

E-Learning Platform Requirements

SA-CATS 141.07.1 CHECK LIST

- (1) E-Learning systems shall comply with the following general requirements as a minimum
 - (a) the programme shall have an acceptable identification system and password as a minimum-security feature in alignment with the risk matrix;
 - (b) when conducting an evaluation or knowledge test under risk category 4 to 5 of the risk matrix, then the programme shall take a minimum of 15 random identifiable photos, or a continuous video, or invigilator monitoring the student during the evaluation or knowledge test or have an automated exit from the exam & failure should the testee image change from the uploaded registration photo, or the testee moves out of the camera view, or an additional person comes into the camera view, or any voice/s can be heard;
 - (c) exam records shall be maintained and shall not be able to be deleted or manipulated;
 - (d) where applicable, an acceptable form of moderation must be demonstrated; if after moderation it is found the question was defective or not clear and the student is awarded the marks then a record from the moderator showing the student mark awarded must be kept with the results. however the marks on the system cannot be manipulated.
 - (e) whenever a question is revised it shall be blocked from the random questions available to the student but, should remain in the system for audit purposes;

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- (f) the programme information should have either a backup or be stored in different servers, in case of any eventualities happening;
- (g) a register of course revisions and/or changes should be kept in a safe manner preferably with an additional backup;
- (h) the programme shall assess the student when the exam/skills test time has lapsed regardless of the number of questions answered;
- (i) with the exception of timed modules trainees must be given adequate time to complete the training;
- (j) in the case where a minimum tutorial time applies, the programme shall not permit the student to write the accompanying knowledge test until those minimum tutorial course hours have been met and the course modules have been completed;
- (k) program shall be built in a way not to allow fast forwarding to the knowledge test and any self-assessment must be completed;
- (l) the programme must regulate interaction during learning every 2 min and 30 seconds or logout the student automatically;
- (m) during exam/knowledge test any disturbance/logout is regarded as a fail;
- (n) an instructor or a subject matter expert shall be available to assist the learner, who is using the programme;

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- (o) the programme shall incorporate well-organized courseware with menus, modules and instructions;
- (p) the flow of information shall build and develop knowledge, skills and abilities in a logical order;
- (q) the usability of computer-based training systems in addressing software, human-computer interaction, and hardware factors shall be a primary consideration;
- (r) the programme should include audio and visual instructions;
- (s) Where applicable, the e-learning online system shall be designed to administer formative and/or summative tests to make a judgment on learner achievement;
- (t) the pass mark for the knowledge tests and exams shall be no less than the regulated or prescribed pass mark;
- (u) a learner is allowed a maximum of two re-writes thereafter, shall redo the course for readmission to the exam;
- (v) a candidate shall receive their results after they have completed the exam and where the candidate is declared competent the system must remediate to 100%:
- (w) the training programme and the system shall be approved by the Director; as per the risk matrix;
- (x) (x)
identity management and authentication shall be built into the system;
- (y) the system shall be hosted within the Republic and have information protection mechanisms; and

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- (z) All information shall be kept for a minimum period of five (5) years