



## SWIMMING SOUTH AFRICA ASSESSMENT GUIDELINES

### ASSESSMENT GUIDELINES

1. All the courses offered by Swimming South Africa have a theory exam and practical assessment element and candidates need to be declared competent in both areas.
2. The pass mark for LTS is 60%. For level 1 coaching it is 65% and Todswim it is 60%.
3. All SSA exams are closed book exams.
4. All exams will be coordinated by the Provincial Education & Training co-ordinator.
5. All candidates are given two opportunities to be reassessed if they are declared not yet competent the first time.
6. No extra copies of the exam documents may be made by either affiliate or candidates.
7. No one must use electronic devices take pictures of the any exams
8. The time allocation for the exam must be adhered to at all times.
9. Completed POE's must be submitted to the co-ordinator.
10. Assessor will hand in all the documents to the co-ordinator.
11. Turnaround time for the marking of exams is 2 weeks and the co-ordinator must ensure that facilitators/assessors guarantee that they will be able to adhere to the allocated timeframe.
12. Candidates cannot ask for a re-mark, however, facilitators and assessors may re-mark if they pick up discrepancies. The decision must be communicated with the co-ordinator.
13. An oral exam must be arranged, at the request of the candidate, by the co-ordinator for candidates who have learning challenges/disabilities.

### THE CO-ORDINATORS RESPONSIBILITIES

1. Provincial Coordinators must request exams two weeks in advance if done later the affiliate will have to send their own courier company for the collection thereof.
2. Provincial co-ordinators are the only ones allowed to have electronic copies of the LTS and Todswim exams and may not distribute copies to anyone.
3. **The exams must be kept secure and highly confidential as the old LTS exam was widely distributed in the past and this created problems. Everyone has a responsibility to prevent this occurring again.**
4. Co-ordinators are entrusted with that responsibility and may under no circumstances allow copies to be made.
5. Co-ordinators must write the allocated course order number on the examination paper and stamp and sign – for security and tracking reasons.
6. All candidates must be given an equal opportunity to succeed by creating a conducive and pleasant exam environment.
7. The level 1 coaching exam must be requested by the co-ordinator two weeks prior to the exam date. The co-ordinator must provide the recipient's complete address and ensure they are available to receive the envelope.
8. Level 1 exams will be posted to the co-ordinator on request – these will include security features and no copies may be made. Candidates spoiling an exam paper will not be provided with another one.
9. SSA must be notified of the date of the exam on time and specify the number of copies needed. This will be verified by the course register.
10. No electronic devices may be powered on or used during the exam session.
11. The Co-ordinator must arrange the exam room and space the tables to avoid the possibility of cheating.



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12. If the affiliate is using an external invigilator, they must be made aware of all the rules and must always be provided with a copy of this document to ensure fairness for all learners.
13. The co-ordinator must ensure that there is an invigilator present for the entire session and learners may not be left unattended.
14. Co-ordinators must highlight basic examination rules before the session commences – e.g. no cell phones (they must be switched off); no talking, everyone must have their own stationery; the time allocation must be stated and the fact that only one examination paper will be provided. Candidates must write on the reverse of the page if the facing page is spoiled.
15. Facilitator will notify the co-ordinator if there is a candidate with special needs and the co-ordinator must arrange to accommodate that candidate e.g. the candidate prefer an oral exam.
16. Co-ordinator/invigilator must receive the exams at the end and confirm they have received all the exam papers.
17. At any exchange of the exams, either between the co-ordinator/invigilator and facilitator/assessor for marking, a document of receipt must be signed, ensuring accountability (both parties must always check and confirm all documents).
18. Facilitator/assessor has a two-week turnaround to submit marked exams to the co-ordinator (must keep a copy).
19. Co-ordinator must, within a day or two communicate the exam results to the candidates and provide two practical assessment dates.
20. The log sheet must be checked and verified by the co-ordinator/s and assessor before the practical assessment can take place.
21. Ensure and confirm that all required information has been provided on the log sheet and confirm the registration status of the mentors (make sure LTS candidates logged with accredited instructors and coaching candidates logged with accredited coaches and sign the log sheet at the bottom).
22. The candidates who were declared not yet-competent must be given dates to re-write and arrangements must be made by the co-ordinator.
23. Co-ordinators must keep good records of which exam was written by each candidate, when they wrote the exam and which course they attended, for tracking purposes and in case there is an appeal.
24. Facilitators/assessors must not discuss exam marks with any candidates. Candidates must be referred to the co-ordinator should they wish to discuss their exam marks.
25. Only original copies of the exams must be included in the POE. If a candidate has written twice, both exams must be included.
26. It is the candidate's responsibility to discuss inter-provincial completion of a course with their affiliate co-ordinator and they must not plan arrangements independently.
27. The above will be done at the candidate's expense as prescribed by SSA's E&T cost guidelines.
28. It is also the candidate's responsibility to ensure that the documents reach the co-ordinators timeously at the venue where the course was originally attended, and only originals may be submitted.

### **CANDIDATES RESPONSIBILITIES**

1. All communication must be directed to the affiliate co-ordinator.
2. Candidates with learning disabilities may request an oral exam, but arrangements must be made with the co-ordinator prior to the exam.
3. During the exam all electronic devices must be switched off.



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4. Candidates unable to write their exam on the two dates provided by the affiliate will have to cover costs for alternative arrangements.
5. Candidates must complete all details on the front cover of the exam booklet.
6. Candidate's handwriting must be clearly legible for easy marking.
7. Candidates must write with a black/blue pen and number the answers correctly.
8. The exams must be written in English.
9. Candidates will only be given one copy of the exam. If mistakes are made, these should be crossed out and the reverse of the page used to complete the examination.
10. Candidates are not allowed to take photos of their exam.
11. If declared "not yet competent", candidates must make arrangement with the co-ordinator for a re-write within a 2 weeks of receiving their results.
12. It is the candidate's responsibility to discuss inter-provincial completion of a course with their present co-ordinator. They may not make alternative arrangements on their own accord as this might affect quality assurance (should documents go missing).
13. The above will be done at the candidate's expense as prescribed by SSA's E&T cost guidelines.
14. It is also the candidate's responsibility to ensure the documents reach the co-ordinators within two days, and only originals must be submitted.
15. Candidates will not have their exam papers returned after marking.

### **FACILITATOR / ASSESSORS RESPONSIBILITIES - THEORY EXAM**

1. To assess fairly, objectively and without any form of discrimination.
2. SSA guidelines must always be adhered to.
3. Marking must be visible, completed in red ink with ticks (✓) for the correct answers and (x) for incorrect answers.
4. Facilitators /assessors must please write their full names and surnames and sign all the exam they have assessed.
5. Facilitator/assessor may not discuss marks, or the outcome of the assessment with learners
6. Moderation or 2<sup>nd</sup> marking, in cases where there are discrepancies, must be completed in green ink.
7. Sub-total at the end of every question and provide a total mark for the entire exam - the total mark must also be written on the front cover of the exam.
8. Keep records as follows for all exams: candidate's personal details; date of marking; province; final mark allocation; which exam was written; and the date when the exams were given back to the affiliate.
9. If the candidate's handwriting was not clear and you as an assessor are unhappy, refer the exam back to the co-ordinator who will either send it to another assessor or refer the matter to SSA.
10. Final assessment marks can be emailed to the co-ordinator, who will send a communication to the candidates.
11. The actual original exams must be returned to the coordinator as they need to be included in the learners file.

### **FACILITATOR / ASSESSORS RESPONSIBILITIES - PRACTICAL ASSESSMENT**

1. Facilitator and assessor must always be aware that they are representing SSA and their affiliate and must always be professional- always remember that you are not dealing with children.



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2. Before any practical assessment, the facilitator/assessor must make sure that the log sheet has been properly completed and signed, except if the candidate has applied for RPL.
3. Group practical assessments can be done at swim schools. Ideally if 2 or more people can attend.
4. All practical assessments must be communicated with the co-ordinator who will link the learner with the assessor.
5. Inter-provincial assessments must be communicated between the 2 co-ordinators and will be done at the learner's expense.
6. To assess fairly and objectively, without any form of discrimination.
7. Conduct a pre-assessment via e-mail or telephonically, so that learners know what to expect.
8. Clear instructions must be provided, in English.
9. The assessment grid must be completed as well as the triplicate assessment booklet.
10. Candidates must be provided with a copy of the assessors evaluation, assessors keep a copy and the final copy will be given to the co-ordinator to go with the grid, for inclusion in the candidate 's POE
11. The above must be sent to the co-ordinator within 2 days. If there are any difficulties with this time-frame, they must be communicated with the co-ordinator.
12. The assessor's decision is final, and a learner declared “not yet competent” must communicate with the co-ordinator to arrange for the second, and final, assessment.
13. The 2<sup>nd</sup> assessment must be done within two weeks of the “not yet competent” assessment.
14. The 2<sup>nd</sup> assessment is done at the candidate's expense.
15. Both assessments must be included in the candidate's POE.