

**Occupational Certificate: Tax Professional
External Integrated Summative Assessment (EISA)
SAIT Student Assessments Guideline**

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Welcome to an exciting journey in the Tax Profession!

This document contains the guidelines for the SAIT External Integrated Summative Assessment (EISA).

Application to write the Tax Professional External Integrated Summative Assessment (EISA) is made to SAIT once the knowledge, practical skills and workplace experience components are successfully completed. Statement of results for all three components must be submitted before a candidate can register to write the EISA.

1. Assessment Structure and Requirements

- The EISA consists of two papers.
- The two papers are written on two consecutive days.
- The length of each paper is 5 hours, consisting of 30 minutes reading time and 4½ hours writing time.
- Competence is assessed. No marks or percentages are awarded. To be successful, a candidate achieve a rating of “competent”.

2. Assessment Scope

The Final Exam, EISA assess candidates against their knowledge, practical skills and workplace experience component. Please familiarise yourself with the outcomes for these components as documented in the Tax Professional Curriculum.

3. Examination Checklist

- Printed examination confirmation letter.
- ID book or driver license.
- Details of the examination venue.
- Permitted texts.
- Calculator
- Black or blue ball point pens.
- Ruler
- No pencils or corrections pens (Tipp-ex) may be used.
- Laptop, charger and 3G dongle.

4. Candidate Examination Number

- SAIT takes all reasonable steps to ensure that candidates cannot be identified in any way or that the objectivity of the marking and adjudication processes is compromised. To this end, SAIT use the candidates' student number as unique identifier and give clear instructions to candidates not to write their names on any of the assessment stationary.
- The candidate will receive an examination confirmation letter prior to the assessment confirming the candidates' student number.
- All documents must be saved with a student number, no names must be included on any documentation.
- Candidates must hand in all assessment related stationary at the end of the exam.

5. Permitted Texts and Calculators

- Candidates writing the Final Exam (EISA) will be allowed full internet access.
- The exam conditions will simulate normal practice conditions.
- No other devices except for a candidates' laptop will be allowed during the duration of the examination like, but not limited to, mobile phones, smart phones, tablets or any other similar devices. These devices should be switched off for the duration of the examination and stored away from the candidates' desk. No communication is allowed during the examination. Please note that NO outside communication like, but not limited to, email, google communicator (hangouts), Skype, Intranet communicators etc. is allowed and will be considered as MISCONDUCT.

5.2. Calculator Policy

- You are only allowed to use silent, electronic, battery-driven pocket calculators. The calculators shall be cordless and may not have print-out facilities. Calculators that have a full set of alpha characters/keys are prohibited.
- The calculator function on mobile telephones or any other electronic device, including but not limited to, laptops and tablets may not be used.
- You may not share a calculator with another candidate in the examination venue.
- Remember spare batteries.

6. Time Instructions

- All candidates must be seated by 8:00 and the examination instructions will be read at 8:15.
- If you are more than 30 minutes late, for any examination paper, you will not be permitted to enter the examination venue.
- Each candidate will receive a Case Study Paper and a Question Paper
- You will have 30 minutes of reading time. You will be allowed to annotate the question paper (Case Study Document) during this time. However, you will not be permitted to start typing your answer or open the Question Paper.
- The invigilator will inform you when the 30 minutes of reading time is over and you are permitted to open your Question Paper and start typing..
- You will be informed of the time halfway through the examination, 45 minutes before the end of the examination and 15 minutes before the end.
- Once the examination is over, candidates must remain seated until the invigilators have collected all the assessment stationary and the invigilator has given permission for candidates to leave the examination venue.
- Candidates will be allowed to use their own laptops. Candidates need to allow enough time to set-up their laptops before the start time.

7. Seating Arrangements

- The desks in the examination venue will be set-up in alphabetical order.
- You must sit at the desk which has a label with your assigned candidate number.
- An examination register will be on the desk for completion.
- Your printed examination confirmation letter and ID Book or driver's licence need to be placed on your table with the examination register for identification purposes by the invigilator.

8. Answer Documents

Documents

- Candidates will receive a hard copy of the assessment and a USB flash drive.

- Candidates will use their own laptops and type their answers. The flash drive will be used as storage device for the candidates' answers. The candidates need to clearly save their questions with the indicated file name provided to them.
- Answer the questions using effective presentation skills and pay particular attention to the use of concise language, clarity of explanation and logical argument. Marks will be awarded for these aspects of your response.
- You must submit all your documents using the provided USB Flash Drive and also email all documents to email address provided by SAIT.
- Candidates will submit their flash drive and all assessment stationary and papers to the invigilators at the end of the exam. An envelope marked with the candidates student number will be provided for this purpose.
- It is your responsibility to ensure that all assessment stationary are handed in to the invigilator before leaving the examination venue and that documents are attached to the email and email have been forwarded to SAIT.

9. Leaving the Examination Venue

- Should the candidate need to leave the examination venue during the examination time, kindly inform the invigilator without disturbing the other candidates'.
- Candidates are not allowed to take the assessment paper, answer books, prescribed texts or your mobile phone when you do leave the examination venue and an invigilator will escort you.
- If the candidate leave the venue without the permission of an invigilator you will not be allowed to return.
- If the candidate wish to leave the examination venue before the end of the examination you must hand in your assessment stationary to an invigilator before you leave.
- Candidates cannot leave the examination venue until 45 minutes after the start of the assessment paper.
- Candidates will be informed of the time 45 minutes before the end of the assessment. After this time call, you must remain seated until all assessment stationary have been collected.

10. End of the Examination

- Candidates must immediately cease typing, save the work and remove the USB Drive from their laptop when the invigilator indicates the examination is over.

- Candidates will submit their USB flash drive and all assessment stationary and papers to the invigilators at the end of the exam. An envelope will be provided for this purpose.
- The candidate must make sure that they seal the USB Drive and all their documents in their provided envelope before handing it over to the invigilators.
- The time stamp on the saved files will be verified if there is any irregularities or technical issues when saving work and submitting the USB drive.

11. General Information

- Before, during and after your examination, please do not behave in a manner which will distract fellow candidates. Any inappropriate behavior will be reported to SAIT's Head of Education.
- Candidates are not permitted to communicate with, receive assistance from, or copy from the paper of another candidate. Any such incident will be reported to SAIT's Head of Education immediately and disciplinary action may be taken.
- Candidates are advised to bring a watch for your own time keeping purposes as it is not always possible to ensure you are seated with a clear view of the venue's clock.
- All mobile phones and other communication devices must be switched off before you enter the examination venue as instructed by the invigilator. You will not be allowed to use such devices for timekeeping during the examination. If found with any such device on you during the examination it will be treated as an offence. It is also an offence to send or receive calls or messages during an examination, or allow ringtones or pre-set alarms to cause a disturbance. Any phones left in bags or coats in the hall which ring will be switched off by the invigilator.
- Belongings, which you are not permitted to have with you at your examination desk, should be left in the designated place as indicated by the invigilator.
- Very small handbags may be left underneath your chair. You are advised not to bring anything valuable to the hall as all items are left at your own risk.
- Smoking is not permitted in the examination venue.

12. Food and Drink

- You may bring food or drinks into the examination venue, provided it is of a nature that, in the invigilators opinion, will not cause a disturbance.

13. Misconduct

- Any activity that is irregular or dishonest or likely to give an unfair advantage to any candidate shall be considered to be misconduct.
- The chief invigilator at the examination venue will report to SAIT Head of Education all cases of suspected misconduct in connection with the examination.
- SAIT reserves the right to suspend marking or to withhold publication of the results of any paper of candidates suspected of having been involved in any misconduct in connection with a paper, pending the findings of the SAIT Disciplinary Committee as the case may be, into the alleged misconduct.

14. Results

- The results of the November 2015 Tax Professional Final Exam (EISA) will be published on the SAIT website.
- SAIT shall notify each candidate per e-mail and sms when results are published.
- SAIT shall display a list of candidates' results at its Head Office in Pretoria and reserves the right to publish candidates' results in any other manner that it may consider appropriate.
- Under no circumstances will results be given telephonically.

15. Examination Scripts

- Examination scripts and other submitted documents shall remain the property of SAIT and shall not be returned to candidates. SAIT retains the right to use the scripts and other submitted documents for reasons it deems appropriate.
- Examination scripts are kept for a maximum of 6 months after the results have been published.
- Only candidates who were unsuccessful can request a copy of their scripts.
- The *Request for Script* form will be available from SAIT on request.