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### 1. Change Control

Version	Author of Change	Date	Details of Change
2019.01	Gerhard van der Berg	July 2019	Creation of Assessment policy.

### 2. Record of Approvals

Level*	Committee Name	Date
1	Ravin Rughoonandan (Content Design Manager)	July 2019
2	Pragasen Moodley (Director, Learning Services AME)	July 2019
3	Candice Govender (Legal Director, AME)	July 2019
4	Pieter Bensch (Executive Vice President, AME)	July 2019

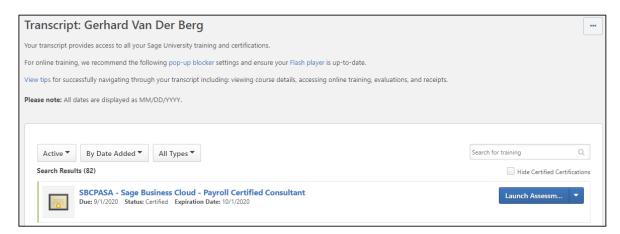
<sup>\*</sup> Level of approval

#### 3. Statement

This policy are addressing the actions taken regarding the receiving, recording and filing of delegate evidence submitted. This includes the general policy and a step-by-step procedure for submitting; collecting; storing and transporting.

#### 4. Procedures

All learners will request the certification through Sage University and complete the assessment online:



The moderation process will be completed on Sage University and all evidence is stored under the learner profile:



#### 5. Record keeping

All learner's information will be kept on the online LMS for a period of 5 years before deleted.

#### 6. Contacts

Should you have any questions about the content of this policy please contact the training department via email: <a href="mailto:Training.Za@sage.com">Training.Za@sage.com</a>.