SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE

SUID-AFRIKAANSE KOMPREHENSIEWE ASSESSERINGSINSTITUUT

GETC: ABET

EXAMINATION GUIDE

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WELCOME

Welcome to **South African Comprehensive Assessment Institute (SACAI) GETC: ABET Examinations and Assessments**.

We are pleased that you are part of the SACAI community.

As a client (exam centre), training provider or facilitator of learning, you are vital to creating a credible examination and assessment system in the Adult Basic Education and Training (ABET) sector in South Africa.

Without you, it would be impossible to successfully run and administer our examinations.

In this document, we provide detailed information on all aspects of the SACAI exams, while also offering you all the support you will need at every stage of the process.

This Examination Guide will give you an overview of our examination cycle, as well as your responsibilities as a partner in the process.

Whether you are a manager of an examination centre, an invigilator or training provider, this guide is a resource and information tool that outlines all the services that we can offer you.

This guide will also assist you with best practice solutions for running SACAI examinations in accordance with Umalusi regulations.

We hope you find this guide useful. We look forward to working with you.

For more information, you can visit our website: **www.sacai.org.za**

INTRODUCTION TO ABET AND ITS CHALLENGES

ABET is known as Adult Basic Education and Training.

Adult Basic Education and Training is a learning intervention focused on laying a foundation towards lifelong learning and development through the acquisition of knowledge, skills and attitudes. ABET provides access to nationally recognized certificates.

- **There are 5 Levels in ABET:**
  - Pre-AET also known as Basic Oral
  - ABET Level 1
  - ABET Level 2
  - ABET Level 3
  - ABET Level 4, also known as NQF Level 1 / GETC (General Education and Training Certificate) / equivalent to Grade 9 -> *not to be confused with NQF Level 4 / Grade 12*
- Pre-assessments are conducted to establish learner levels (competency) on both communication and numeracy. Hence, learners will begin ABET as per the pre-assessment results.
- Existing learners will either repeat learning areas failed or graduate to higher levels of the learning area passed.

GETC: ABET Level 4 (NQF 1) is the exit level. It is a full qualification.

- SAQA ID 73249 - Unit Standard Based Qualification.
- The qualification has compulsory FUNDAMENTALS, a compulsory CORE, and ELECTIVES.
- Learners are required to complete not less than five (5) learning areas/subjects at ABET level 4.
- Completion of these learning areas is equal or greater than 120 credits.
- Compulsory Fundamentals include one (1) official Language e.g. English (23 credits) and Mathematical Literacy (16 credits) or Mathematics and Mathematical Sciences (14 credits).
- Compulsory Core consists of Life Orientation (32 credits).
- Electives available to learners consist of both ACADEMIC and VOCATIONAL learning areas/subjects.

Structure of the NQF			
NQF Level	**Band**	**Types of Qualifications & Certificates**	
10	**Higher Education and Training**	Doctoral Degree	
9		Master's Degree	
8		Bachelor's Honours Degree Postgraduate Degree Bachelor's Degree	
7		Bachelor's Degree Advanced Diploma	
6		Diploma Advanced Certificate	
5		Higher Certificate	
		Formal School System	**FET/College System**
4	**Further Education and Training**	Grade 12	College and Training Certificates
3		Grade 11	
2		Grade 10	
		Formal School System	**Adult Basic Education and Training**
1	**General Education and Training**	Senior Phase (Grade 7-9)	ABET Level 4 (NQF 1)
		Intermediate Phase (Grade 4-5	ABET Level 3
		Foundation Phase (Grade 2-3)	ABET Level 2
		Pre-school (Grade 0-1)	ABET Level 1 & Pre-AET

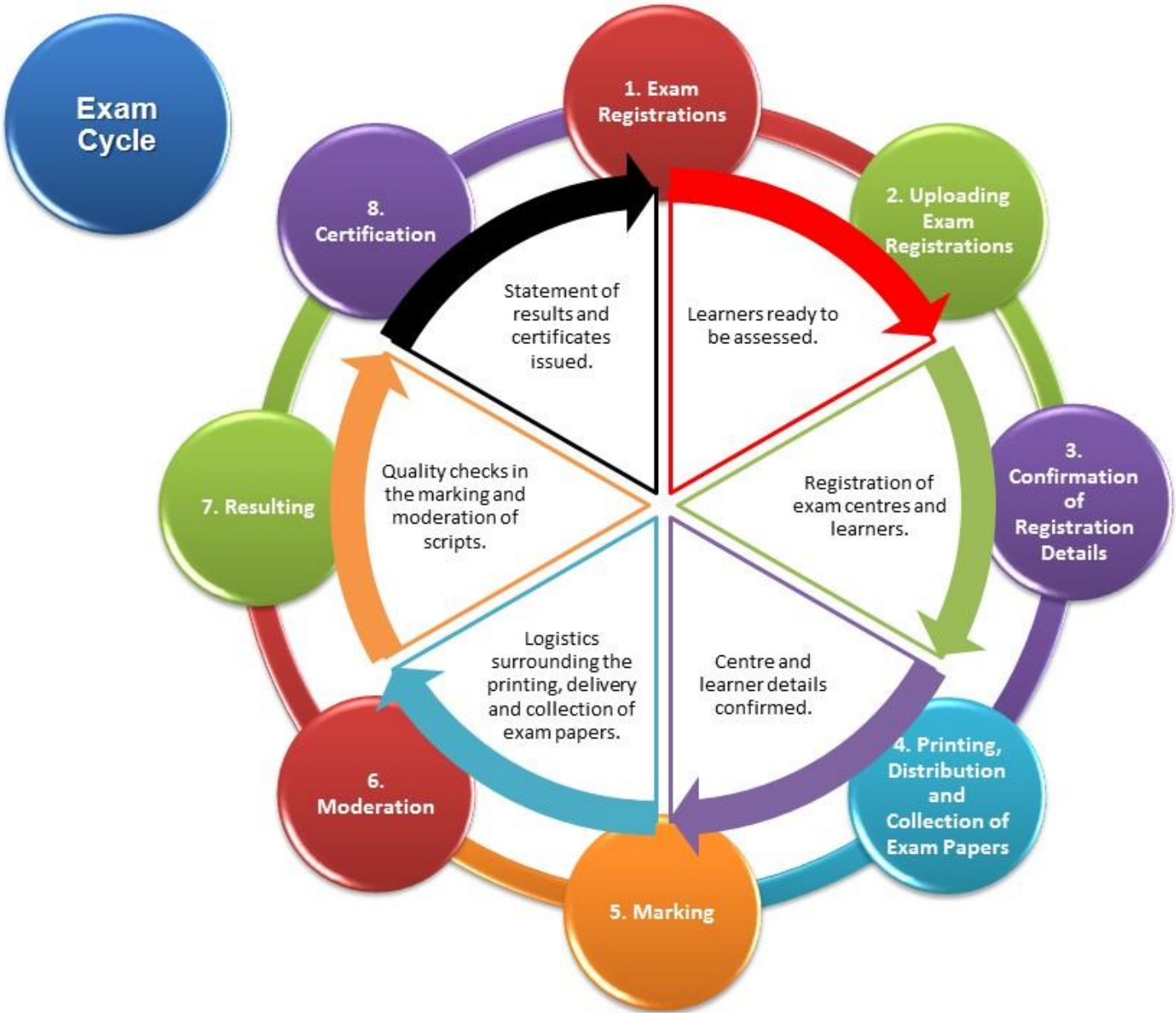
Challenges in ABET

- Quality of facilitators/educators especially for Mathematical Literacy is often of unacceptable standard.
- Lack of adequate learning resources for the learners.
- Time allocated to training is often too short.
- High dropout rate because of insufficient learner support by training providers and facilitators/educators.
- Non-submission of SBAs (Site Based Assessments) leaving learners with pending/incomplete exam results at ABET Level 4.

SACAI Examination Cycle Overview

Many different activities must take place to successfully deliver credible examinations.

To assist the exam administrators, and structure their workload, we have streamlined our processes into eight different steps:



EXAM REGISTRATIONS

- ✓ **Select the exam session from the examination timetable**
- ✓ **Refer to the current exam fees**
- ✓ **Apply for concessions/accommodations if there are any learners with special needs**
- ✓ **Complete the exam registration forms, both for the centre and learner**
- ✓ **Send your exam registrations and copies of learner IDs before the deadlines**

The examination timetable and fees

We publish the full examination timetable, which lists every exam session, at least two months before the beginning of the calendar year.

Take time to study the examination timetable, so that you can create your own tailored exam timetable for your centre. You can also work out how much it will cost you for each exam session by referring to our exam fees.

Concessions and accommodations for learners with special needs

Concessions and accommodations are pre-exam arrangements made on behalf of a candidate with particular needs. For example, if a candidate needs the use of a scribe or will need extra time, then application needs to be submitted in advance.

There are different categories of learning disabilities for which concessions and accommodations may be granted. Application forms and deadlines are in place in order to ensure that our examinations are fair to any candidate irrespective of his or her ability or disability.

If you have any candidates with learning barriers, who wish to apply for concessions or accommodations, please make sure these difficulties are indicated when completing the learner registration form and that the required forms are submitted within the deadlines. Concessions and accommodations may only be applied once approved by SACAI on a formal SACAI letterhead.

Exam registrations

In order to prevent any late registrations, it is advisable to get your registrations ready at least **two weeks** prior to the closing date, so that you have enough time to check them thoroughly and to make any amendments before the deadline date.

For NQF 1 (ABET Level 4) exam registrations, centres are required to inform SACAI in January/February for learners sitting for the June National Examinations, and in June/July for learners sitting for the November National Examinations. This will enable SACAI to provide support to the centres, through training and assistance, by completing mandatory documents required by Umalusi.

Adding to this, SACAI will provide electronic copies of the **Centre Examination Management File** and the **Educator File**, which are compulsory for the successful implementation of NQF 1 (ABET Level 4) examinations in accordance with Umalusi standards.

Centres with ABET Level 4 learners are requested to contact the following SACAI official for all the information and documents they may need:

- ***Princess Moeng (Head of ABET Division) –*** princess@sacai.org.za

PLEASE NOTE:

From December 2016, it is **now a requirement to submit a copy of each learners' identity document when submitting their examination registrations**. This is an important addition to the registration policy and must be abided by.

By submitting copies of learners' ID documents, the assessment process will be improved in the following ways:

1. Reducing errors on learner certificates (names and ID numbers will be printed correctly).
2. SACAI will use the identity documents to amend learner details as indicated on the proof of registration document before printing certificates. SETAs delay payment of Discretionary Grants if details on learner certificates are inaccurate, so by double checking the certificates and ensuring accuracy, grant payments can be made more efficiently.

Deregistration of exam sessions

Deregistering learners for an exam session after the registration deadline does not carry a full refund/credit to the respective exam centre account. This is because the administration process of registering (learners and the centre), and the printing and distribution of exam scripts would have commenced after the registration deadline.

The following penalties will apply:

1. Centres that deregister learners three (3) working days after the registration deadline will be liable to pay 50% of the registration invoice.
2. Centres that deregister learners ten (10) workings days after the registration deadline will still be liable to pay 75% of the registration invoice amount.
3. Centres that deregister learners after exam scripts have been delivered to the centre will still be liable to pay 100% of the registration invoice amount.

Late Registrations

Late registrations will ONLY be accepted by SACAI no later than 3 working days after the registration deadline. Centres will be liable for late registration fees.

Special Exams

Centres are required to submit in writing requests for special exams to be held outside the current exam timetable for ABET Levels 1 – 3 providing reasons for such a request. Special exams do not apply to NQF 1 ABET Level 4 examinations.

All written requests should be sent to faizel@sacai.org.za.

SACAI reserves the right to decline requests for special exams. Centres that proceed with special exams without written consent from SACAI will be penalised and exam scripts will not be marked.

Important note: In the event that written consent is issued by SACAI, the marking, resulting and certification processes will not change. Results will still be issued in accordance with the dates stipulated in the exam timetable for ABET Levels 1 – 3.

UPLOADING AND CONFIRMING EXAM REGISTRATIONS

- ✓ **Upload centre and learner registrations provided by the exam centre**
- ✓ **Generate confirmations of exam registrations**
- ✓ **Exam centres confirm the accuracy of their exam registrations**
- ✓ **Make amendments to exam registrations (if required)**
- ✓ **Prepare learners to write the summative examinations**

It is the client, centre or training provider's responsibility to ensure that the registration information for both the examination centre and candidates, which they intend to register, are correct when it is submitted to SACAI.

Confirmation of learner registrations will be sent to clients within three working days, after the registration closing date, for the respective exam session.

After receipt of registration, examination centres then have three working days to inform SACAI of any changes or corrections on the registration forms.

We recommend that each centre gets the learners to participate in the verification process by checking their names, surnames and identity numbers.

Proof of exam registrations for NQF 1 (ABET Level 4) require each learner to sign (where applicable) as confirmation that their details are accurate.

The timeous completion of the learning programme prior to the examination is of utmost importance as this will assist the learner, to some degree, with covering the content that needs to be understood before the assessment.

It is imperative that learners wanting to write the summative assessment should be thoroughly prepared, both in terms of what is expected in the examination as well as having the necessary skills to cope with the demands and stress of writing an external examination.

SITE BASED ASSESSMENTS – SBAS FOR ABET LEVEL 4

- ✓ **Centres need to know how to implement the SBA process**
- ✓ **Facilitators/Educators introduce SBA tasks to the learners**
- ✓ **Centre Manager (CM)/Chief Invigilator (CI) monitor the SBA implementation process**
- ✓ **Moderation of SBA tasks by the Centre Moderator(s)**
- ✓ **SACAI monitors the SBA implementation process**
- ✓ **Facilitators/Educators and the Centre Moderator(s) use the Educator File to consolidate and compile the SBAs**
- ✓ **SACAI requests all the SBAs for external moderation under the supervision/verification of Umalusi**

Upon receiving your SBA tasks, the following will apply:

1. Through a consultation upon receipt of an examination registration, SACAI will train each centre on how to implement the SBA process.
2. The SBA process will be monitored at a centre level by the Centre Manager/Chief Invigilator. From an external level, SACAI will conduct monitoring either through site visits or telephonic conference calls to evaluate the progress of implementing SBAs. Dates for these visits or conversations will be communicated to each centre well in advance.
3. All centres/facilitators are requested to make enough copies of the SBAs for each learner writing their respective ABET Level 4 subject or learning area.

   Centres can download the SBA tasks via **http://www.sacai.org.za/abet/**

4. Centres are reminded that SBA tasks should be completed within 12 weeks and must be marked by the assessors/facilitators before submission to SACAI.
5. All NQF 1 (ABET Level 4) learners are required to complete the SBA tasks. These tasks are internally marked by the Facilitators/Educators and moderated by an appointed Centre Moderator who specialises in the specific subject.

   SBA tasks that are NOT marked by the educator/assessor/facilitator will be returned to the exam centre at the centre's cost.

   Incomplete SBA tasks submitted by the learner(s) will be returned to the exam centre at the centre's cost.

6. Facilitators and Centre Moderators are requested to collaborate (using the **Educator File** supplied electronically by SACAI) in order to successfully implement the completion of SBA tasks by the learners.

7. SACAI requires all **SBAs, consolidated working mark sheets and individual mark sheets** for each learner and completed **Educator/Facilitator Files** in accordance with the deadline dates, to be submitted for external moderation at SACAI offices under the supervision of Umalusi. Umalusi will verify these SBAs as per their requirements and may adjust the SBA marks, if they see fit.
8. Centres requiring deadline extension for submission of SBAs must put their request in writing stating reasons for the request to the HOD of ABET by emailing princess@sacai.org.za. Late submission of SBAs is permissible **ONLY** on condition that permission is granted in writing from the SACAI Quality Assurance Manager. Centres must adhere to the new deadline granted as non-compliance will result in penalties.

PRINTING, ADMINISTRATION AND COLLECTION OF QUESTION PAPERS

- ✓ **Centres receive question papers and confirm the contents of the package**
- ✓ **Safely store the question papers until the exam day**
- ✓ **Arrange collection of exam scripts with SACAI**
- ✓ **Safely store the exam scripts until collection**

After the registration process, question papers will be printed and sent to the respective exam centres. Upon delivery, the Centre Manager/Chief Invigilator must open the **COURIER PACKAGE (CRATE) ONLY** as soon as possible to ensure the following:

- The correct subject/learning area(s) are in the tamper-proof bags.
- The correct number of question papers are in the tamper-proof bags.
- **PLEASE NOTE:** A sticker will be attached to the tamper-proof bags to confirm the above**.**
  PLEASE DO NOT OPEN THE TAMPER-PROOF BAGS.
- To verify, there will be empty/return tamper-proof bags accompanying the Exam Scripts. These will be provided for each subject/learning area being written at the exam centre.
- Attendance registers and any other correspondence will also be in the tamper-proof bags.

The Centre Manager/Chief Invigilator must ensure that all examination material is stored securely.

The tamper-proof bag containing the question papers should only be opened by the Invigilator 30 minutes before commencement of the exam and in front of all the learners.

After the exam, the Centre Manager/Chief Invigilator must collect all the exam scripts and enclose them in the return tamper-proof bags, along with the **attendance register, seating plan, instructions to the invigilator (signed by the invigilator where applicable) and an irregularity report (if any irregularities occurred).**

Centres are reminded – **Late Submission of Exam scripts are NOT permissible**. Scripts that arrive at SACAI late (7 working days after the deadline of returning scripts for marking) will **NOT** be marked. Please refer to the examination timetable for deadline dates.

BEFORE THE EXAM

- ✓ **Invigilation training completed before administering examinations**
- ✓ **Prepare the exam venue and restrooms**
- ✓ **Further preparations required for NQF 1 (ABET Level 4) examinations**
    - **pre-exam meeting with the learners**
    - **Chief Invigilator/Centre Manager**
    - **candidate entry permits and seating plans**

INVIGILATION TRAINING FOR ALL ABET PRACTITIONERS

In an effort to promote irregularity free examinations, Centre Managers/Chief Invigilators are encouraged to think about the quality of their invigilation during exams. By doing so this will help centres to further consider the following:

- ✓ The number of examination rooms required to be reserved and prepared;
- ✓ The number of Invigilators required (**appointed by Centre Manager/Chief Invigilator).** Please note, that there should be a ratio of one Invigilator per every 30 learners writing the examination;
- ✓ The invigilator should not be the facilitator for the subject/learning area that is being written;
- ✓ A Relief invigilator will also be required to stand in for Invigilators that need to use the restrooms;
- ✓ The number of seating plans for each sitting and for each exam venue; and
- ✓ Communicate your exam timetable to learners and their facilitators/educators.

Therefore, in line with Umalusi requirements, SACAI provides compulsory invigilation training before each examination cycle to the Centre Manager/Chief Invigilator. In turn, it is their responsibility to train their centre's invigilators to ensure compliance with invigilation standards.

Invigilators are trained, assessed and certified via an online training offered on the Microsoft Teams platform.

Preparing the Exam Venue and Restrooms

To give all candidates the same experience, each room needs to be set up exactly the same way.

- Visible signs/directions leading to the examination venue should be displayed. These need to be **bold and clear.**
- Good ventilation, quiet surroundings, good lighting and cleanliness is important for a conducive exam venue.
- Desks placed side-by-side should be one metre apart.
- No helpful material that relates to the examination subject/learning area being written must be displayed.
- A clock that all candidates can see must be mounted on the wall.
- The centre number or name, as well as start and finish times should be visibly displayed to all candidates. It is also essential to show hourly intervals. For example, during a three-hour exam running from 9am to 12pm, interval announcements should be made at 10am, 11am and 11.55 am (to state that there are five minutes remaining).
- Invigilators are required to check the state of the toilets/restrooms for functionality, as well as any irregularities such as hidden crib notes or mathematical formulae/learning details written on the walls.

FURTHER PREPARATIONS REQUIRED FOR NQF 1 (ABET LEVEL 4) EXAMINATIONS

PRE-EXAM MEETING WITH THE LEARNERS

A pre-examination meeting with the learners is highly recommended. This is a meeting conducted by the Chief Invigilator with all the candidates/learners that are due to write exams.

A **Suggested Agenda** is provided by SACAI. The agenda is located in the **Centre Examination Management File** that is given to the Centre Manager/Chief Invigilator once the centre has informed SACAI on their intention to administer NQF 1 (ABET Level 4) National exams.

CHIEF INVIGILATOR/CENTRE MANAGER

Chief Invigilators are reminded to have the following ready on the day of examination:

1. The **Centre Examination Management File** needs to be present in the examination venue. The file must be presentable, properly indexed and all applicable documents must be filled in and up to date in order to facilitate smooth inspection by the SACAI/Umalusi exam monitors.
2. Candidate Examination Entry Permits need to be stapled to a copy of the candidates' identification document or passport.
3. A clock must be displayed on the wall in each examination venue.
4. Ensure that you have the right examination question papers.
5. Ensure that you have your Chief Invigilator badge and any relevant identification (ID/passport or driving licence).

CANDIDATE ENTRY PERMITS AND SEATING PLANS

SACAI candidate exam entry permits (only for ABET Level 4 learners) have a **candidate examination number**, which must be used by the candidate when filling in the cover page of the examination paper/booklet.

This means that **candidates will no longer write their names and surnames on the examination paper/booklet**. Candidates will be identified by SACAI using a unique candidate examination number**.**

Exam seating plans must be drawn up in **numerical order**, as per the candidate examination number on each **candidate's exam entry permit. The seating plan must be posted on the door to ensure that it is visible to all SACAI/Umalusi exam monitors.**

Once the exam has been completed, the Chief Invigilator should make copies of the seating plan; one is to be filed in the **Centre Examination Management File** and the other needs to accompany the exam scripts, which will be couriered to SACAI.

EXAM DAY

- ✓ **Commencing the exam**
- ✓ **Running the exam**
- ✓ **Concluding the exam**

COMMENCING THE EXAM

- The **trained** Invigilation Team (Chief Invigilator and other Invigilators) on duty should have **name tags** as a form of identification on the day of the exam.
- The **Invigilator timetable/attendance register** in the Centre Examination Management File (applicable to NQF 1: ABET Level 4) must also be signed by all the relevant parties.
- **For NQF 1 (ABET Level 4)** invigilators are required to verify **candidate identification documents, including the exam entry permits** that were sent by SACAI for each of the candidates. These must be on the candidate's desk for verification by SACAI/Umalusi exam monitors.
- Invigilators should facilitate the process of all candidates present, signing the Attendance Register.
- For a Mathematical Literacy examination at ABET Level 3 and 4, Invigilators **should allow** the use of calculators.
- The Chief Invigilator must **ANNOUNCE** that cell phones are not permitted to be used as calculators. Cell phones must immediately be **SWITCHED OFF**.
- The package containing the question papers and all the relevant content **MUST BE OPENED IN FRONT OF ALL THE LEARNERS PRESENT**.
  Packages **MUST NOT** be opened **UNDER ANY CIRCUMSTANCES** outside the exam room and on any other date and time except the scheduled exam date. This is an **IRREGULARITY.**
- The Chief Invigilator must read the **EXAM RULES** to all the candidates. Exam rules are also part of the exam material that was sent by SACAI.
- **For NQF 1 (ABET Level 4)** Invigilators must ensure that candidates complete the cover page of the examination paper/booklet by writing the **CORRECT Candidate Exam Number** as they appear on each of the candidate's entry permit. Candidates **must not** write their names and surnames on the examination paper/booklet.
- The Chief Invigilator must go through the examination paper/booklet with all the candidates (page by page) to check if everything is in order. Upon completion, the candidates should place the exam paper/booklet face down and wait for the Chief Invigilator to give them the go ahead to start the exam.

RUNNING THE EXAM

- All ABET Levels 1 – 3 examinations **must be written in the prescribed <u>week</u>** as indicated on the SACAI annual examination timetable.
- **<u>All NQF 1 (ABET Level 4)</u>** examinations **must be written on the prescribed <u>dates</u> and <u>times</u>** as indicated on the SACAI annual examination timetable. Exams **start at 09h00** and **end at 12h00**, and candidates are given **three hours** within which to complete the examination.
- Centres **must** be aware that they may be visited by Exam Monitors, either from SACAI or Umalusi. The Chief Invigilator **must** request SACAI and/or Umalusi officials to present some form of identification such as an ID or driving license, as well as a badge from the respective institution. **Only approved SACAI or Umalusi exam monitors are permitted to enter the examination rooms.**
- **<u>For NQF 1 (ABET Level 4),</u>** the Chief Invigilator will be requested to hand over their Examination Management File to the exam monitors for inspection.
- The Chief Invigilator may delegate the responsibility of invigilation to a Relief Invigilator; however accountability still resides with the Chief Invigilator.
- Towards the end of the exam the Chief Invigilator **must ANNOUNCE the last 5 minutes** remaining in the exam.

CONCLUDING THE EXAM

- After the examination has been completed, invigilators are required to collect all the exam scripts from the learners, one candidate at a time. During this process, no candidate may leave the exam room until all exam papers are collected.
- If there were any irregularities before, during or after the examination, the Chief Invigilator should use the **Irregularity Report template** in the Centre Examination Management File. The report needs to be submitted with the exam scripts.
- In the event that a learner was found to be cheating during the examination, the invigilator should indicate on the cover page of the exam script the nature of the irregularity, as well as the date and the time that it took place.
- **<u>For NQF 1 (ABET Level 4),</u>** Chief Invigilators are required to complete an **<u>Umalusi Daily Exam Report</u>** that must be submitted to SACAI within **two hours** after the exam. It is compulsory to complete this report for each daily exam.
- It is recommended that this report is only completed once the exam papers have been securely put away.
- The exam scripts should be packed neatly in the tamper-proof return bags. Pack the written papers separately from the unwritten papers and return them to SACAI. Please note that ALL written and unwritten question papers must be returned.
- The Chief Invigilator must immediately arrange collection by contacting SACAI. Collection will take place within 48 hours.

Have you witnessed CHEATING?



...then REPORT it.

If you suspect or have seen any form of CHEATING, please contact us on:

☎ 012 348 5650 ✉ info@sacai.org.za

SACAI
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Marking and Moderation

- ✓ **Return exam scripts to SACAI**
- ✓ **Statement of Results for ABET Levels 1 – 3**
- ✓ **Statement of Results for ABET Level 4**

Centres are required to adhere to deadline dates for returning exam scripts for marking and moderation purposes.

These dates are highlighted in the SACAI exam timetable. Therefore, centres should notify our courier company or SACAI to arrange for collection of exam scripts immediately after the exam.

Statement of Results are issued within two weeks of receiving the exam scripts for ABET Levels 1 – 3.

Statements of Results for ABET Level 4 are issued after the standardisation and results approval by Umalusi has been conducted. Centres will be notified of the dates once they have been provided by Umalusi.

Special Marking of Exam Scripts, Moderation of POEs and Early Release of Results

- ✓ **Provisions for special marking of exam scripts and moderation of POEs**
- ✓ **Provisions for early release of results**

Any request for special marking of exam scripts and moderation of POEs must be done in writing to faizel@sacai.org.za.

Centres will incur an extra fee per exam script and/or POE as this process is outside the SACAI exam cycle.

Centres must request in writing for early release of results to faizel@sacai.org.za and will incur extra costs as this process is outside the SACAI exam cycle.

Special marking and early release of results are not available for ABET Level 4.

RE-MARKING/RE-CHECKING AND VIEWING OF SCRIPTS

- ✓ **Re-marking and re-checking**
- ✓ **Viewing of exam scripts**
- ✓ **Fees**

A candidate may apply for the re-marking or re-checking of his/her examination scripts within 30 days of the official release of the results by SACAI.

The applications and the requests for **viewing of answer scripts** can only be processed after the release of the **re-mark/re-check results.** Therefore, the request to view script(s) will only be accepted if a re-mark and/or re-check of the script has been carried out and this must be submitted within 30 days after the date on which the results are released.

Learners who wish to apply for the re-mark or re-check of marks must submit the necessary application form to SACAI. Learners must ensure that the learning area code and name of the learning area is correct when completing the form.

A **tariff is determined annually for the re-marking or re-checking** of marks. Please refer to the current fees. Candidates are also reminded that the payment of the fees is not equivalent to the submission of an application form. **Payments without application forms cannot be processed.**

RESULTING AND CERTIFICATION

- ✓ **Explanation of results**
- ✓ **Certification**

EXPLANATION OF RESULTS

RESULT	PERCENTAGE	ABET LEVEL	RESULT DESCRIPTION
Merit (M)	80% – 100%	Levels 1, 2, 3 and 4	Excellent achievement. May continue to the next level. Certificate issued.
Higher Credit (HC)	60% – 79% 70% – 79%	Level 4 Levels 1, 2 and 3	Above average achievement. May continue to the next level. Certificate issued.
Credit (C)	40% – 59% 50% – 69%	Level 4 Levels 1, 2 and 3	Competent. May continue to the next level. Certificate issued.
Threshold (T)	33.3% – 39% 40% – 49%	Level 4 Levels 1, 2 and 3	Not yet Competent. May not continue to the next level. Requires revision. No certificate issued.
Ungraded (U)	0% – 33% O% – 39%	Level 4 Levels 1, 2 and 3	Not yet Competent. May not continue to the next level. **Learner did not meet the required unit standards. No certificate issued.**
Suspended (S)			Results have been suspended. Irregularities occurred and an investigation is required.
Disqualified (D)			An irregularity investigation was completed, and a decision was taken to disqualify the learner. Learner to be notified of the consequences.
Incomplete Result (IR)			Learner did not complete/submit their Site Based Assessment. Learner will not be resulted.
Absent (A)			Learner was absent for the examination.

CERTIFICATION

- Certificates for ABET Levels 1 – 3 are issued within two weeks after the results have been published.
- For certification for NQF 1 (ABET Level 4), the following applies:
    - Certificates are printed and issued by Umalusi.
    - Certificates are issued within three months after SACAI publishes the results.
    - Learners must be aware that if they receive a replacement certificate (due to losing one), the original certificate in the Umalusi database will be deleted and the replacement certificate issued will become the original in the Umalusi system.
    - Consolidated certificates are only issued after a learner has achieved 120 credits. Therefore, learners are encouraged to provide all their 'stand-alone' certificates for all the subjects/learning areas passed at ABET Level 4 for SACAI to apply for a consolidated certificate on the learner's behalf.

DOCUMENTS TO SUCCESSFULLY ADMINISTER EXAMS

- ✓ **Mock exam papers for learners**
- ✓ **Centres with NQF 1 (ABET Level 4) learners MUST use the Centre Examination Management File to prepare for exams**
- ✓ **Centres with NQF 1 (ABET Level 4) learners MUST use the Educator File to administer SBAs**
- ✓ **Centre Registration – the venue where the exam will take place**
- ✓ **Learner Registration – the subject/learning area codes embedded in the spreadsheet**
- ✓ **Applications of learners that require concessions/accommodations are submitted to SACAI through the correct process**
- ✓ **Remarking or Reviewing exam scripts – forms**
- ✓ **Re-issue/Re-placement and Combination of Certificates - forms**

1. ## Mock / Past exam papers for learners

   The mock / past exam papers are available for all ABET learners, Levels 1 – 4.

2. ## Centre Examination Management File

   Chief Invigilators at ABET Level 4 centres require this file to prepare for NQF 1 exams.

3. ## Educator File

   Facilitators at ABET Level 4 centres require this file for SBA implementation.

4. ## Centre Registration Form

   The centre will fill in this form to provide information for where the question papers will be sent.

5. ## Learner Registration Form

   The details of the learners sitting for the exam. The subject/learning area codes are imbedded in the spreadsheet.

6. ## Concession/Accommodation Form

   An approved SACAI letter to confirm the use of exam concessions/accommodations for learners where applicable.

   Concessions/accommodations need to be applied for first from SACAI before they can be implemented in any formal assessments/tasks/exams.

7. ## Remark and Review Forms

   To be filled out by centres that require exam script remark or review.

8. ## Forms for the Re-issue/Replacement and Combination of Certificates

CONTACT US

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