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| **A close up of a sign  Description automatically generated** | **Document Name:** | **Provider Declaration Form: State of Readiness for Online Exams** |
| **Approved date:** | **July 2020** |
| **Review date** | **July 2021** |

 **Provider Declaration Form – State of Readiness for Online Exams**

In preparation for the phasing in of hosting learners at your premises for ICB Online Exams, we would like to ascertain your state of readiness for the learners return to the learning space for their online exams.

The ICB places the responsibility of ensuring compliance with health and safety guidelines as well as any other local or national regulations on the Provider.

By entering your digital signature, you hereby agree to the following:

1. You are aware that completing the **ID Number** and **Name** fields is regarded as a digital signature for this declaration
2. You are aware that by signing the declaration, you are doing so on behalf of your institution/branch/campus
3. You are authorised to make this declaration on behalf of your organisation

You further declare the following in line with your state of readiness to host learners at your premises:

1. You declare your readiness to host learners at your premises for tuition and/or exams.
2. You declare that your premises have been decontaminated to ensure the environment is safe
3. You declare that you have implemented stringent Covid-19 protocols including the use of Personal Protective Equipment (PPE), regular cleaning of high touch points, hand sanitation and the requisite social distancing etc.
4. You declare that you have conducted a workplace readiness assessment in line with Covid-19 return-to-business checklist
5. You declare that you are compliant with any local or national government regulations which have been implemented to limit the spread of Covid-19.

For more info on these regulations, you may contact the following resources:

* Disaster Management Act
* Department of Labour Guidelines
* Department of Higher Education & Training Guidelines
* Department of Health & Safety Guidelines
* <https://sacoronavirus.co.za/>
* Your local authority
* Government Gazettes
* Government websites

**Technical Considerations**

Should you choose to accommodate learners at your ICB approved venue, you hereby declare that you have taken into considerations the following technical requirements in respect of your computer lab:

1. The college must take the responsibility to ensure that unforeseen disruptions will not adversely impact the student’s online exam.
2. The college agrees to have a stable internet connection on all the devices they will make available to learners for their online exams
3. The college agrees that they have adequate data to allow for completion of the exam
4. The college agrees that students who are registered for the online pilot assessment can participate in this pilot from home, library, college, work etc. and is not required to be on campus.

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| Technology requirements | Specifications |
| Desktop / Laptop  | Fully charged if a laptop |
| Microphone | No headphones |
| Webcam | 1280x720 resolution |
| PC users | Windows 7 or 10  |
| PC users recommended browser | Chrome |
| Mac users | Mac OSX Sierra  |
| Mac users recommended browser | Chrome / Mozilla Firefox |
| Recommended scanning app | Adobe Scan (instructions on MACCI) |
| Internet line speed and data | 2 – 5 Mbps for the duration of the 3.5-hour exam |
| Ram | 4GB |
| Software | MS Office – Word, PowerPoint, Excel.  |
| PDF documents | Must be capable of downloading and opening PDF documents. A PDF reader can be used. |
| Calculator | Non-scientific calculator |

1. It is the college’s responsibility to ensure that all the above listed specified technical and connection requirements are met. Should a student still be disrupted, they may only apply for mitigation, for circumstances beyond the scope of the technical specifications.
2. Technical difficulties experienced during the exam will need to be reported in the post-exam declaration.
3. Students who have not made use of the opportunity to report any issues and submitted feedback by midnight on the day of the exam, will not have any grounds for a remark/rewrite based on technical issues.

**Terms and Conditions**

1. The college must ensure that all relevant college staff have read and understood the Pilot Exams Terms and Conditions, a separate document that is found on the Knowledge Base. Please access it [here](https://icbhelpdesk.freshdesk.com/support/solutions/articles/9000189903-icb-online-exam-pilot-july-2020-terms-and-conditions).
2. The college must issue copies of the Terms and Conditions to each learner that expresses interest in partaking in the pilot exam before booking the learner.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider Name and Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provider Name and Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provider Ref No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List of learners**

Complete the following table if you wish to have your learners manually booked by ICB for the two subjects in the pilot as opposed to the college booking them via the portal:

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| Surname | First Names | ICB Ref Number | Subject |
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