

Assessment Policy -Draft Note

- The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria.
- The assessment papers are developed by Subject Matter Experts (SME) available with the Assessment Agency as per the performance and assessment criteria mentioned in the Qualification Pack. The assessments papers are also checked for the various outcome based parameters such as quality, time taken, precision, tools & equipment requirement etc. The assessment sets are then reviewed by IESC official for consistency.
- The assessments are designed so as to assess maximum parts during the practical hands on work. The technical limitations at the training centres are taken care in theory and viva. Criteria such as use of lift to pick heavy objects or selection of fire extinguisher during a fire are also assessed under theory/viva.
- The **assessment agencies** are instructed to hire **assessors** with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments. The assessment agencies are instructed to ideally have assessor with minimum 15 years industry experience as an ITI graduate / minimum 10 years' industry experience as diploma engineer and minimum 5 years' industry experience as graduate engineer.
- The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to IESC Assessment Framework, competency based assessments, assessors guide etc.
- The assessors are provided with assessors guide developed by the Subject Matter Expert of the assessment agency as per the assessment framework. The assessment guides are developed to ensure the maximum possible consistency in the assessment by different assessors and elaborate on the following
 1. Qualification Pack Structure
 2. Guidance for the assessor to conduct theory, practical and viva assessments
 3. Guidance for trainees to be given by assessor before the start of the assessments.
 4. Guidance on assessments process, practical brief with steps of operations practical observation checklist and mark sheet
 5. Viva guidance for uniformity and consistency across the batch.
- The assessment by assessment agency will be completely based on the assessment criteria as mentioned in the Qualification Pack. Each NOS in the Qualification Pack (QP) will be assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Performance Criteria in the NOS will be assigned marks for or practical based on relative importance, criticality of function and training infrastructure.
- **The following tools are proposed to be used for final assessment:**
 1. **Practical Assessment:** This will comprise of a test hands on job to be prepared as per figure/engineering drawing by following appropriate working steps, using necessary tools, equipment and instruments.

Candidate's aptitude, safety consciousness, quality consciousness etc. will be ascertained by observation and will be marked in observation checklist.

2. **Viva/Structured Interview:** This tool will be used to assess the conceptual understanding and the behavioural aspects as regards the job role and the specific task at hand. It will also include questions on safety, quality, environment, tools and equipment's etc.
3. **Written Test:** Under this test few key items which cannot be assessed practically will be assessed. The written assessment will comprise of
 - True / False Statements
 - Multiple Choice Questions
 - Matching Type Questions.

Optical Mark Recognition (OMR)/ Online System for this will be preferred.

STANDARD PROTOCOL FOR ACCREDITATION & ASSESSMENTS				
A. Accreditation Process				
Step	Day	Action Points	Primary Owner	Supporting Owner
		Designing & Development of Protocol Documents for Affiliation of VTPs to be created	SSC	CII
1	1st day	VTP expresses interest in getting affiliated with SSC	VTP	
2	1st day	SSC intimates AB about a tentative requirement for assessor with location	SSC	CII
3	2nd day	AB starts searching for potential assessors	CII	
4	3rd day	VTP submits application to SSC (Includes any affiliation Fee for NSDC / Non NSDC Partners)	VTP	SSC
5	6th day	VTP Documentation file received	SSC	VTP
6	7th day	VTP Documentation file received forwarded to AB for preliminary screening & analysis	CII	SSC
6	7th day	VTP Documentation file retained by SSC for preliminary screening & analysis	SSC	
7	8th day	Assessor identified & QP-NOS / Process Induction	CII	
8	8th day	Assessor recommended to SSC for orientation	CII	
9	10th day	Preliminary verification of VTP Documents and reported good by AB	CII	SSC
10	10th day	Confirm schedule with VTP telephonically and subsequently confirm SSC through e-mail	CII	
11	14th day	If assessor is approved, link Assessor to the VTP a day before the scheduled date for Due Diligence	CII	SSC
11	14th day	If assessor is declined, find out the reason from SSC and restart from Step 4	CII	SSC
12	14th day	SSC prescribed evaluation criteria / templates & original docs is shared with assessor	CII	Assessor
13	15th day	Day of Physical Inspection	Assessor	CII
14	19th day	Recommendations along with score sheet, visuals and closure report received from assessor	Assessor	CII
15	21st day	AB validates and sends original Physical Inspection Report to SSC	CII	SSC
16	25th day	On basis of due diligence report by AB, SSC issues Letter of Intent or Letter of Affiliation to the VTP	SSC	CII
B. Assessor Induction Process				
Step	Day	Action Points	Primary Owner	Supporting Owner
1	1st day	Intimation of Assessment to SSC	VTP	SSC
2	2nd day	Intimation of Assessment to AB by SSC	SSC	AB
3	2nd day	Assessor qualification Criteria is received from the SSC for related Job Roles	SSC	AB
4	5th day	CII identifies the assessors based on the qualification criteria developed by SSC (Location wise)	AB	SSC

5	5th day	CII orients the assessor with the QPs and the NOS together with the assessment process	AB	
6	6th day	Shortlisted profiles are then send for screening & approval by SSC	AB	
7	7th day	Post approval assessor will be put through training capsule designed in consultation with SSC	SSC	AB
8	8th day	Assessor is aligned with the assessment and linked to the centre a day prior to the assessment	AB	SSC
	Notes			
	1	An authorization letter is provided to the assessor from CII confirming him to be the authorized assessor		
	2	An undertaking is provided to the assessor by CII to ensure the assessments are conducted in a fair manner.		
	3	CII maintains a data base of qualified assessors to ensure aligning of assessors as and when required (Location & Job Role wise)		
C. Question Paper creation				
Step	Day	Action Points	Primary Owner	Supporting Owner
1	1st day	A Subject Matter Expert (SME) is identified according to the Qualification Criteria shared by SSC	AB	SSC
2	4th day	The SSC approves the SME based on telephonic conversation or a face to face interaction	SSC	AB
3	7th day	A Blue Print of the question paper is prepared by the SME according to the QPs shared by the SSC	AB	SSC
4	7th day	Blue print is approved by the SSC	SSC	AB
5	10th day	Post approval of the blue print, the question paper is prepared for the assessments (Ideally 3 - 5 sets)	AB	SSC
6	11th day	Post approval Question Paper from SSC, random question paper selected for the assessment	AB	SSC
D. Assessment Process				
Step	Day	Action Points	Primary Owner	Supporting Owner
		Assessment Criteria & Strategy defining together with SSC	SSC	CII
		Question Paper creation as outlined in Section C	SSC	CII
1	1st day	VTP creates Batch on NSDC - SDMS portal	VTP	SSC
2	2nd day	Intimation of Assessment to SSC (Automated through SDMS)	VTP	SSC
3	2nd day	Alignment of AB by SSC for assessment	SSC	AB
4	4th day	Assessor & VTP alignment (Fixing of schedule)	CII	VTP
5	6th day	Student Data and Batch Data received by SSC	VTP	SSC

6	7th day	Student Data and Batch Data send to AB	SSC	CII
7	10th day	Uploading of Batch Info & student data in portal	SSC	CII
8	10th day	Assessment Docket created	CII	
9	10th day	Send Docket to Assessor (by mail / online) - one day prior to assessment	CII	Assessor
10	11th day	Assessor conducts the assessment at VTP location	Assessor	CII
11	11th day	Video, Photographs & Barge-in activated	CII	Assessor
12	11th day	Confirms closure of Assessment to AB by assessor	Assessor	CII
13	12th day	Correction & Declare Results	Assessor	CII
14	14th day	Upload Result, Invoice, Pictures & Closure Report	Assessor	CII
15	18th day	Receipt of Docket and scanning. Data entry	CII	
16	20th day	Verification & approval of Assessment Sheets at CII Office	CII	Assessor
17	21st day	On verification uploading of Result on SDMS and Batch assigned to SSC	CII	Assessor
18	22nd day	SSC approves the result (optional validation)	SSC	VTP

References

AB Assessing Body
SSC Sector Skill Council
VTP Vocational Training Provider

