully completing the Assessment Criteria and Outcomes of ALL modules/topics (Continuous Assessment)
- ❑ **Format of FISA:** The format of the FISA is indicated on the Skills Programme Document. It will indicate the standard (what, how, and required evidence). The facilitator must develop this assessment, which must be moderated by a 2nd person and administered by the SDP under supervised assessment conditions.
- ❑ All FISAs must be supervised, and virtual FISAs must be recorded throughout the assessment.
- ❑ All Exit Level Outcomes must be covered in the FISA.

FISA REQUIREMENTS & FORMAT CONT.....

- ☐ The FISA may not contain any assessments used in the "Continuous Assessment" process (thus no re-assessment).
- ☐ A new FISA must be developed for each cohort of learners based on the specified assessment standards (same standard; different tasks).
- ☐ Special considerations should be made for candidates with special learning needs.
- ☐ Final Results must be submitted by the SDP to the QCTO for approval and certification as prescribed.

VALIDATION OF FISA INSTRUMENTS

- **Quality assure** the systematic process implemented by the SDP against the QCTO Assessment Policy for Skills Programmes with regards to the development of the FISA instrument to be implemented.

DETAILS THAT SHOULD BE ON A FISA COVER PAGE

The following details should appear on the front cover of the FISA

- Name of QAP/SDP
- Contact number
- Title of Skills Programme
- Skills Programme ID Number
- NQF Level
- Credits
- Date/Period of FISA
- Duration
- Total Marks
- Competency/Pass mark

DOCUMENTS REQUIRED TO VALIDATE FISA INSTRUMENTS

- Moderated FISA Instrument/Question Paper
- Moderated FISA Memorandum/Marking Guideline/Rubric
- Developer/Examiner Report
- Moderator Report
- Developer/Examiner Confidentiality Agreement
- Moderator Confidentiality Agreement
- Developer/Examiner CV
- Moderator CV
- Previous FISAs Conducted

DEVELOPMENT OF ASSESSMENT INSTRUMENTS

- The correct Qualification Name has been indicated on the Assessment
- All Exit Level Outcomes of the qualification have been met in the FISA
- Assessment complies with recommended cognitive application
- The FISA assessment questions/task are relevant to applied knowledge and skills

DEVELOPMENT OF ASSESSMENT INSTRUMENTS CONT....

- There is a clear relationship between mark allocation and the level of difficulty
- The required evidence is suitable to the corresponding ELO's
- The following has been indicated on the Assessment:
 - Assessment requirements needed
 - Competence/Pass requirements

COMPLIANCE TO STANDARDS SET FOR QUALIFICATION EXIT LEVEL OUTCOMES

List of ELOs (Exit Level Outcomes) as per registered
qualification

Required standard of competence covered on question
paper

CONTENT COVERAGE

- Does the assessment instrument adequately cover the questions/tasks of various types?
- Are the questions within the broad scope of the ELOs of the SP.
- Are the skills/topics/themes and concepts appropriately linked and integrated?
- Are the questions representative of the latest developments in the SP
- Is the content including examples, text and illustrations included in the assessment instrument suitable, appropriate, relevant and academically correct/accurate.
- Is the content pitched at the correct NQF level?
- Are questions repeated verbatim from previous assessment instruments?

MARKING MEMORANDUM/GUIDELINE

- Does the marking memorandum (numbers and content) correspond with the assessment instrument?
- Does the marking memorandum facilitates consistent marking (provides clear guidelines, and clear mark allocation)?
- Does the marking memorandum totals correspond with the totals in the assessment instrument?

TECHNICAL ASPECTS

- The assessment instrument has all the relevant information such as title of qualification, duration, date, total, and applicable instructions for the FISA
- The instructions to candidates are clear and unambiguous
- The questions have been correctly numbered
- The pages are correctly numbered (if written assessment instrument)

TECHNICAL ASPECTS CONT.....

- Mark allocation has been clearly indicated for each question and section
- The assessment instrument and memorandum is complete in all aspects, including any attachments
- The same font is used throughout the paper/format used in eAssessment is user-friendly
- Candidates will be able to complete the assessment in the given time allocation

TECHNICAL ASPECTS CONT.....

- All FISA INSTRUMENTS should be emailed to:

assessmentstandards@qcto.org.za

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Thank you

