



ADULT ASSESSMENTS

INFORMATION BOOKLET

Table of Contents

1.	General Information (Registration Procedure – Provider/ Centre/Learners)	3
	(a) Provider Registration	3
	(b) Centre Registration.....	3
	(c) Registration of Learners for Examinations	3
	(d) Payment for Examinations.....	5
	(e) Learning Area Codes.....	5
	(f) Other Learning Areas	6
	(g) Translations.....	6
	(h) Summary of Registration Process for Centres and Learners	7
2.	Conduct of the examination (Appointment of invigilators/ handling of examination material and invigilation)	8
	(a) Appointment of Invigilators	8
	(b) Handling of examination material.....	8
	(c) Examination File	9
	(d) Irregularities.....	9
	(e) Invigilation Manual.....	9
3.	Site-based Assessment	9
4.	Results.....	10
5.	Materials	10
6.	User Forums	10
	AET Levels 1–3: Learner Registration Form	12
	NQF 1 (AET Level 4) – Learner Registration Form	13

1. General Information (Registration Procedure – Provider/Centre/Learners)

(a) Provider Registration

All providers must register on an annual basis. Where the provider has more than one branch; all branches must register and each branch must clearly list all centres that the provider is servicing. If the centres fall under a particular SETA, this must be clearly indicated. Please see **Annexure A (Provider Registration Form)**. Please detach the form from the middle of this booklet.

- (i) An annual provider registration fee for all providers and their branches is charged and payable in advance. The fee is calculated pro-rata from date of registration.
- (ii) Please use your provider number as a reference when making payment to the IEB. In the event that you are paying for various centres, please submit a breakdown of payment so that the IEB can allocate payments accordingly.
- (iii) Results for all centres that are registered under the Provider will be withheld if there are any amounts outstanding by the Provider.

(b) Centre Registration

All centres that will be writing IEB assessments must complete and sign the **"IEB Contract with AET Clients"** (Annexure B) annually. Please detach the contract from the middle of this booklet. **Please be advised that a centre will only be registered on condition that there are learners who will be writing the next examination.** Please note that the **Examination Event Form (Annexure C)** must be completed for every examination event.

Upon receipt of the first completed Examination Event Form and the IEB Contract with AET Clients, the centre will be charged an annual registration fee (calculated pro-rata from date of registration) and the learner registration fee for learners registered for that examination.

Centres will not be allowed to register learners for IEB examinations unless they have completed, signed and forwarded the **Examination Event Form** to the IEB.

(c) Registration of Learners for Examinations

The IEB offers monthly examinations from February to December each year. In June and November all learning areas are offered at NQF 1 (please refer to the centre code list for the learning areas offered).

The closing date for registrations refers to the date on which all learners' registrations must be captured on the IEB's database. The Exam Event Form must be completed and sent to the IEB at least 2 weeks prior to the closing date for registrations.

The purpose of the **Examination Event Form (Annexure C)** is to ensure that the centres provide the following details:

- Summary of entries to enable the IEB to load the pro-forma invoice on the system.
- Details of the person responsible for capturing candidates who will receive the login credentials for capturing learners on www.ieb-online.co.za. The AET Web-User Manual may be downloaded from www.ieb.co.za.
- Person responsible for opening the papers who will receive the **SMS** with the three-digit code to open the locks for the NQF 1 papers.

- Person responsible for invigilating the specific examination. Please note that if the centre uses more than one invigilator for different learning areas, all the names should be provided.
 - Address to which scripts must be sent
 - Address at which the exam will be written
 - Details of person responsible for the receipt of invoices
- (i) Scan and e-mail the signed contract (once per annum) and the Examination Event form (for every examination) to the IEB for the attention of Gigs Masala at masalag@ieb.co.za and Sandile Buthelezi at buthelzis@ieb.co.za.
 - (ii) The IEB will then issue the pro-forma invoice. The centre will pay based on the pro-forma invoice. If the centre cannot pay based on a pro-forma invoice, please indicate this on the Examination Event Form so that a tax invoice can be issued. As soon as the payment is made to the IEB, please e-mail the proof of payment to Gigs Masala at masalag@ieb.co.za and Sandile Buthelezi at buthelzis@ieb.co.za.
 - (iii) **Upon receipt of the proof of payment, the IEB will send the login credentials to the person responsible for capturing learners.** The web user will then capture learners on www.ieb-online.co.za. The centre will be able to print the confirmation report and check and make changes online.
 - (iv) The centre manager must submit the Centre Manager's Declaration of Accuracy form (Annexure D) for each examination session.
 - (v) **Please use your Centre Number followed by the Centre Name as reference for all payments made to the IEB.**

IEB's Bank Details

Name of Bank	Standard Bank
Name of Account Holder	IEB
Branch Name	Parktown
Branch Code	00 03 55
Account Type	Current
Account Number	200 831 313

The centre is solely responsible for the accuracy of learner and centre information. The centre must capture the learner details on www.ieb-online.co.za. If the centre has omitted a learner, the learner should be registered for the next examination cycle.

- (vi) The IEB has the responsibility of maintaining a clean database and tracking individual learners in the system from the beginning to the end. The IEB is unable to track learners who are registered with different names in some examinations. Centres are encouraged to ensure that learner names are consistently registered and captured as per their Identity Document. Please note that if the learner does not have a valid ID number; Umalusi will not issue a certificate.

(d) Payment for Examinations

Payment must be made in full on registration for all exam events. Learners will not be registered without payment.

(e) Learning Area Codes

When registering learners on www.ieb-online.co.za for the IEB examinations, please ensure that you register them for the correct learning area. Below is a list of the IEB's Learning Area Codes:

AET LEVEL 1

LEARNING AREA CODE	COMMUNICATION	LEARNING AREA CODE	NUMERACY
A1CENG	English	A1NENG	English
A1CAFR	Afrikaans	A1NAFR	Afrikaans
A1CSEP	Sepedi	A1NSEP	Sepedi
A1CSES	Sesotho	A1NSES	Sesotho
A1CXHO	IsiXhosa	A1NXHO	IsiXhosa
A1CZUL	IsiZulu	A1NZUL	IsiZulu
A1CSET	Setswana	A1NSET	Setswana

AET LEVEL 2

LEARNING AREA CODE	COMMUNICATION	LEARNING AREA CODE	NUMERACY
A2CENG	English	A2NENG	English
A2CAFR	Afrikaans	A2NAFR	Afrikaans
A2CSEP	Sepedi	A2NSEP	Sepedi
A2CSES	Sesotho	A2NSES	Sesotho
A2CXHO	IsiXhosa	A2NXHO	IsiXhosa
A2CZUL	IsiZulu	A2NZUL	IsiZulu
A2CSET	Setswana	A2NSET	Setswana

AET LEVEL 3

LEARNING AREA CODE	
A3CENG	Communication in English
A3MATH	Mathematical Literacy

NQF 1 (AET LEVEL 4)

LEARNING AREA CODE	
A4CENG	Communication in English
A4EMSC	Economic and Management Sciences
A4HSSC	Human and Social Sciences
A4LIFO	Life Orientation
A4MATH	Mathematical Literacy
A4NTSC	Natural Sciences
A4SMME	Small, Medium and Micro Enterprises
A4TECH	Technology

(f) Other Learning Areas

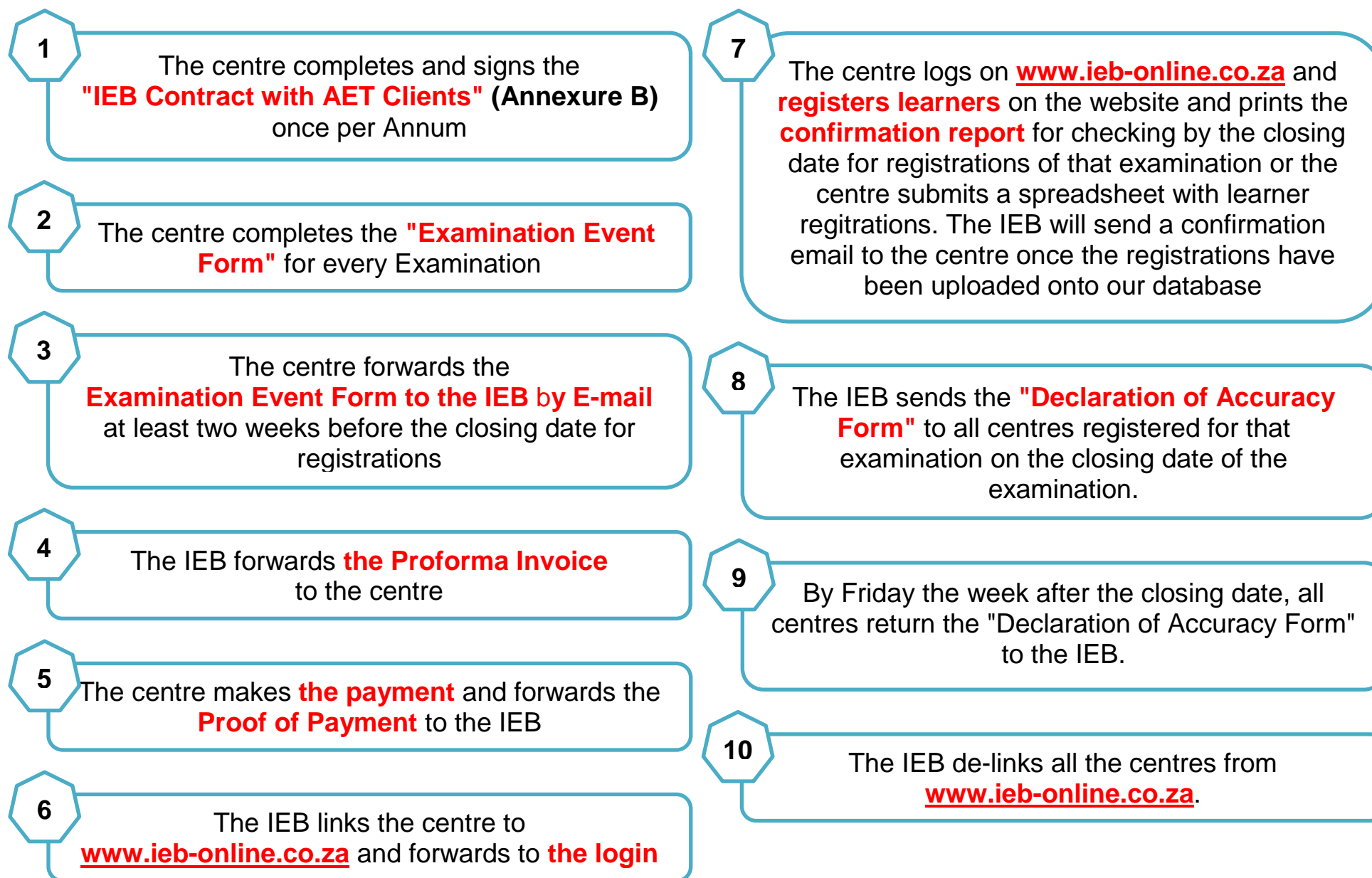
The IEB offers assessment in the following learning areas at NQF 1 (AET Level 4) during the June and November Examinations.

- Economic and Management Sciences
- Human and Social Sciences
- Life Orientation
- Natural Sciences
- Small, Medium and Micro Enterprises
- Technology

Please be advised that these learning areas may be offered as part of the AET monthly examinations provided the IEB is notified three months in advance and that the setting, internal and external moderation costs are covered by the centre/provider.

(g) Translations

The IEB offers examinations in other official languages for Communication and Numeracy at AET levels 1 and 2 during the June and November examinations. Currently, the languages translated are Afrikaans, Isizulu, Isixhosa, Sepedi; Sesotho and Setswana. In order for papers to be translated, a minimum of 50 registrations for that language is required. The IEB will translate papers for centres if there are less than 50 registrations provided that the centre is willing to carry the cost of the translation. If your learners intend writing their assessments in other African languages, please inform the IEB at least two weeks before the closing date for registrations so that we can ensure that the papers are translated timeously.

(h) Summary of Registration Process for Centres and Learners

2. Conduct of the examination (Appointment of invigilators/handling of examination material and invigilation)

(a) Appointment of Invigilators

- (i) The centre must appoint and pay for invigilators. The IEB does not provide invigilators; neither does it pay for invigilation.
- (ii) The invigilator should be an independent person who has no vested interest in the performance and achievement of the learners who are writing. The invigilator may not be the facilitator for that learning area.
- (iii) Please note that **a minimum of two invigilators** must be appointed for all examination sessions, even when there are fewer than 30 candidates. This is an Umalusi directive and we are obliged to implement the change.

The rationale is quite clear. Should there be an incident during an examination session, e.g. a candidate becomes very ill, one person will need to attend to the ill candidate while the other person continues the invigilation session for the remaining candidates. The other issue is that should there only be one invigilator and s/he has an incident and has to leave the examination venue, the candidates will be left with no invigilator and hence the integrity of the examination process will be compromised.

- (iv) All invigilators are required to sign a 'Declaration of Confidentiality and Security'. The necessary forms will be sent with the examination material. These must be returned to the IEB. Please ensure that you make a copy for each invigilator.

(b) Handling of examination material

- (i) Once a centre has registered for an examination, all examination scripts will be sent to the Centre. The Chief Invigilator/Centre Co-ordinator/Facilitator must open the package immediately to ensure that the following are in order: you have received:
 - The correct learning area(s) in a sealed envelope (please do not open sealed envelopes).
 - The correct attendance registers are attached to each pack.
 - The IEB may also send correspondence that must be read and circulated to the individual(s) concerned.
- (ii) The Chief Invigilator/Co-ordinator/Facilitator must ensure that all examination material is stored securely.
- (iii) The sealed envelopes containing the question papers and the locked black bag must only be opened by the invigilator; approximately twenty minutes (depending on the number of learners) before the commencement of the examination in the examination hall in front of all the learners. The IEB will send the code for opening the lock on the morning of the examination at least 30 minutes before the start of the examination by SMS and e-mail.
- (iv) Centres are requested to adhere to the timetable as set out by the IEB for all NQF 1 examinations. Centres must also adhere to the time table for the examinations for the June and November examinations. Please be advised that monitors from the IEB and/or UMALUSI may visit the centre without prior notification during the conduct of any of the examinations.

(c) Examination File

Centres are requested to keep a file in the examination venue during examination writing sessions, containing the following documentation, which may be requested by monitors when they visit the centre:

- The appointment letter of the chief invigilator by the centre and where relevant, a copy of the letter of delegation of the functions of the chief invigilator to the relevant member of staff at the centre
- A list of the staff who have been assigned as invigilators for the NQF 1 examination with a note on the nature of the training they have received and the date(s) of the training. (See **Template I** on page 12 of the invigilation manual)
- A copy of the invigilation workshop certificate
- The centre's Invigilation Timetable if applicable. (See **Template II** on page 13 of the invigilation manual)
- A Monitoring Register (See **Template III** on page 14 of the invigilation manual)
- An Irregularities Register (See Annexure B on page 12 of the invigilation manual)
- A seating plan of the examination venue. (See example on page 15 of the invigilation manual)
- A copy of the IEB's Information Booklet

(d) Irregularities

In the event that the invigilator suspects that there was any form of cheating during the examination, the invigilator must do the following:

- Make a note on the cover of the learner's workbook. Include the date and time at which the irregularity took place.
- Write a report to the IEB for the attention of: Manager: Entry and Resulting, indicating the events that led to the suspicion of an irregularity.
- Submit the report with the examination scripts to the IEB.

(e) Invigilation Manual

We enclose the **IEB Invigilation Manual**. Please use the Manual to ensure that all regulations regarding the examination conditions are adhered to. **Please see Chapter 10 of this booklet.**

3. Site-based Assessment

- (a) All NQF 1 (AET Level 4) learners are required to complete portfolios. The facilitator must mark the portfolios and marks must be submitted per learner on a portfolio mark sheet. Please see **Section iv of the Insert. These cover pages may be downloaded on www.ieb.co.za. In addition, please complete and sign Sections i–iii of the inserts.**
- (b) Facilitators must submit a mark (out of 100) for each portfolio on a portfolio cover sheet.
- (c) The IEB moderates a sample of portfolios. A list of selected portfolios that must be submitted to the IEB for moderation will be sent with the scripts.
- (d) Learners are required to bring the portfolios to the examination. Only the portfolios that are on the list of randomly selected portfolios for moderation are to be submitted.

- (e) UMALUSI verifies our assessment. As per their requirements, the Site-Based Assessment (SBA) mark may be adjusted.
- (f) **All NQF Level 1 (AET Level 4) centres, providers and facilitators are required to source and use IEB User guides for SBA requirements in all learning areas.**
- (g) The portfolios that were submitted to the IEB for moderation will be returned to the centre with the certificates for that specific examination.
- (h) **Umalusi directives must be strictly adhered to when conducting the NQF 1 examinations.** As a result all AET NQF 1 examinations must be written according to the timetable. Every centre that is registering for NQF 1 examinations must complete the Monitoring Instrument for each examination. **Please complete the Umalusi monitoring instrument (please see Chapter 11 of this booklet), which may be downloaded from www.ieb.co.za.**

A reminder: The monitoring instrument must include the address of the examination venues and contact persons at the venue where the examination is taking place, etc.

4. Results

- (a) **Release of results** – AET Levels 1–3 will be released as per the IEB's schedule of dates. However, NQF 1 results will be released subject to Umalusi's approval processes.
- (b) **Re-marks** – Requests for re-marks should be sent in writing to the Events Manager. Re-marks will only be considered during the enquiry period for each examination (approximately two weeks for all the examinations). No requests for re-marks/reviews will be considered after the closing date. Proof of payment for the remarks must accompany the application. **Please see Chapter 9 and Form 3. (The form may be downloaded from www.ieb.co.za.)**

5. Materials

An order form for all materials sold by the IEB is enclosed (See Form 4, which may be downloaded from www.ieb.co.za/Adult). Payment must be made prior to the despatch of the materials requested. Please contact Vuyo Ndibela on (011) 483 9745; electronically at NdibelaV@ieb.co.za or by facsimile on 086 240 0538.

6. User Forums

The IEB hosts an annual user forum, which gives co-ordinators and facilitators an opportunity to discuss and ask questions on various issues related to Adult Education and Training sector.

The details regarding the User Forum will be communicated to centres annually via circular.

Breakdown of Results

Result level	Explanation of the results
MERIT – (M) 80–100% (Levels 1, 2, 3 & 4)	Learners have done extremely well and can proceed to the next level with confidence. A certificate will be awarded.
HIGHER CREDIT – (HC) 70–79% (Levels 1, 2 & 3) 60–79% NQF 1 (AET Level 4)	Learners have done very well. A certificate will be awarded.
CREDIT (PASS) – (C) 50–69% (Levels 1, 2 & 3) 40–59% NQF 1 (AET Level 4)	Learners are competent at this level and are ready to start working at the next level. They have passed the examination. A certificate will be awarded.
THRESHOLD – (T) 40–49% (Levels 1, 2 & 3) 33.3–39% NQF 1 (AET Level 4)	Learners are not yet competent. However, they are close to obtaining a Credit. They need to demonstrate more of the outcomes required at this level. They need some more teaching and practice before they attempt the examination again. No certificate will be awarded.
UNGRADED – (U) 0–39% (Levels 1, 2 & 3) 0–33% NQF 1 (AET Level 4)	Learners were not ready for this examination. They need to do more work in order to demonstrate the required outcomes. They may have been entered at a level higher than the one they are ready for. They need to go back to the beginning of the level, or even to the previous level to prepare thoroughly before they attempt the exam. No certificate will be awarded.
Alleged Irregularity (AI)	This means that either a learner has allegedly copied or was allegedly assisted by the invigilator/facilitator and has been suspended pending the outcome of an investigation. The centre will be required to respond to the allegations.
Disqualified – (D)	Once the investigation into the alleged irregularity is completed, the Irregularities Committee will decide whether or not to disqualify the learner. The learner will not receive a mark and will be required to repeat the examination.
Incomplete Result (IR)	Where the learner did not submit the SBA or did not write, the learning area will not be resulted.

