

**Contract between Assessment Centres and Assessment Site**

**Assessment Centre**

Name of Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorisedrepresentative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessment Site**

Name of Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorisedrepresentative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This contract is based on the Quality Management System (**QMS) **for Assessment Centres** **and conducting of EISA**

And applies to Ministerial Training on NQF levels 2 and 5, administered by the ACRP

**Conditions and Responsibilities of the Assessment Centre:**

Assessment Centre compiles a list of possible assessment sites beforehand

As soon as the Assessment Centre has been informed by AQP of the areas and numbers of learners who have applied for EISA, the Assessment Centre (Par 3.2 of QMS)

* identifies and contacts convenient Assessment Sites (Par 3.3.1 of QMS)
* negotiates a date and a suitable venue with all the required facilities
* enters into a contract with the Assessment Sites (Par 3.3.2 of QMS)
* identifies, with the help of the and Assessment Sites, suitable invigilators (Par 3.3.3 of QMS
* enter into contracts with the invigilators
* provide induction and training as need be to invigilators
* informs SDPs and candidates of the times and venues for EISA
* assures that assessment documentation reaches the responsible/ main invigilator on time
* receives EISA scripts and relevant documentation from the responsible/ main invigilator on the agreed time
* ensures that payment for hiring of the venue (where applicable) and remuneration of invigilators is done on the agreed time.
* forward information regarding the availability of public transport and accommodation (where relevant) to the SDPs and /or candidates at least two weeks before the EISA date;
* Handle irregularities and appeals (Par 5 of QMS)
* In case there are candidates with disabilities, the invigilators have to be informed accordingly. For illiterate or blind candidates additional invigilators who can read the questions to candidates need to be appointed. Where invigilators have to write answers on behalf of candidates, the number of invigilators must be increased;
* The invigilators have to be contracted accordingly. This must include clauses on confidentiality and non-conflict of interest

**Responsibilities of the Assessment Site**

* The Assessment Site must appoint a responsible person to act on behalf of the Assessment Site and with whom the Assessment Centre can liaise. Where possible this person should also be the main invigilator.
* This person has to assure that
* the venue for the EISA is booked in time and is ready on the day of EISA
* the availability of facilities required, such as convenient accessibility to the venue, with one desk per candidate, lighting, electricity if necessary;
* forward information regarding the location of the venue, the availability of public transport and accommodation (where relevant) to the Assessment Centre at least one month before the EISA date;
* the security of candidates be guaranteed on the day of EISA (where applicable);
* financial arrangements with the Assessment Centre are in place and honoured.

**Confidentiality Agreement**

**By signing this contract, the Assessment Site declares that it and its staff declares that**

* that there is no conflict of interest of whatever nature involved;
* it will act in an unbiased manner
* it will maintain confidentiality
* it will ensure that EISA documents are handled and stored securely

Signed

For Assessment Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

For Assessment Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_