



**BOTSWANA**  
Qualifications Authority

# **QUALITY ASSURANCE STANDARD 5 CRITERIA AND GUIDELINES FOR REGISTRATION AND ACCREDITATION -ASSESSORS AND MODERATORS**

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# QUALITY ASSURANCE STANDARD 5 CRITERIA AND GUIDELINES FOR REGISTRATION AND ACCREDITATION - ASSESSORS AND MODERATORS

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**QUALITY ASSURANCE STANDARD 5  
CRITERIA AND GUIDELINES FOR REGISTRATION AND  
ACCREDITATION  
- ASSESSORS AND MODERATORS**

**REVISION HISTORY**

Date	Summary of changes	Version

## **SECTION A**

### **1. PREAMBLE**

#### **1.1 LEGAL FRAMEWORK**

The Botswana Qualifications Authority (BQA) is mandated by the Botswana Qualifications Authority Act (the Act), No. 24 of November 2013, to maintain a national credit and qualifications framework (NCQF) and to coordinate a quality assurance system for education, training, and skills development. Pursuant to part II, sub-section 4 (2) (l-m) of the Act, the BQA has to register and accredit education and training providers, assessors, moderators, awarding bodies, and accredit learning programmes across all the education sub-systems - General Education (GE), Technical and Vocational Education and Training (TVET) and Higher Education (HE).

In accordance with the Botswana Qualifications Authority (Registration and Accreditation of Assessors and Moderators) Regulations 2016, any person who wishes to be registered and accredited as an assessor or moderator shall apply to the Authority for Registration and Accreditation. The registration and accreditation of assessors and moderators requires all prospective applicants to submit an application based upon the criteria set out in this document, Quality Assurance Standard 5 (QAS 5). The development of this document has taken into cognisance other relevant Acts, national policies, institutional quality settings, regulatory structures and global trends in so far as the registration and accreditation of assessors and moderators is concerned.

#### **1.2 AIMS FOR REGISTRATION AND ACCREDITATION OF ASSESSORS AND MODERATORS**

Registration and accreditation of assessors and moderators aims to:

- 1.2.1** ensure quality in assessment and moderation of all National Credit and Qualifications Framework (NCQF) registered qualifications and part qualifications;
- 1.2.2** ensure that any person who assesses or moderates learner competence across all fields of learning at all levels of the NCQF, meets a constant set of criteria established by BQA.

### **1.3 PURPOSE**

To provide guidance on the process of application, registration and accreditation of assessors and moderators within the education and training sector from pre-primary up to tertiary level, including workplaces.

### **1.4 INTERPRETATION**

Some of the terms listed below are as defined in the Act and others as generally used in the global context.

**Act** - the Botswana Qualifications Authority Act, 2013.

**Assessment**- the process of collecting evidence of learners' work to measure and make judgements about achievement or non-achievement of specified NCQF unit standards (part qualifications) or qualifications.

**Assessor**- a person who collects evidence of learners work to measure and make judgement about achievement or non-achievement of specified NCQF standards or qualifications.

**Authority** - the Botswana Qualifications Authority (BQA) established under section 3 (1) of the Botswana Qualifications Authority Act, 2013.

**Education and Training Provider (ETP)** - a person or entity that provides or organises a programme of education and training, including the provision of professional development services.

**Learner**- an individual who is participating in a learning programme with the purpose of achieving credits for standards and or qualifications.

**Learning outcomes**- statements of what a learner knows, understands and is able to do on completion of a learning process, which are defined in terms of knowledge, skills and attitudes.

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**Learning programme-** the sequential learning activities, associated with curriculum implementation, leading to the achievement of a particular qualification.

**Moderation –** a process which ensures that assessment of outcomes described in the NCQF standards or qualifications are fair, valid, reliable and consistent.

**Moderator –** a person that that ascertains whether or not the assessment of outcomes described in the NCQF standards or qualifications are fair, valid, reliable and consistent.

**Part qualification** - an assessed unit of learning that is registered by the Authority as part of a qualification, including a module and a unit standard.

**Prescribed Fee-** payment due to the Authority as per BQA (Fees) Regulations, 2016.

**Regulations –** BQA (Registration and Accreditation of Assessors and Moderators) Regulations, 2016.

**Register-** a record maintained in terms of regulation 11 of BQA (Registration and Accreditation of Assessors and Moderators) Regulations, 2016.

**Registration and accreditation of Assessors and Moderators–** a process that an applicant shall undertake with the Authority to ascertain that they have the capacity to be accredited as an assessor or moderator in accordance with the provisions of BQA (Registration and Accreditation of Assessors and Moderators) Regulations, 2016.

## 2. GUIDING PRINCIPLES

The National Credit and Qualifications Framework (NCQF) environment and the outcomes-based education and training (OBET) system differs fundamentally from previous knowledge and inputs-based systems. It ensures that the learner, as opposed to the content or the curriculum, is at the centre of learning. Learning is no longer something that is 'done to' the learner, but something that the learner is actively involved in. As such, the role of the assessor has changed from being a 'gate-keeper', who uses assessment to prevent learners from developing further, to a supportive

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guide who has the success of the learner at heart. As such, there is need for a robust and transparent process of registration and accreditation of assessors and moderators to ensure consistency and quality in its implementation and credibility of summative assessments in the NCQF system.

To ensure achievement of the above, the following principal areas need to be considered:

### **2.1 CATEGORIES OF REGISTRATION AND ACCREDITATION**

#### **2.1.1 Provisional registration and accreditation of assessors**

An assessor wishing to be registered and accredited with BQA shall be:

- 2.1.1.1 in possession of a qualification in assessment.
- 2.1.1.2 a subject matter expert having relevant qualifications, with less than two (2) years' experience in assessment; and
- 2.1.1.3 qualified at least one level above the one they are applying for except for level 10 qualification holders who may be registered and accredited at the same level if they qualify according to section 3.1.3 below.

#### **2.1.2 Full registration and accreditation of assessors or moderators**

An assessor or moderator wishing to be registered and accredited with BQA shall be:

- 2.1.2.1 in possession of a qualification in assessment or moderation.
- 2.1.2.2 a subject matter expert having relevant qualifications and at least two (2) years' experience in assessment; and
- 2.1.2.3 qualified at least one level above the one they are applying for except for level 10 qualification holders who may be registered and accredited at the same level if they qualify according to section 2.1.3 below.

#### **2.1.3 Registration of assessors and moderators at Level 10**

An assessor wishing to be registered and accredited with BQA shall:

- 2.1.3.1 possess NCQF Level 10 degree in the relevant area
- 2.1.3.2 have authored a minimum of 6 (six) publications in refereed journals or books



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- 2.1.3.3 be at the rank of Senior Lecturer or equivalent
- 2.1.3.4 have previous experience with supervision of at least two students who have completed their studies.

### **2.2 APPLICATION FOR REGISTRATION AND ACCREDITATION**

The following documents shall be submitted for assessor or moderator registration and accreditation:

- 2.2.1 completed registration and accreditation application form accompanied by a prescribed non-refundable fee as set out in the BQA (Fees) Regulations, 2016.
- 2.2.2 certified copy of National Identity (Omang) for citizens or passport for non-citizens.
- 2.2.3 certified copies of certificates and transcripts showing evidence of attainment
- 2.2.4 attestation from referees/ employer on competencies for services to be provided.
- 2.2.5 evidence of attainment following assessment against recognized assessor or moderator standards. These could be standards registered on other national qualifications frameworks.
- 2.2.6 copy of current CV relevant to the application; and
- 2.2.7 Evaluation of Qualifications Report from the Authority.

### **2.3 PROCESSING OF THE APPLICATION**

- 2.3.1 BQA will evaluate the application to satisfy itself that the applicant meets the requirements for registration and accreditation.
- 2.3.2 BQA may request for additional information relevant to the application. In such a case, the information must be submitted within 21 working days from the date of notification.
- 2.3.3 Where the applicant fails to submit required information, the Authority shall reject the application.



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### **2.4 REGISTRATION AND ACCREDITATION**

- 2.4.1 Where the Authority is satisfied that an applicant meets the requirements set out in this criterion, it shall register and accredit that person for a defined scope of assessment or moderation services.
- 2.4.2 An assessor or moderator registered under full category shall be registered and accredited for five (5) years.
- 2.4.3 An assessor registered under provisional category shall be registered and accredited for three (3) years.
- 2.4.4 Upon registration and accreditation as an assessor or moderator, the Authority shall issue that person a certificate of registration and accreditation.
- 2.4.5 Where registration and accreditation has expired, an assessor or moderator shall cease to practice.

### **2.5 RENEWAL OF REGISTRATION AND ACCREDITATION**

- 2.5.1 An assessor or moderator may within six months before his/her registration and accreditation expires, apply for renewal of registration and accreditation.
- 2.5.2 An application for renewal of registration and accreditation of assessor or moderator shall be in a relevant form and accompanied by a prescribed non-refundable fee.
- 2.5.3 The following documents shall be submitted for renewal of assessor or moderator registration and accreditation:
  - 3.5.3.1 copy of current CV relevant to the application; and
  - 3.5.3.2 certified copy of National Identity (Oman) for citizens or passport for non-citizens.

### **2.6 REVOCATION OF REGISTRATION AND ACCREDITATION**

- 2.6.1 The Authority may revoke registration and accreditation granted to an assessor or moderator where the assessor or moderator:

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- 2.6.2 makes a statement which is false or misleading to the Authority, in relation to an application for Registration and Accreditation;
- 2.6.3 fails to comply with the required standards of a practicing assessor or moderator within such period as the Authority may consider reasonable;
- 2.6.4 is convicted of a criminal offence, the penalty for which is imprisonment for a term exceeding 6 months.
- 2.6.5 Where the Authority decides to revoke the registration and accreditation, it shall issue written notice to the assessor or moderator to that effect. The BQA shall also inform in writing, the education and training provider at which the person is an assessor or moderator, where applicable.
- 2.6.6 Where registration and accreditation has been revoked, the assessor or moderator must return the original certificate of registration and accreditation to the Authority within twenty-one (21) working days of the revocation.

### 3. APPEALS PROCEDURE

A person aggrieved by a decision of the Authority may appeal in accordance with the Authority's appeals procedure within 21 working days of learning of the decision.

### 4. APPROVAL

This Quality Assurance Standard was approved by ..... and signed on behalf by:

Issue No:	Version	Name	Designation	Signature	Date