



## Section B: Facilitator Checklist

Please mark each criterion with an (X) and make comments where necessary.

Criteria	YES	NO	Comments
The candidates have been given ample opportunity, with clearly set out timeframes to complete all required tasks.			
The Declaration of Authenticity form was explained in detail to the candidates prior to their signing it.			
I used the assessment guidelines and/or memoranda to assess the different tasks.			
During my marking I checked for irregularities that may have occurred and reported any that I found to my Project Manager/Training Coordinator.			
I am confident, that to the best of my knowledge, the candidates all submitted their personal work.			
I have marked all SBA tasks accurately and effectively according to the prescribed norms and standards to the best of my ability.			
At least 10% of the candidates completed portfolios have been reviewed by either my training manager/project manager prior to submission.			
I have not provided any unauthorised assistance to any candidate that will unfairly advantage and/or disadvantage any candidate at any stage.			
I have conducted examination readiness activities and declare that all candidates registered are deemed ready to sit for the relevant examination.			

I declare that the above information is accurate and a true reflection of the SBA implementation process.

**Facilitator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### For Office Use

Signed off by:

**IEB Internal Moderator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessment Specialist: Adult:** \_\_\_\_\_

**Date:** \_\_\_\_\_