



**GUIDELINES FOR THE ACCREDITATION OF
FOREIGN EXAMINATION BOARDS**

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1.0 INTRODUCTION

In 1996, The Government of the Republic of Zambia formulated a National Policy on technical education and vocational training. The aim of the Policy was to improve the provision of technical education and vocational training in Zambia and link the improvement to the requirements of the employment sector. With the Policy in place, in 1998 the Zambian Government established the Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) through an Act of Parliament. TEVETA was established in order to regulate, monitor and coordinate technical education, vocational and entrepreneurship training in consultation with industry, employers, workers and other stakeholders.

TEVETA in the provisions of the TEVET Amendment Act No. 11 of 2005 provides for the accreditation of local and foreign examinations to be taken by persons attending courses at an Institution established or registered under this Act. Through the accreditation of Examination Boards, the delivery of quality training will be achieved by ensuring that the assessment of learners is done in a manner that assures the credibility of the qualifications.

These guidelines therefore serve as a reference for the accreditation of Foreign Examination Boards seeking accreditation with TEVETA.

2.0 RATIONALE OF ACCREDITATION

Accreditation of Foreign Examination Boards is the process of ensuring that the set standards for the conduct of examinations and issuance of qualifications are being met before an examination board is given the authority to administer examinations or any forms of assessment in the TEVET sector in Zambia. This process also facilitates placement of qualifications awarded by foreign Examination Boards on the Zambia TEVET Qualifications Framework.

3.0 APPLICATION PROCESS

3.1 Accreditation Process

Foreign Examination Boards seeking accreditation with TEVETA undergo the following process:

- 3.1.1 Applicant collects application from TEVETA offices or downloaded from the TEVETA website
- 3.1.2 Applicant submits the completed application form with the required attachments plus the applicable non-refundable accreditation fees
- 3.1.3 TEVETA conducts an evaluation of the submitted application
- 3.1.4 TEVETA accredits the Examination Board upon meeting the requirements
- 3.1.5 A Certificate of Accreditation is issued to successful applicants valid for a period of 3 Years

3.2 Requirements for Accreditation

A Foreign Examination Board is accredited with TEVETA in line with the Tevet Qualifications Framework. The parameters that are evaluated during the accreditation process are the entry requirements of the candidates, the content of the syllabi for a given qualification, the duration of qualification and the assessment mode for the qualification.

The qualifications are then posted on the recommended level of the TQF. The qualification is accredited according to the levels shown in the Table below:

Qualification / Skills awards	TQF LEVEL
Diploma	6
Advanced Certificate	5
Certificate	4
Trade Test Certificate Level I	3
Skills Awards	

Therefore, for the evaluation process to be successfully conducted, the applicant Examination Board has to submit copies of their programme(s) curricula which must that indicate the following:

- Entry Requirements for the Qualifications
- Duration in which the qualification should be attained in
- The assessment mode

In addition to submitting the curriculum for the qualifications to be attained, copies of the examination papers plus model answers must be submitted.

Furthermore, the examination board should submit copies of the policies that govern the conduct and setting of Examinations and the Certificate of Accreditation from a recognized Quality Assurance body in their country of origin.

3.3 STANDARDS FOR ACCREDITATION

3.3.1 MANAGEMENT SYSTEMS

3.3.1.1 Management

The Examination Board for which accreditation is being sought must have appropriate management system to support the objectives of the programs. The Examination Board must also be committed to good management practices that guarantee the security of the qualifications against unfair practices and fraudulent attainment.

3.3.1.2 Sustainability

The Examination Board seeking accreditation should give details of their organizational structure and a statement on sustainability of the programs to be accredited. The entity should state if there is a dedicated program officer for the programs for which accreditation is being sought.

3.3.1.3 Joint Programs

If a program is jointly supported by another organization, the applicant Examination Board should state the focal point of responsibility with regard to the administrative management of the program in question.

3.3.1.4 Local Examination Centers

The examination Board must have a valid memorandum of understanding with a local TEVET institution at which examinations are envisaged to be conducted.

The Examination Board must only use TEVETA registered training providers as local examination centers or tuition providers.

3.3.2 PROGRAM SPECIFIC STANDARDS

The following issues which are specific to each program must be presented by the applicant Examination Board:

- (a) Registration Certificate from appropriate Authority in the Country of origin;
- (b) Details of Program Content: mode of training required to acquire the qualification (lectures, practical training, distance learning, e-learning, self-study and number of hours and how credits are earned);
- (c) Details of Assessment Modes: how does the Examination Board assess the learners (describe matters relevant to assessment modes that will be employed under this application)?
- (d) Record Keeping: the system employed for maintaining student records, administration and consideration of continuous assessment in the final examination if any;
- (e) Practical Examination: if practical examinations are involved information should be provided on how and where the examinations will be conducted and who will provide the practical examination materials;
- (f) Entry Requirements: How are the students entry requirements evaluated and regulated to avoid admittance of unqualified candidates?
- (g) Monitoring of Examinations Conduct: state the systems in place to ensure that the examinations are monitored and are fraud free;
- (h) Monitoring of Marking: state the procedures in place for marking examinations;
- (i) State the approval processes of examination results before publication;
- (j) Outline details of students' enrolments and performance for each program.

3.4 ACCREDITATION

Accreditation will be granted to Examination Boards that meet the accreditation criteria as set by TEVETA. Full accreditation is valid for a period of three years. Boards wishing to renew their accreditation should apply to TEVETA by completing an appropriate renewal form and submitting relevant support documents.

3.5 GRANT AND REFUSAL OF ACCREDITATION

3.5.1 Grant of Certification

The Certificate of Accreditation will be issued to the Foreign Examination Board upon meeting the set accreditation criteria.

The Certificate indicates the qualifications that have been accredited and the respective level of the TQF under which the accreditation has been granted. The Certificate of Registration is valid for a period of 3 years from the date of issue.

3.5.2 Refusal of Accreditation

Examination Boards that do not meet the prescribed requirements for accreditation shall not be accredited to offer programs and/or conduct examinations in Zambia, until the set standards are met.

3.5.3 Withdrawal of Accreditation

TEVETA reserves the right to revoke accreditation of any examination Board if any of the following occurs;

- 3.5.3.1 The Examination Board ceases to exist as a Corporate Body;
- 3.5.3.2 The Examination Board is involved in malpractices;
- 3.5.3.3 The Examination Board fails to rectify irregularities within the time stipulated by TEVETA;
- 3.5.3.4 The Examination Board fails to comply with laid down standards in the conduct of examinations;
- 3.5.3.5 The Examination Board enrolls students for examinations from a training institution not registered by TEVETA;
- 3.5.3.6 The Examination Board fails to provide students' information as prescribed in Section 3.3.2 of this document.

3.5.4 Termination of Accreditation

An Examination Board wishing to stop offering examinations in Zambia shall notify TEVETA in writing and surrender their Certificate of Accreditation.

4.0 MONITORING AND EVALUATION

TEVETA will monitor all examinations that any accredited Examination Board will administer in Zambia. The monitoring of examinations may include site inspections, scrutiny of examination materials and any other inspections that may be deemed necessary for the successful administration of examinations.

5.0 REGISTRATION PERIODS

Applications for accreditation shall be processed four times in a year, i.e. in March, June, September and December of each year.

6.0 ACCREDITATION FEES

All applications submitted to TEVETA for accreditation should be accompanied by relevant Non-Refundable registration fee. Details of Registration Fees can be obtained on www.teveta.org.zm

7.0 ADDITION OF PROGRAMS FOR ACCREDITATION

An Examination Board intending to introduce new qualifications should write to TEVETA indicating the programs they intend to introduce and enclosing the relevant curriculum. All the supporting documents including curricula should be attached to the letter.

An accreditation exercise will then be conducted to ascertain the qualification in accordance with the set standards. Upon meeting the set requirements, the existing Certificate of Accreditation will be withdrawn and replaced with an amended Certificate.

8.0 CONDUCT OF EXAMINATIONS AND ASSESSMENTS

Assessments and Examinations shall only be conducted at Institutions which duly registered with TEVETA and in the programs so accredited by TEVETA.

9.0 APPEALS

An Examination Board whose application has not been successful and is dissatisfied with such a decision, may appeal to the Director General in writing within 30 days from the date of receipt of the letter informing them of the decision. The appellant should, state reasons for their dissatisfaction and request the Director General to review their application. The Examination Board will be requested to pay an appropriate non-refundable fee for the appeal to be heard. The Director General will appoint an Appeals Committee that will review the application and advise the Director General accordingly. The decision of the Appeals Committee will be final and shall not be contested.

10.0 BENEFITS OF ACCREDITING WITH TEVETA

- 10.1 It is a legal requirement that all Examination Boards conducting examinations and assessments in Zambia must be registered and accredited with TEVETA, thus operations and programs are fully approved by a statutory authority ;
- 10.2 Potential learners and employers may want to verify the authenticity of qualifications awarded by foreign examination boards and also seek advice on the local equivalencies. TEVETA is the source of all this information and advice;
- 10.3 The Examination Board is publicized through TEVETA Publications.