



FORM A

APPLICATION FOR REGISTRATION AND ACCREDITATION AS ASSESSOR OR MODERATOR (*regulation 3*)

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Botswana

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SCHEDULE
Form A
Application for Registration and Accreditation as moderator or assessor
(regulation 3)

ASSESSOR ☐

MODERATOR ☐

Recent colour
passport size
photo

(Tick appropriate box)

The Category of registration for this application is

Provisional Registration ☐

Full Registration ☐

1.0 PERSONAL INFORMATION (Fill in Using Block Letters)

1.1 Title

1.2 Surname

1.3 First Name(s)

1.4 Previous Name(s) (If applicable)

1.5 Date of Birth / /
(dd) (mm) (yyyy)

1.6 Gender

1.7 Place of Birth (Country)

1.8 Marital Status

1.9 Nationality

1.10 ID No.(Citizens);

1.10.1 Passport No.(Citizens) ;

1.11 Postal Address

1.12 Phone

Work:

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Home:

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Cell:

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Fax:

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1.13 Email Address

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1.14 Present Employer (*If applicable*)

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2.0 EDUCATIONAL BACKGROUND

List ALL qualifications relevant to assessment/moderation service you are currently offering or intend to offer.

Name of Qualification	Name of Institution Awarding Qualification	Full address of institution	Dates From/To (mm/yyyy)		Full-time or Part-time
			From	To	

3.0 WORK EXPERIENCE

List experience in profession, vocation or trade, with your most recent work experience first.

Name of Employer	Address of employer	Dates of employment (dd/mm/yyyy)		Position held	Full-time or Part-time
		From	To		

4.0 ASSESSOR/MODERATOR SERVICES

List all assessor/moderator service(s) for which you wish to be registered and accredited.

	Assessor/Moderator Services
1.	
2.	
3.	

5.0 ATTACHMENTS

Please find enclosed in this application pack, the following documents to support my application:

- i. Certified copy of National Identity (Omang) for citizens or passport for non-citizens.
- ii. Certified copies of certificates and transcripts, showing approved course of training and attestation from referees / employer on competencies for services to be provided.
- iii. Evidence of membership of a Professional Association (if applicable).
- iv. Evidence of attainment following assessment against recognised moderator or assessor standards. These could be standards registered on other national qualifications frameworks.
- v. Copy of current CV relevant to the application.

6.0 REFERENCES

A minimum of two (2) references should be supplied, and the names and addresses of referees must be indicated below:

	First Referee	Second Referee	Third Referee
Name			
Postal Address			
Town/Village			
Country			
Telephone			
Fax			
Email			
Mobile			

7.0 DECLARATION BY APPLICANT:

I declare that I have not in the past five (5) years been convicted in a court of competent jurisdiction, either within or outside Botswana, for a criminal offence that carries a minimum penalty of six months or more imprisonment without the option of a fine and authorize Botswana Qualifications Authority to seek clarification from the relevant authorities.

I declare that the above details are correct.

Name: _____

Signature: _____

Date: _____

Witness:

Name: _____

Signature: _____

Date: _____

10.0 FOR OFFICIAL USE BY BQA

Date application received by Educational Records Management Division	_____ (dd/mm/yyyy)	Signature	
Date ETPs data captured on database	_____ (dd/mm/yyyy)	Signature	
Date application received by Quality assurance division	_____ (dd/mm/yyyy)	Signature	
Name of BQA officer processing application	_____ (surname) (first name(s))		
Date application allocated to Quality assurance officer	_____ (dd/mm/yyyy)	Allocated by:	

- Registration and Accreditation number assigned:

- By (Name)

- Signature: _____

Date of registration: _____/_____/_____

Date of expiry of registration: _____/_____/_____