

**EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT
EXEMPLAR 1- PAPER 2
PRACTICAL ASSESSEMENT RUBRIC**

CANDIDATE INFORMATION

SURNAME																			
NAMES																			
ID NUMBER	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																		
ASSESSMENT CENTRE																			
ASSESSMENT CENTRE ACCREDITATION NUMBER	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																		

QUALIFICATION INFORMATION

QUALIFICATION TITLE	Occupational Certificate: Commercial Cleaner
SAQA ID	118709
NQF LEVEL	1
CREDITS	120
DURATION	60 minutes
TOTAL MARKS	Competent
PASS MARK	Competent / not competent
DATE OF EISA	

INSTRUCTIONS TO ASSESSORS AND MODERATORS

1. BEFORE THE ASSESSMENT

1.1 VERIFY CANDIDATE READINESS

- Confirm that the candidate has completed required training and formative assessments.
- Check entry requirements and that the candidate understands the purpose of the assessment.

1.2 PREPARE THE ASSESSMENT ENVIRONMENT

- Ensure the workspace is clean, safe, and equipped with required tools and materials (PPE, cleaning chemicals, equipment, waste containers, etc.).
- Confirm all equipment is functional and in good condition.

1.3 BRIEF THE CANDIDATE

- Explain the assessment process, duration, and expected outcomes.
- Inform the candidate of the competency decision criteria.
- Remind the candidate of health and safety regulations.
- Allow questions for clarity before starting.

1.4 CHECK DOCUMENTATION

- Ensure assessment instruments, checklists, and rubrics are available and up to date.
- Confirm candidate identification and complete attendance/register documents.

2. DURING THE ASSESSMENT

2.1 OBSERVE WITHOUT INTERFERING

- Do not assist candidates during the performance of tasks.
- Only intervene if there is a safety risk.

2.2 COLLECT HOLISTIC EVIDENCE

- Use observation checklists, oral questioning, and product evaluation.
- Evidence must reflect:
 - Practical ability
 - Applied knowledge
 - Professional conduct
 - Safety compliance

2.3 ENSURE FAIRNESS AND CONSISTENCY

- Apply the same assessment criteria to all candidates.
- Avoid bias based on gender, language, culture, or background.

2.4 RECORD FINDINGS IMMEDIATELY

- Tick/check each criterion as it is demonstrated.
- Make written notes for borderline, exceptional, or unsafe performance.

3. AFTER THE ASSESSMENT

3.1 MAKE A COMPETENCY JUDGMENT

- Use assessment tools to determine Competent (C) or Not Yet Competent (NYC).
- Base decisions solely on evidence collected.

3.2 PROVIDE FEEDBACK

- Give clear, constructive, supportive feedback.
- For NYC decisions, explain areas requiring improvement and recommend further training.

3.3 COMPLETE ADMINISTRATIVE REQUIREMENTS

- Fill in assessment summary reports, checklists, and candidate declarations.
- Sign and date all documents and ensure the candidate signs as well.

- Submit the assessment pack to the Training Provider or AQP as per procedure.

3.4 MAINTAIN CONFIDENTIALITY

- Store documents securely.
- Only authorised personnel may view assessment information.

INSTRUCTIONS TO MODERATORS

1. BEFORE MODERATION

1.1 Assessors' suitability

- Check that assessors are registered, qualified, and competent in the field.

1.2 Sample Assessment Evidence

- Select the required sample (as per policy).
- Ensure a mix of:
 - Different assessors
 - Different candidates
 - Different assessment methods

2. DURING MODERATION

2.1 EVALUATE ASSESSMENT DECISIONS

- Ensure consistency across assessors.
- Verify that competence decisions are supported by sufficient evidence.

2.2 MONITOR FAIRNESS AND ETHICS

- Check that assessments were free of unfair bias.
- Ensure candidates were adequately briefed and treated according to procedure.

2.3 VALIDATE FEEDBACK QUALITY

- Ensure assessors provided clear and accurate feedback to candidates.

3. AFTER MODERATION

3.1 WRITE A MODERATION REPORT

- Summarise findings, strengths, and areas of improvement.
- Include recommendations for assessor development where needed.

3.2 SUBMIT REQUIRED DOCUMENTATION

- Submit the moderation report, sampled evidence, and checklists to the relevant authority.

3.3 ENSURE CORRECTIVE ACTIONS

- Where inconsistencies or errors exist, ensure they are corrected.
- Follow up to ensure future assessments comply fully with standards.

4. GENERAL PRINCIPLES

All assessors and moderators must apply the following principles:

4.1 PRINCIPLES OF GOOD ASSESSMENT

- Validity – Assess what the qualification requires.
- Reliability – Results must be consistent across candidates.
- Fairness – No discrimination or bias.
- Practicality – Feasible and realistic procedures.
- Sufficiency – Enough evidence gathered.

4.2 CODE OF CONDUCT

- Maintain professionalism.
- Respect confidentiality.
- Promote safety.
- Treat all candidates with dignity.
- Avoid conflict of interest.

5. SAFETY REQUIREMENTS

Both assessors and moderators must ensure that:

- All cleaning chemicals are used according to manufacturer instructions.
- PPE is worn correctly (gloves, masks, aprons, shoes).
- Slippery floor signs are used when needed.
- Emergency procedures are known and communicated.

Item No	Description of Task	Competent (C)	Not Yet Competent (NYC)
1	PREPARATION OF TOOLS, EQUIPMENT, CHEMICALS AND CONSUMABLES		
1.1	Put on the correct PPE		
1.2	Select correct tools/equipment		
1.3	Check tools for damage, and functionality.		
1.4	Check that handles and grips on tools are secure and in good condition.		
1.5	Check equipment (e.g., vacuum, polisher, scrubber) for operational safety and functionality.		
1.6	Read labels and prepare chemicals as required		
1.7	Check consumables (e.g., mop heads, cloths, paper products) for cleanliness and suitability for the task.		
1.8	Confirm that consumables are undamaged and sufficient in quantity		
1.9	Check that chemicals are not leaking or damaged.		
1.10	Complete the stock or inventory sheet accurately		
1.11	Report any shortages immediately to the Assessor		
2	CLEAN COMMERCIAL PREMISES		
2.1	Identify different types of floor surfaces (Ablution facility and Kitchenette) to be cleaned.		

2.2	Select the correct cleaning methods for the Ablution facility and Kitchenette		
2.3	Prepare the appropriate cleaning chemicals according to floor type and manufacturer's instructions.		
2.4	Select suitable cleaning tools and equipment for each floor surface.		
2.5	Apply cleaning procedures effectively to remove dirt, stains, and marks without damaging the surface.		
2.6	Follow health, safety and environmental procedures during cleaning operations.		
2.7	Identify appropriate storage areas for different cleaning tools, equipment, and chemicals.		
2.8	Label chemicals clearly and store them separately according to type (e.g. acids, detergents, disinfectants).		
2.9	Equipment is cleaned, dried, and stored properly to prevent damage or contamination.		
2.10	Check and verify that all cleaning tasks have been completed according to workplace standards.		
2.11	Identify any areas that require re-cleaning or corrective action.		
2.12	Record and report the completion status of cleaning tasks accurately.		
2.13	Check and verify that all cleaning tasks have been completed according to workplace standards.		
2.14	Leave the area neat and organised		

TO BE COMPLETED BY THE ASSESSOR

Assessor Surname & Initials			
Assessor Signature			
Candidate Name & Surname			
Date			
Moderator Surname & Initials			
Moderator Signature			
Date			
The following assessment outcomes should be indicated for each section			
Task No	Task	C	NYC
Section 1	Preparation of tools, equipment, chemicals and consumables		
Section 2	Clean commercial premises		
Overall competency			