



AGREEMENT BETWEEN THE:

IEB (INDEPENDENT EXAMINATIONS BOARD)

Situated at physical address: 5 Anerley Road, Parktown, Johannesburg

Hereafter referred to as the IEB

Represented by the Chief Executive Officer of the IEB

and

(Name of AET Centre and Examination Centre Number)

Situated at physical address:

Hereafter referred to as the Recognised Examination Centre

Represented by the head/manager or the duly authorised person at the centre

Name and Surname:

Position:

and

(Name of Recognised Training Provider and Registration Number)

Situated at physical address:

Hereafter referred to as the Recognised Training Provider

Represented by the Chief Executive Officer or the duly authorised person at the centre

Name and Surname:

Position:

The Recognised Examination Centre and/or Recognised Training Provider agrees with and accepts the following:

1. The IEB Principles of Operation

- 1.1 The integrity of the assessment process is fundamental to the principles of the IEB and its operations.
- 1.4 The IEB operates transparently in respect of its procedures and processes, respecting confidentiality and the right to privacy as appropriate.
- 1.5 The IEB operates on the principles of human dignity, equality and non-racialism. By agreeing herewith the Recognised Examination Centre and/or Recognised Training Provider confirms that it will conduct itself in accordance with these principles.

2. The IEB's Conditions of Operation

- 2.1 No assessment materials, such as question and answer papers, may be removed from a recognised examination centre, nor may any assessment materials be copied, faxed, scanned, emailed or removed from the physical premises of a recognised examination centre in any way for any purpose or reason whatsoever.
- 2.2 All assessment materials need to be signed for and securely stored by the Centre Manager or the duly appointed representative who will need to report on how the material was stored at delivery and prior to the material's return to the IEB.
- 2.3 Any special arrangements for storage and/or transportation of the assessment materials must be communicated to and agreed upon with the IEB prior to the commencement of the assessment(s). Upon the return of the assessment material and detailed and signed report, detailing the process and highlighting any irregularities or hick-ups experienced, must accompany the completed scripts.

3. Communication Protocol

- 3.1 Recognised Examination Centres and Recognised Training Providers are invited to attend the IEB AET Forums held annually.
- 3.2 Recognised Training Providers and/or Recognised Examination Centres will make the circulars, sent out on a regular basis by the IEB, available to their stakeholders where applicable.
- 3.3 Any change in respect of the Recognised Examination Centre's or Recognised Training Provider's physical address or authorised representative, together with the necessary details must be communicated to the IEB in writing immediately.
- 3.4 Any communication between the IEB and candidates must take place through the Recognised Examination Centre or Recognised Training Provider.

4. Site-Based Assessments

- 4.1 The Recognised Examination Centre and/or Recognised Training Provider will ensure that AET L4/NQF1 candidates complete the relevant prescribed Site Based Assessment tasks per Learning Area.

- 4.2 The Recognised Examination Centre and Recognised Training Provider understands that the candidates' SBA tasks must be verifiable as their own.
- 4.3 The Recognised Examination Centre and/or Recognised Training Provider will submit the following documentation: SBA Portfolio Mark Sheet and Facilitator Checklist upon registration and the SBA Declaration of Authenticity along with the Internal Review of SBAs upon the return of the SBAs selected by the IEB for moderation purposes.
- 4.4 The Recognised Examination Centre and Recognised Training Provider understands that any irregularity, occurring at any stage of SBA implementation, identified by the IEB's internal moderators will be dealt with in the strictest sense according to the IEB's Policy on Dealing with Irregularities, and will follow the same procedures as irregularities in the examination session itself. (See next point.)

5. Allegations of Malpractice/Misconduct at the Recognised Examination Centre or by staff employed by the Recognised Examination Centre

- 5.1 The Recognised Examination Centre and/or Recognised Training Provider needs to appoint a Chief Invigilator along with an invigilator responsible for ensuring that the conduct of assessments at the Recognised Examination Centre.
- 5.2 Should the IEB consider that circumstances at the Recognised Examination Centre in anyway, for whatever reason, may jeopardise the integrity of the assessment process, including the conducting of site-based assessments and examinations, the IEB reserves the right to take whatever action it considers appropriate to protect the integrity of the examination and candidate results.
- 5.3 The Recognised Examination Centre and/or Recognised Training Provider will provide all information, which, in the sole discretion of the IEB, is considered to be relevant to any alleged malpractice/misconduct in writing, to the IEB as soon as requested to do so by the IEB.
- 5.4 Where a Recognised Examination Centre and/or Recognised Training Provider suspects malpractice/misconduct on the part of a candidate(s) or on the part of the facilitator(s) or invigilator(s), in the process of site-based assessments or an examination, each party will follow its applicable internal procedures and will advise the IEB of the incident(s) and the outcome.
- 5.5 If the IEB has any reason to believe that there has been misconduct/malpractice at the Recognised Examination Centre and/or Recognised Training Provider, which may jeopardise the integrity of the examination process, the IEB will inform the relevant parties of the incident of alleged malpractice/misconduct. Such misconduct/malpractice includes copying that may be detected at the marking centre, unlawful access to examination material, and unlawful access to responses.
- 5.6 The IEB will use the information provided by the Recognised Examination Centre and/or Recognised Training Provider, and any other information considered relevant to the IEB, in determining the IEB's response to the misconduct/malpractice, which may include the withdrawal of recognition, the refusal to recommend the results of individual candidate(s) and/or all candidates registered at the recognised Examination Centre for approval by Umalusi and/or other action as appropriate.

6. Termination of Recognition

It is agreed that the IEB Board, after completing a thorough investigation according to the principles and procedures set out in this agreement, finds that the Recognised Examination Centre or any of its stakeholders brought the integrity of the assessment process or the IEB itself into question, the IEB has the right to terminate its recognition of that examination centre with immediate effect.

FOR: THE RECOGNISED EXAMINATION CENTRE HAVING BEEN DULY AUTHORISED

Dated at _____ on this the _____ day of _____ 20____

(Print name in Full)

(Signature)

FOR: THE RECOGNISED TRAINING PROVIDER HAVING BEEN DULY AUTHORISED

Dated at _____ on this the _____ day of _____ 20____

(Print name in Full)

(Signature)

WITNESS 1:

(Print name in Full)

(Signature)

WITNESS 2:

(Print name in Full)

(Signature)

FOR: THE IEB HAVING BEEN DULY AUTHORISED

Dated at _____ on this the _____ day of _____ 20____

(Print name in Full)

(Signature)

PLEASE DETACH ANNEXURE B

WITNESS 1:

(Print name in Full)

(Signature)

WITNESS 2:

(Print name in Full)

(Signature)

PLEASE DETACH ANNEXURE B