



Site Based Assessment (SBA) Quick Guide

for Benchmark Assessment Agency (Pty) Ltd

1 What is an SBA?

Internal assessment means any assessment conducted by the training provider, the outcomes of which count towards the achievement of a qualification. An internal assessment is also commonly referred to as a Site Based Assessment (SBA).

“Internal assessment” is the assessment of the learner’s performance carried out on an on-going basis at the learning site by the educator, using various assessment techniques and may comprise assessment of oral and practical work, classroom based work, class tests, controlled tests, assignments, projects and examinations. (Umalusi: Policies, Directives, Guidelines and Requirements; July 2006)

An SBA is an assessment that is conducted at the site of learning for example, a training room or classroom.

An External assessment on the other hand refers to an assessment conducted by an independent assessment body such as Benchmark Assessment Agency.

Purpose of Site based Assessment (SBA) is:

- To allow Umalusi, the quality council responsible for the quality assurance of the General Education and Training Certificate for Adult Basic Education and Training (GETC: AET), the opportunity to verify and monitor the implementation of internal assessments across assessment bodies and training providers.
- To provide learners with an alternative opportunity to be assessed outside of normal examination conditions.
- To allow assessors or facilitators the opportunity to assess skills, values and attitudes that cannot easily be assessed under normal examination conditions.

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2 Qualification Requirements

The GETC: ABET/AET Level 4 (NQF 1) Qualification consists of subjects that have an:

- Internal Assessment (SBA),
- and an External Assessment (Summative Examination).
- Each assessment carries a weighting of 50% towards the final mark of 100.

1. Communication in English:

The Site Based Assessment (SBA) component is made up of 5 tasks with a number of activities.

- Task 1 = 50 marks
- Task 2 = 50 marks
- Task 3 = 50 marks
- Total marks = 250 which will be converted to 100

2. Mathematical Literacy:

The Site Based Assessment (SBA) component is made up of 3 tasks with a number of activities.

- Task 1 = 50 marks
- Task 2 = 50 marks
- Task 3 = 50 marks
- Total marks = 100

3 Quality Assurance

Umalusi, the quality council responsible for the quality assurance of the General Education and Training Certificate for Adult Basic Education and Training (GETC: ABET), will verify, evaluate and monitor all Benchmark's processes and assessment systems in order to ascertain the compliance and strength of the assessment system.

- 1. Verify systems:** Benchmark will be visited, monitored and evaluated by Umalusi verifiers to attest the consistency and effectiveness of the policies and processes in place. Benchmark in-turn will monitor the implementation of SBA's at the learning/examination centres as well as the conduct of the summative assessments.
- 2. Validate systems:** Umalusi will (through its monitoring and evaluation processes) be given an opportunity to corroborate the strength of Benchmark's assessment system, thereafter verifying the adequacy of Benchmark's processes, policies and systems.
- 3. Certification:** Benchmark will submit the results of the summative assessment and the SBA's (marks which have been internally and externally moderated) to Umalusi for certification. Umalusi will in-turn endorse the statements of results from Benchmark as well as issue the Umalusi learning area statements and certificates to successful learners. This will allow Benchmark candidates to have their credits registered on the National Learners' Records Database (NLRD).

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4 Assessment Body Moderation (ABM)

Assessment Body Moderation (ABM) is a process whereby the assessment agency or body has the responsibility of ensuring that before Site Based Assessment (SBA) marks are submitted to Umalusi that they are: valid and reliable.

Moderation Process

- 1. Implementation of SBA:** Facilitators must prepare learners before administering the SBA tasks by teaching the content and skills necessary to complete the SBA tasks. Each learner registered to write the summative assessment must complete the SBA, considering that it contributes 50% to the final mark of the learner. SBA's are compulsory for all registered ABET Level 4 (NQF 1) candidates.
- 2. Assessment of SBA tasks:** Facilitators are required to assess all the SBA tasks before submitting them to Benchmark for moderation. Learner's marks must be captured on the Working Mark Sheet (provided in the Educator File). Facilitators must provide written feedback to the learners on the Feedback Form (provided in the Educator File) for each task assessed. This feedback form must be attached to each task of the SBA. If learners are not yet competent to achieve the minimum pass mark of 50% for SBA, they are advised to engage in further learning before attempting to write the summative assessment.
- 3. Moderation of SBA:** Learners must sign the declaration of authenticity on the cover of each task of the SBA before submitting to Benchmark on a predetermined date communicated to all examination centres. Benchmark will appoint internal moderators that will moderate the SBA's of the learners as well as the facilitator portfolios - to verify and validate the reliability of the assessments. Benchmark's moderation of SBA's is regarded as internal moderation and Umalusi's moderation as external moderation.

Umalusi reserves the right to adjust marks as per agreed standardization protocols.

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