



# **ADULT ASSESSMENTS**

## **INFORMATION BOOKLET**

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# 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.** 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 schedule of examinations offered by the IEB is included.

The IEB will no longer be offering Technology from 2020. Further Economic and Management Sciences and Human and Social Sciences will only be offered during the November examination session. Please refer to the table below:

June Examination Session	November Examination Session
Communications in English	Communications in English
Life Orientation	Economic & Management Sciences
Mathematical Literacy	Human & Social Sciences
Natural Sciences	Life Orientation
Small, Medium & Micro Enterprises	Mathematical Literacy
	Natural Sciences
	Small, Medium & Micro Enterprises

**Should a centre have 30 or more candidates for any of the subjects that are not offered in the examination session, a request for an examination must be made, in writing, to the Senior Manager: Entry & Resulting at least five (5) months prior to the examination session so that a paper can be set.**

**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 so that the IEB can send through a pro-forma invoice
  - Person responsible for opening the papers who will receive the **SMS and/or email** with the three-digit code to open the locks for the NQF 1 papers. This person must be on-site during the examination session.
  - Address to which scripts must be sent
  - Address at which the exam will be written
  - Details of person responsible for payment.
- (i) Scan and e-mail the signed contract (once per annum) and the Examination Event form (for every examination) and the spreadsheet with learner registrations to the IEB for the attention of Gigs Masala at [masalag@ieb.co.za](mailto:masalag@ieb.co.za) and Inida Nofotyela at [nofotyelai@ieb.co.za](mailto:nofotyelai@ieb.co.za).
- (ii) The IEB will then issue a pro-forma invoice. Centres can make payment on the basis of the pro-forma invoice. If the centre requires a tax invoice in order to make payment, please inform the IEB in advance so that this can be arranged. Once payment is made to the IEB, please e-mail the proof of payment to Gigs Masala at [masalag@ieb.co.za](mailto:masalag@ieb.co.za) and [Inida](mailto:Inida) Nofotyela at [nofotyelai@ieb.co.za](mailto:nofotyelai@ieb.co.za).
- (iii) Upon receipt of proof of payment, the IEB will register the learners as per the spreadsheet of registrations submitted by the centre. The IEB will email a confirmation of registration report to the centre.
- (iv) The centre manager is required to check that:
- All learners' details are correctly captured.
  - Learners have been registered for the correct learning areas
- Once checked the **Centre Manager must sign the Declaration of Accuracy form (Annexure D)** for each examination session. This is confirmation that the candidate entries have been correctly captured.
- (v) **Please use your Centre Number followed by the Centre Name as reference for all payments made to the IEB.**

#### **IEB's Bank Details**

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

- (vi) The IEB has the responsibility of maintaining a clean database and for 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. Centres may enter into a 30 day credit agreement with the IEB. For further details, please contact Mrs Jineen de Bruyn at [debruynj@ieb.co.za](mailto:debruynj@ieb.co.za) or on (011) 483 9703.

#### (e) Learning Area Codes

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

**(f) Other Learning Areas**

The IEB offers assessment in the following learning areas at NQF 1 (AET Level 4) **during the June Examination session.**

- Life Orientation
- Natural Sciences
- Small, Medium and Micro Enterprises

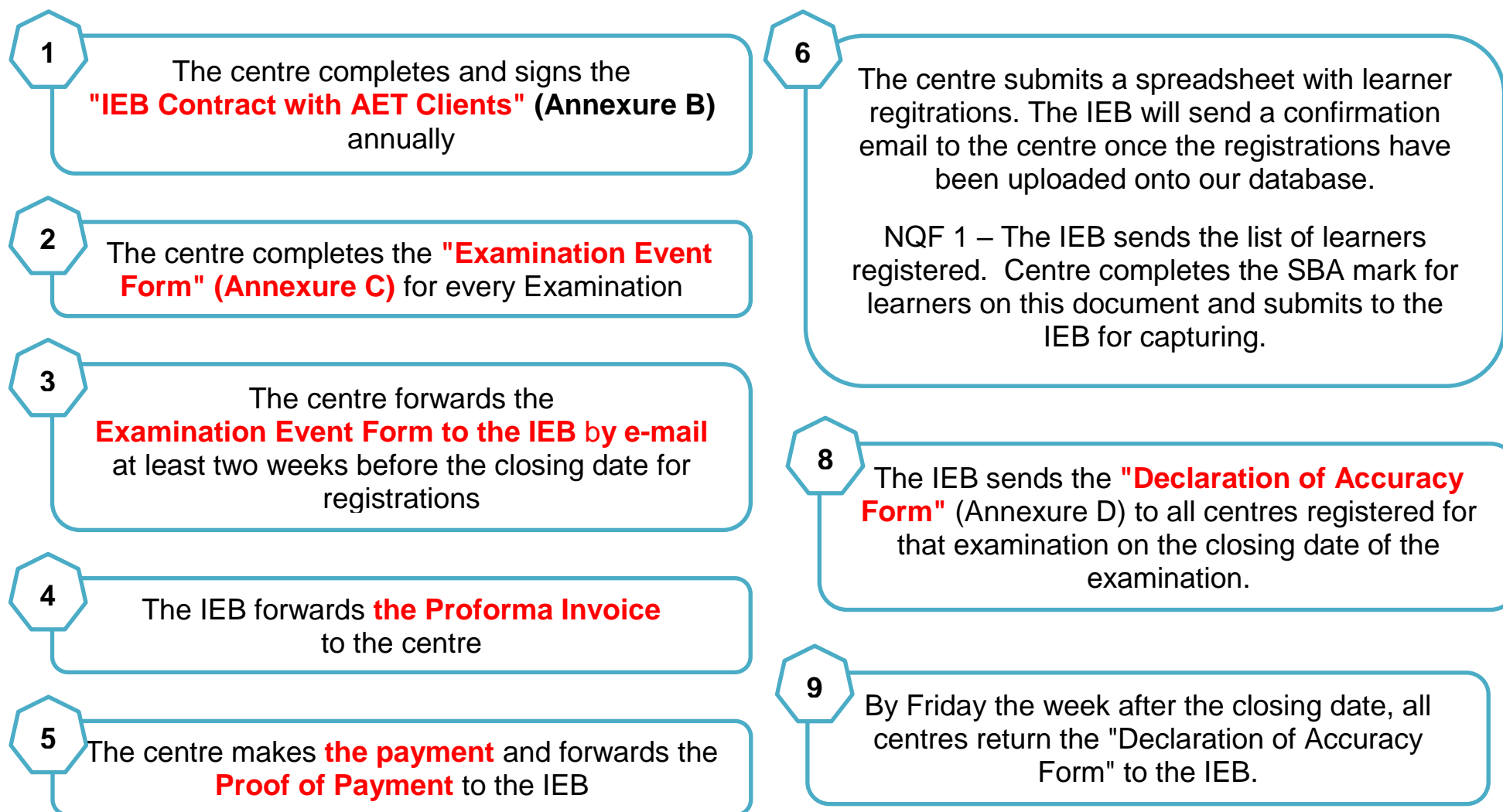
The following learning areas will be offered during the **November Examination session**

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

**(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) Centres that register learners to write NQF 1 examinations must ensure that the invigilators have been trained by the IEB. If the invigilators have not been trained, the IEB will supply the centre with an invigilator. The centre will have to pay the invigilation costs and the invigilator's travel costs.
- (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) The invigilator to candidate ratio is 1:30. Centres are required to have relief invigilators in place in cases of emergency.
- (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 must open the package immediately and ensure that the following are included:
  - Question papers for the correct learning area(s) in a sealed blue plastic bag (please do not open sealed bags).
  - 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.
  - The question papers for the NQF 1 examinations will be sent in a secure black bag with a padlock.
- (ii) The Chief Invigilator/Co-ordinator/Facilitator must ensure that all examination material is stored securely.
- (iii) The sealed bags containing the question papers and the locked black bag (for NQF 1 examinations only) 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 required 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. The file must contain 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 certificate of attendance for the IEB's invigilation workshop.
- 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 **Template IV** 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
- The Manual for Invigilation

### (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 and email it 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

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

## 3. NQF 1 Examinations

- (a) **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.**
- (b) Learners are required to complete a portfolio for each learning area for which they are registered. The facilitator must mark the portfolios and marks must be submitted per learner on the mark sheet that will be emailed to the centre once registrations have been confirmed.
- (c) Facilitators are required to submit a facilitator's portfolio for moderation. The facilitator's portfolio must include the following documentation:
  - Centre details – including the training provider used and the facilitator's details.
  - Assessment Plans – including dates of assessments

- Marking Rubrics for all tasks
  - The SBA mark sheet (this is the mark sheet that is emailed to centres to fill in the marks of learners registered for the examinations).
- (d) 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 question papers.
- (e) 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.
- (f) UMALUSI verifies our assessment. As per their requirements, the Site-Based Assessment (SBA) mark may be adjusted.
- (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. **The Umalusi monitoring instrument must be completed by all centres that register learners for NQF 1 examinations. The form is attached.**

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. Form 3 – remark application form is enclosed.

## 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](http://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](mailto:NdibelaV@ieb.co.za) or by facsimile on 086 240 0538.

## 6. User Forum

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
<b>MERIT – (M)</b> 80–100% (Levels 1, 2, 3 & 4)	Learners have done extremely well and can proceed to the next level with confidence. <b>A certificate will be awarded.</b>
<b>HIGHER CREDIT – (HC)</b> 70–79% (Levels 1, 2 & 3) 60–79% NQF 1 (AET Level 4)	Learners have done very well. <b>A certificate will be awarded.</b>
<b>CREDIT (PASS) – (C)</b> 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. <b>A certificate will be awarded.</b>
<b>THRESHOLD – (T)</b> 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. <b>No certificate will be awarded.</b>
<b>UNGRADED – (U)</b> 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. <b>No certificate will be awarded.</b>
<b>Alleged Irregularity (AI)</b>	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.
<b>Disqualified – (D)</b>	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.
<b>Incomplete Result (IR)</b>	Where the learner did not submit the SBA or did not write, the learning area will not be resulted.

Please Tick the appropriate examination	
February	
April	
June	
August	
October	
November	

## AET Levels 1–3: Learner Registration Form

### Key Examinations and Monthly Examinations

Centre Number:

Name of Centre:

Personal details of a learner (as per ID)

Surname:

Gender:  F  M (Tick appropriate block)

Race:  Asian  Black  Coloured  Indian  White (Tick appropriate block)

Date Of Birth:         YYYYMMDD

Identity Number:

Identity Type: (i.e RSA, Botswana?)

Immigrant:  YES  NO (Tick appropriate block)

NB: Please attach a copy of your ID

PERMANENT CONTACT ADDRESS

POSTAL CODE:

Learning areas entered for:	Learning Area Code

Learner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the above information is correct, and that the copy of my Identity Document is attached.

Facilitator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

