



APPLICATION FORM

APPLICATION FOR REGISTRATION AND
ACCREDITATION OF AN ASSESSOR OR
MODERATOR

SCHEDULE
Form A
Application for Registration and Accreditation as moderator or assessor
(regulation 3)

ASSESSOR

MODERATOR

*Recent colour
passport size
photo*

(Tick appropriate box)

The Category of registration for this application is

Provisional Registration

Full Registration

1.0 PERSONAL INFORMATION (Fill in Using Block Letters)

1.1 Title

1.2 Surname

1.3 First Name(s)

1.4 Previous Name(s) *(If applicable)*

1.5 Date of Birth _____ / _____ / _____
(dd) (mm) (yyyy)

1.6 Gender

1.7 Place of Birth *(Country)*

1.8 Marital Status

1.9 Nationality

1.10 ID No.*(Citizens)*;

1.10.1 Passport No.*(Citizens)* ;

1.11 Postal Address

1.12 Phone

Work:

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Home:

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Cell:

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Fax:

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1.13 Email Address

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1.14 Present Employer (*If applicable*)

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2.0 EDUCATIONAL BACKGROUND

List ALL qualifications relevant to assessment/moderation service you are currently offering or intend to offer.

Name of Qualification	Name of Institution Awarding Qualification	Full address of institution	Dates From/To (mm/yyyy)		Full-time or Part-time
			From	To	

3.0 WORK EXPERIENCE

List experience in profession, vocation or trade, with your most recent work experience first.

Name of Employer	Address of employer	Dates of employment (dd/mm/yyyy)		Position held	Full-time or Part-time
		From	To		

4.0 ASSESSOR/MODERATOR SERVICES

List all assessor/moderator service(s) for which you wish to be registered and accredited.

	Assessor/Moderator Services
1.	
2.	
3.	

5.0 ATTACHMENTS

Please find enclosed in this application pack, the following documents to support my application:

- i. Certified copy of National Identity (Omang) for citizens or passport for non-citizens.
- ii. Certified copies of certificates and transcripts, showing approved course of training and attestation from referees / employer on competencies for services to be provided.
- iii. Evidence of membership of a Professional Association (if applicable).
- iv. Evidence of attainment following assessment against recognised moderator or assessor standards. These could be standards registered on other national qualifications frameworks.
- v. Copy of current CV relevant to the application.

6.0 REFERENCES

A minimum of two (2) references should be supplied, and the names and addresses of referees must be indicated below:

	First Referee	Second Referee	Third Referee
Name			
Postal Address			
Town/Village			
Country			
Telephone			
Fax			
Email			
Mobile			

7.0 DECLARATION BY APPLICANT:

I declare that I have not in the past five (5) years been convicted in a court of competent jurisdiction, either within or outside Botswana, for a criminal offence that carries a minimum penalty of six months or more imprisonment without the option of a fine and authorize Botswana Qualifications Authority to seek clarification from the relevant authorities.

I declare that the above details are correct.

Name: _____

Signature: _____

Date: _____

Witness:

Name: _____

Signature: _____

Date: _____

10.0 FOR OFFICIAL USE BY BQA

Date application received by Educational Records Management Division	_____ (dd/mm/yyyy)	Signature	
Date ETPs data captured on database	_____ (dd/mm/yyyy)	Signature	
Date application received by Quality assurance division	_____ (dd/mm/yyyy)	Signature	
Name of BQA officer processing application	_____ (surname) (first name(s))		
Date application allocated to Quality assurance officer	_____ (dd/mm/yyyy)	Allocated by:	

▪ Registration and Accreditation number assigned:

▪ By (Name)

▪ Signature: _____

Date of registration: _____/_____/_____

Date of expiry of registration: _____/_____/_____