

# Assessment Methodology

## 1. Introduction

- 1.1 This methodology is for “Assessing bodies & Assessors” to provide them a clear understanding of assessment policy for AMSSC certification of trainees.
- 1.2 For assessments to be fair, the assessment bodies are to ensure that the assessment process is valid, reliable, flexible and fair. Assessments are to be planned in conjunction with the training timelines and periodicity, as defined for specific trainings based on National Occupational Standards (NOS). Assessors must ensure that assessment decisions involve collection and evaluation of sufficient evidence to enable a judgement to be made on the student’s competence. An assessment should not place unnecessary demands on students which may prevent them from demonstrating competence.

## 2. Key Components of the Assessment Process

- (a) Competence : Individuals are considered competent when they are able to consistently apply their knowledge and skills to the standard of performance required in the workplace. Both workplace and off the job training and assessment shall aim to ensure that individuals participating in the training have the competence to undertake their work role to the standard expected in a range of employment situations.
- (b) Competency based Assessment : Is the process of collecting evidence and making judgements on whether competence has been achieved. This confirms that an individual can perform to the standard expected in the workplace as expressed in the National Occupational Standards.
- (c) Collection of Evidence : Evidence collected may be direct, such as observation of workplace performance/hands on exercises or indirect, such as formal testing. The evidence gathered is to be valid, sufficient, current and authentic.
- (d) Judging Competence : An individual is considered competent after he/she has completed an assessment that verifies that all aspects of the Occupational Standards can be applied in an industry context. Assessment may involve a variety of assessment methods. Evidence is to be used by an assessor to make a judgement about whether a student is competent.
- (e) Methodology of Assessment: Can vary from assessor to assessor. However, the process is to broadly comprise of Knowledge & Skill assessments, with the later involving practical’s/on work assessment.
- (f) Standards against which the students are to be assessed : National Occupational Standards pertaining to the concerned job role.

## 3. Planning Assessments

- 3.1 For assessments to be effective, the assessing body is to ensure following –
  - (a) Clear understanding Knowledge & Skills as defined in National Occupational Standards
  - (b) Selecting right assessment method. This is a key activity and would involve the following :-

- (i) Identify unit(s) of competency to cluster for assessment.
- (ii) Develop competency profile.
- (iii) Identify evidence requirements.
- (iv) Review and select assessment methods.
- (v) Select assessment tools and record evidence matrix.
- (vi) Develop assessment plan.

3.2 The assessing body will have defined methods and mechanism to evaluate the competence of candidate's skill and knowledge.

- (a) The assessing body shall have "question banks" for random selection of questions to evaluate knowledge levels for specific job roles. Process for regular maintenance and update the question bank should be defined.
- (b) The assessing body shall have an appropriate mechanism to ensure that the assessors prepare results within stipulated time and send these to the assessing body.
- (c) The assessing bodies shall have a mechanism to consolidate results and enter the result in web based software and communicate to concerned agencies.

3.3 Assessment : Assessments are to be a mix of knowledge and skills. For each job role, this mix is pre-defined in consultation with all stakeholders. AMSSC decision will be final and binding in this regard.

3.4 Assesse details : The assessment agency is to obtain details of candidates to be assessed from training provider.

3.5 Assessment Plan : With all the above inputs, the assessing body is to have an assessment plan, covering the following :-

- (a) what will be assessed, i.e., Performance criteria, Knowledge and Skills as defined in NOS
- (b) how assessment will occur, i.e. the methods that will be used
- (c) when the assessment will occur
- (d) where the assessment will take place, i.e. the context of the assessment;
- (e) the criteria for decision making, i.e. those aspects that will guide judgements; and

#### **4. Empanelling of Assessors for AMSSC**

4.1 Empanelling of assessors is the most crucial activity and is central to the success of the assessing process. The assessing body should have well-defined process for enrolling/empanelling assessors. The assessing body should have on-role/empanelled assessors with expertise in/similar to Apparel and Madeups domain or should be able to empanel such assessors within 60 days from affiliation. Due-diligence is to be ensured by assessing bodies while empanelling the assessors.

4.2 The Assessor will be appointed on approval by the panel where the assessor will be judged on basis of his basic educational qualification, overall experience in the field, practical competency, market knowledge & his ability to handle the students/VTP(s).

- 4.3 Generic aspects for the assessors are to be ensured as follows –
- (a) Familiarity with assessment schemes.
  - (b) Thorough knowledge of the relevant assessment/ examination methods and examination documents.
  - (c) fluent in communication in the language of examination, and
  - (d) free from any interest so that they can make impartial and non-discriminatory judgment / assessment.
- 4.4 On successful evaluation, assessors will be affiliated with AMSSC for specific job roles/NVQF level. Each assessor will be awarded a unique identity number.

## **5. Conduct of Assessments**

- 5.1 The assessments are to be conducted by pre-approved (by AMSSC) assessors for specific job roles.
- 5.2 Assessments are to be based on the criteria defined by AMSSC.
- 5.3 The theoretical assessments, if manual, are to follow different question paper for each candidate
- 5.4 Skill assessments are to be based on practical, hands-on work by candidates. For soft skills, role plays, structured activities, on-field assessments etc. are to be considered.
- 5.5 For candidates who are not literate, assessment should be done based on observation of practical skills.
- 5.5 Evidence gathering and recording of evidence is to be ensured.
- 5.6 The entire assessment process is to be video-graphed.

## **6. Assessment Records & Results**

- 6.1 Record of all candidates having enrolled and gone through the training process is to be separately maintained by the assessing body.
- 6.2 Documentation, which needs to be maintained for each specific assessment include the following –
- (a) Reference to relevant QP/NOS
  - (b) Competency profile for the job role
  - (c) Assessment tools, equipment, checklist
  - (d) Assessment plan & details of Assessor
  - (e) Record of evidence presented and assessed
  - (f) Records and reporting of assessment decision
  - (g) Appeals information
  - (h) Assessments filled by Assessor for trainees

# The Process

## 1. Skill Assessment Examination Pattern

**Theory and Practical assessment:** The assessment will have 2 separate sections.

### Section A – Theory

25 Objective type questions of 1 Marks each. Total 25 Marks. [Time duration – 45 min]

The objective type theory questions shall be drawn in prescribed format from the available question bank by AMSSC, Govt. of India or in case of unavailability of the same the expert assessors will make the question paper. For this work a team of educationalist (Teachers / Diploma / Degree holders / Professors / Ph.D) of the same field are contacted and they prepare the question bank.

### Section B – Practical Exam and Viva Voce

5 practical questions, the candidate has to perform any 3, each practical is of 20 marks. Total 60 marks. [Time duration – 2 hrs for all given 3 practical tasks]

The marks will be distributed as per following –

Theory	Viva Voce	Practical Marks (60)			Total Marks
		Written & Practical	Quality & Safety	Attitude	
25	15	50	5	5	100

The candidate has to write the methodology adopted with tools used in a separate answer sheet.

The practical questions shall be drawn from the prescribed question bank by AMSSC, Govt. of India or in case of unavailability of the same the expert assessors will make the questions for the same.

## 2. Minimum passing marks for candidates

As per MES guidelines the minimum passing marks in each

**Theory – 40% (10 Marks)**

**Practical – 60% (30 Marks)**

In order to get certified the candidate has to secure minimum passing marks in theory and practical paper separately.

## 3. The essential Documentation and procedures

### a. Pre Exam

- Contacting VTPs for scheduling of the exam dates for generation of ABN nos.
- Allocation of Assessor for the particular ABN(s)
- Setting of theory and practical paper based on NOS curriculum & drawn from question banks provided by AMSSC, Govt. of India and in absence of the same will be set by the expert assessor's panel.
- Preparation of customised exam related documents, generation of attendance sheets & results sheets with other allied documents. Sealing of paper set envelopes (theory & practical) of various trades along with other necessary documents by the confidential section of the assessing agency.

### b. During Examination

- Opening of the sealed question paper envelope/s in the presence of Principal/Centre Head with their signature and seal.

- Accountability statement/Guidelines for the invigilators/examiners/assessors (Annex – 1).
- Attendance of the candidates with verification (Annex – 1)
- Declaration by the candidate. (Annex – 1)
- After examination all the papers, documents (including practical madeups) will be sealed back in an envelope & will be taken back by the assessing body for valuation and post exam work.

c. **Post Exam**

- **Valuation of theory papers/practical papers by the assessors:** The theory paper and practical will be evaluated by the allocated authorised assessors on the same day and the marks will be entered in the prescribed format. (Annex – 1)
- Preparation of results in prescribed format. (Annex – 1)
- Verification of results by Assessing body

4. **Results**

The result will be prepared by assessing agency within 3 days in prescribed format (as per guidelines) and the same will be send to AMSSC in soft copy.

**Documentation required in the process of assessment**

- ◆ Accountability statement
- ◆ Candidate Attendance Sheet
- ◆ Declaration form to be filled by candidates
- ◆ Exam Result Sheets
- ◆ Practical Exam Sheets
- ◆ Feedback Sheets (*optional*) for students & VTP
- ◆ Assessor Empanelment Format
- ◆ Observation Checklists
- ◆ Tests (Written papers/records)
- ◆ Evidence Record Sheets
- ◆ Result Submission format

## Annexure – 1



Date : \_\_\_\_\_

Examination Centre: \_\_\_\_\_

### **ACCOUNTABILITY STATEMENT**

WE TAKE THE ACCOUNTABILITY TO CONDUCT THIS EXAM WITH FULL HONESTY AND INTEGRITY AS PER GUIDELINES PRESCRIBED BY AMSSC, MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA.

S.No	Name of Invigilator/Assessor/Staff involved	Designation & Location	Signature
1			
2			

(Centre Head)

Seal & Signature

## Annexure – 2



### **DECLARATION FORM**

परीक्षा केन्द्र

दिनांक –

#### **घोषणापत्र**

मैं AMSSC स्किल एसैसमेंट की व्यवसायिक परीक्षा 2014 का/की उम्मीदवार हूँ। परीक्षा/कोर्स की अवधि में, प्रेक्टिकल परीक्षा देते समय अथवा अन्य किसी भी कारणों से अगर कोई दुर्घटना/टूट फूट/उपकरणों में खराबी हो जाती है तो उसकी जिम्मेदारी स्वयं मेरी होगी। AMSSC या उनसे सम्बन्धित किसी भी संस्था एवं उसमें कार्यरत लोगों का उसमें कोई भी उत्तरदायित्व नहीं होगा। मैं यह घोषणा करता/करती हूँ।

S. No	Candidate Name	Father's Name	Trade	Signature
1				
2				
3				

(Principal/Centre Head)  
Signature

(Assessing Body)  
Authorised Signature

**Annexure – 3**



**EXAM RESULT SHEET**

Date : 27/06/2014

ABN :

VTP No:

Examination Centre:

Course Code:

Sector : Tally

S. No	Roll No	CANDIDATE NAME	FATHER'S NAME	PRACTICAL MARKS				Viva Voce (B) [15]	THEORY MARKS (C) [25]	Grand Total (A+B+C) [100]
				Practical (50)	SAFETY & Quality (5)	ATTITUDE (5)	Total Marks (A) [60]			
1	001									
2	002									
3	003									
4	004									
Signature of Examiner Name of Examiner Designation				Assessing Body Authorized Signatory						

**Annexure – 4**



**Skill Assessment Examination**

**PRACTICAL EXAM SHEET**

Roll No. \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_ Father Name \_\_\_\_\_

Centre \_\_\_\_\_ Trade \_\_\_\_\_

Examiner Signature

Candidate Signature