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**Occupational Certificate  
Financial Markets Practitioner**

**Assessment Site Application**

**Application as assessment site for:**

**Occupational Certificate: Financial Markets Practitioner, NQF Level 7**

**Qualification ID 93603**

**Credits: 120**

Registered name of organisation

Trading name of organisation

Type of organisation

Public education provider

Private education provider

Full time assessment centre

Other (please specify


VAT registration number

Physical address

Postal code

Postal address

Postal code

**Person responsible for this application**

Position

Surname

First name	
Telephone number	
Cellular number	
Email address	

**Current accreditation status**

Is your organisation currently accredited as an assessment/ examination centre/site by a quality council, an assessment body or any other body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If already accredited, please provide the following information regarding the accreditation:	Name of accrediting body	Registration number (if applicable)	Qualification(s)/ Assessment(s)	When do the exams/assessments take place?

If not accredited, please provide a short description of your organisation’s experience with the administration of assessments	

**Assessment facilities and resources**

How many assessment rooms do you have available?	
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What is the maximum number of candidates that you can accommodate at a time?	
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Do you have experienced invigilators available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If Yes, please provide the following information		<b>Highest qualification</b>	<b>Years of experience as invigilator</b>
	<b>Name of invigilator</b>		

SAIS evaluation	Yes	No	Comments
Invigilators meet SAIS criteria			

Please provide a short description of the security measures and facilities available for the safe storage of exam papers and scripts before and after the examination	

SAIS evaluation	Yes	No	Comments
Security measures meet SAIS requirements			

**Accessibility of premises**

Is the assessment site situated near public transport?	Yes	No			
Does the assessment site have sufficient parking for candidates?	Yes	No			
Are the parking facilities	Yes	No			

		Comments by applicant	SAIS Comments
easy to find and close to the assessment site?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	

**Evaluation of exam facilities**

		Comments by applicant	SAIS Comments
Are the entrances /exits to all areas safe?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the building provide access for candidates with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are there adequate restroom facilities for male, female and disabled candidates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is there a refreshment area available for candidates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are the areas that the candidates come into contact with safe, e.g. no trailing leads, no trip hazards, no protrusions, etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is electrical equipment safe, e.g. plugs, flex, etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the lighting adequate for examinations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the ventilation adequate for the room size?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the floor even and have a non-slip surface?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the noise level	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

conducive to exam conditions			
Is there sufficient desk space for learners to write exams?	Yes	No	

**Health and safety**

			Comments by applicant	SAIS Comments
Are emergency evacuation procedures displayed including instructions for the disabled?	Yes	No		
Are fire exit signs clear?	Yes	No		
Are fire alarms audible?	Yes	No		
Are fire exits unobstructed?	Yes	No		
Is the assessment site adequately fire and smoke alarmed and are these in working order?	Yes	No		
Is the fire fighting equipment adequate?	Yes	No		
Are appliances/equipment regularly checked?	Yes	No		
Are candidates advised of emergency and evacuation procedures?	Yes	No		
Is there first aid equipment readily at hand?	Yes	No		

Note: The assessment site only needs to be re-assessed if anything listed above changes. SAIS must be notified immediately if any material changes.

**Examination Room:**

Please confirm that you will be able to comply with these requirements and that they will be checked by the invigilator prior to **each** exam. SAIS retains the right to make spot checks on examination days to ensure the approved room specifications and requirements are being adhered to and that the invigilator is made aware of the assessment guidelines and assessment requirements:

	Tick	Comments
The seating arrangement for candidates must ensure there can be no cheating or collusion between candidates	<input type="checkbox"/>	
Each candidate must be facing the same direction and seated at a separate desk, table or workstation of sufficient size to undertake a written examination	<input type="checkbox"/>	
There must be a place for the invigilator to sit	<input type="checkbox"/>	
The invigilator must have a clear view of each candidate at all times	<input type="checkbox"/>	
The walls in the room must be clear of any material that could provide help to the candidates	<input type="checkbox"/>	
The question paper and answer books are to be handed to candidates once they are seated	<input type="checkbox"/>	
Invigilator should ensure that all electronic devices are collected (only non-programmable calculators are acceptable)	<input type="checkbox"/>	
Invigilator should ensure all books, papers and other materials are be collected after the examination	<input type="checkbox"/>	

**DECLARATION: I, the undersigned, confirm that I am duly authorised to lodge this application on behalf of the assessment site and that the information provided is correct and current.**

Assessment site name

Print name

Designation

Signature

Date

**FOR OFFICE USE ONLY**

Date of site inspection:

Assessment site address:

Maximum number of candidates that can be seated in the room:

Assessment site contact number

Assessment site contact person/s

Assessment site invigilator/s

(name and contact details)

**RECOMMENDATION TO THE QCTO**

**We hereby recommend the accreditation of**

Assessment site name

**For the EISA of the Occupational Certificate: Financial Markets Practitioner (Qualification ID 93603)**

Print name

Designation

Signature

Date