

Assessment/Examination Procedure

These Procedure should be understand by the followings

- All Training Providers
- All Assessors
- All relevant TVEC staff
- All candidates

1) **OBJECTIVE:**

To detail the system adopted for conducting and control of assessments and examinations and to ensure that the quality of the assessments and examinations is in accordance with the requirements of the commission and prospective employers.

2) **DEFINITION:**

Assessments and examinations are means of objective evidence which should comply with all requirements and ensure the accuracy and the quality of the process.

- 3) **REFERENCE;** NVQ Operations Manual
TVEC Circulars

4) **PROCEDURE:**

Assessment Procedures of Trainees in Accredited Training Courses

Assessments under NVQ Framework are Formative and Summative. Formative assessments are continuous assessments done by the trainers of a course and are intended both to assess and to develop knowledge and competencies. Formative assessment is an internal assessment.

Summative assessment is the final assessment which sums up all competencies and decides the qualifications.

There are two distinct assessments procedures for NVQ Level 1 – 4 assessments and NVQ Level 5 & 6 Assessments.

Before certification, candidate should have satisfactorily completed on the job training/Industrial training component. Minimum duration for this will be specified in all curricula. The only courses which are awarded NVQ without OJT are given in the attached annexure I with this document. OJT for level 3 courses was not compulsory. All new courses introduced from 2016 onwards make OJT compulsory for level 03. It is proposed that even in previously designed courses, all those beginning from January 2017 should have compulsory OJT of at least 03 months.

OJT need to be carefully supervised and guided by relevant institutions.

5. Formative assessment during Institutional training

1. In order to uphold the principles of Competency Based Training (CBT), it is necessary to conduct continuous assessments and maintain records during the institutional training and On the Job Training and complete the student progress record book before the final assessment for NVQ level 1-4 courses and before the Semester end examination for NVQ level 5 & 6 courses.
2. Students should be given opportunities for repetitive practice and assessments until each student becomes competent in each task specified in the curricula.
3. Trainees' Guides of level 1-4 CBT Curricula specify the steps to be followed in performing each task. Trainers should check those steps and ensure improvement if necessary, through assessment of tasks. If a Trainees' Guide is not available, trainers are required to identify the steps to be performed in each task.
4. Trainers are required to maintain detailed assessments records of each student for inspection by TVEC accreditation officers and provide relevant information on continuous assessment results to students. Students in turn are required to enter and update the results of continuous assessments in Trainee's Progress Record Book and get them certified by course supervisors.

5. TVEC has introduced Trainee's Progress Records book. Training centres are required to use these books or use a similar book prepared by the training centre based on formats of such TVEC books.

5.1 NVQ Level 1-4 courses

1. Students are required to get minimum 50% for formative assessment 80% attendance to be eligible for sitting common written examination conducted by TVEC. Students who have passed the continuous assessment component and common written examination (40%) can face the final assessment for NVQ level 1-4 courses following OJT.
2. The Assessor/Trainer who conducts the Eligibility Interview is required to confirm the trainee has passed the continuous assessment and is eligible to face the final assessment.
3. Assessor is required to verify the continuous assessment marks before conducting final assessment.
4. If there is a common written examination for a course, assessor is required to verify the examination marks of the candidate.
5. The Assessor is required to check completion of on the job training and viva marks for that

5.2 Level 5 and 6 courses

1. Under NVQ Level 5 & 6 programmes, continuous assessment should be conducted in Foundation modules as well as the rest of level 5 & 6 Programmes. In Foundation programme, lecturers or instructors are required to follow the procedures indicated below to identify the steps of the tasks.
 - a. For pre-requisite skill course of the Foundation programme, some modules are taken from NVQ Level 1-4 NCSs and curricula and some modules are newly developed. They are called extracted modules and developed modules respectively. These modules specify the tasks and the steps to be followed in performing each task and could be identified from the relevant NVQ level 1 – 4 Learners' Guides.

b. For Modules developed for ICT and English Language programmes, trainers are required to identify steps for the tasks or learning outcomes. Note that English must now be conducted throughout the course where possible and formative assessments conducted throughout. Where this is not possible, on weekend courses, students should be given a thorough foundation in English and, since courses are in English medium, regular practice should be ensure.

Please also see the rubrics with regard to career skills courses at levels 1 to 4, and Education courses at levels 5 & 6.

c. Each module of NVQ Level 5 & 6 curricula has specified a weighting to formative assessment activities. Trainers are required to implement them and maintain detailed records for inspection by TVEC accreditation officers and provide relevant information on continuous assessment results to students. Students in turn are required to enter and update these results in the Student's Record Book and get them certified by relevant lecturers or instructors.

2. TVEC has introduced Student's Record Book for NVQ 5 & 6. Training centres are required to use these books or use a similar book prepared by the training centre based on formats of such TVEC books.
3. Students are required to get minimum 50% for formative assessment to be eligible for final assessment. Students who have passed the continuous assessment component can face the Semester End examinations for NVQ level 5 & 6 courses.
4. The responsible Officer of the training institute is required to recommend the eligible marks for continuous (formative) assessment (marks given by the CBT curriculum for each topic/activity and Average marks 50%) and submit to TVEC.
5. Assessor is required to verify the continuous assessment marks, Semester end examination marks, OJT viva marks before conducting final assessment for NVQ 5 & 6 courses

6. Summative Assessment

6.1 Written Test/Semester End Examination

1. Relevant institutions should forward applications to TVEC before closing date
2. TVEC will issue admission to candidates before two weeks of the examination commencing
3. Student/candidate has to be **present** at the Examination Hall at least 15 minutes before starting of the exam, but they cannot enter the examination hall until the Supervisor's announcement.
 - a. A student/candidate can be admitted to the Examination Hall within the first half-an-hour of the examination start only in an acceptable case.
 - b. Those who finished answering early can leave only after the first half-an-hour and before the last 15 minutes.
4. After entering the hall, student/candidate should go to the **seats** assigned to them and can change the seat only with Supervisor's permission.
 - a. Student/candidate must have their **National Identity Cards (NIC)** or an authorized document acceptable to the authority which was approved by the authority prior to the examination and **Admission Cards signed by an authorized Officer** for each paper.
 - b. If a student/candidate failed to bring his/her NIC or any other identification document he/she will not be entitled to sit for the examination.
5. **Admission Cards** should be signed in front of the Supervisor/Invigilator when a student/candidate sits for the exam.
6. **a. Examination stationery** such as writing papers, graph papers, etc. will be supplied by the examination staff and only those papers should be used at the Examination
 - b. Answer books supplied to the student/candidates can't be torn or mutilated. All materials supplied, whether used or unused, have to be left on the desk and cannot be removed from the examination halls.
7. Student/candidate should bring their own pens, ink or any other approved equipment.
8. Any notes, formulae or any other **unauthorized material** is prohibited during the examination. Books, notes, handbags etc. which student/candidate have brought with them should be kept at a place allocated by the Supervisor/Invigilator.

9. a. Student/candidate has to **enter his/her Index Number** on each paper of the answer book and on each extra sheet.
 - b. If a student/candidate writes another student/candidate's index number on his/her answer sheet, it can be considered as an attempt to cheat and could lead to suspension of the results of both student/candidates. An investigation may follow and the results may be cancelled.
 - c. The Supervisor/Invigilator has the authority to check the answer script of the student/candidate.
 - d. An answer script that bears no Index Number or an Index Number which cannot be identified might be rejected. Student/candidate should not write their names on the answer book.
10. Students/candidates are under the **authority** of the Supervisor and have to follow his/her instructions throughout the exam.
 11. Absolute **silence** has to be maintained in the Examination hall and around it. Student/candidate cannot talk or to have any dealings with anyone other than the Supervisor/Invigilator. If a student/candidate needs to draw the attention of Supervisor/Invigilator they can raise their hand. Student/candidate can be expelled from the examination hall for causing disturbance.
 12. After starting the exam, student/candidate cannot **leave the** Examination hall even temporarily. In case of an emergency, the Supervisor/ Invigilator will grant them permission under constant surveillance.
 13. Students/candidates have to **stop writing** immediately when Supervisor/Invigilator commands. If those instructions are not followed the Supervisor/Invigilator has the authority to make a statement on the answer book.
 14. All calculations and **rough work** will be done only on given paper. Such work should not be done on admission cards, timetables, question papers or on any other paper. Any student/candidate who disregards these instructions can be considered as keeping written notes with the intention of cheating or copying.

15. a. Any answer or part of the answer which is not to be considered for the purpose of assessment will have to be neatly crossed out.
 - b. If the same question has been attempted in more than single place of the answer book the answers that are to be disregarded must be neatly crossed out.
 16. a. Every student/candidate has to hand over the **answer script** personally to the Supervisor/Invigilator or keep them on his/her desk until it is collected.
 - b. Answer scripts should not be handed over to an attendant, a minor employee or to another student/candidate.
 17. After **handing** over the paper to the supervisor, student/candidate cannot take it back.
 18. Student/candidate cannot **remove** answer scripts from the Examination hall.
 19. Student/candidate cannot **copy** from any material or from the answer scripts of another student/candidate or help another student/candidate or get help from another student/candidate.
 20. Impersonating a student/candidate at the examination is not allowed and will lead to penalties.
 21. The Supervisor/Invigilator can request a student/candidate to make a statement in writing due to an incident during the examination, and such statement will have to be signed by the student/candidate. Student/candidate cannot refuse to make such a statement or to sign it.
 22. Every student/candidate who registered for an examination will be considered to have sat the examination unless:
 - (a) They are permitted by the Examination Board for valid reason to withdraw from examination on a ground acceptable to the Examination board within the given period
- OR
- (b) They submit medical certificates prior to the start of the examination or within 7 working days after the exam.
 23. If a student/candidate cannot present himself/herself for any section of an exam, they have to notify it to the Director (Quality Assurance and Assessment Regulation), TVEC

and/or to the Director (responsible for Assessment) in relevant organization immediately. This should be confirmed in writing with supporting document within 48 hours by registered post.

24. A student/candidate who withdraws or absents himself/herself from the examination will not be eligible for Honors at the next examination unless the Examination Board decides otherwise.
25. If Student/candidate has been expelled they cannot sit for examination under the same admission number for other modules of same examination, unless they are granted special permission to do so by the Examination Board.
26. a. The examination paper should consists of variety of test items such as MCQ, Short answer, Matching, Completion etc. in level 1-4
27. The examination for levels 5 and 6 should consists of Essay type questions and for the Employability modules only can be used variety of test items such as MCQ, Short answer, Matching, Completion etc.
28. Pass marks for written test is 40 out of 100.
29. Maximum no. of sittings for examinations is 03 within 05 years.
30. Maximum no. of attending to final assessment is 03 within 03 years.
31. In case, if candidate has difficulty in reading or writing or has any disability, supervisor/assessor or person appointed by supervisor/assessor may read out the multiple choice questions or take any appropriate method depend on the disability of candidate and mark the candidates' answers on the answer script on behalf of him/her.

6.2 Examination Offences

- a. Student/candidate should not commit plagiarism in the submission of assignments and thesis reports.
- b. In the case of other written examinations, the possession of unauthorized material is considered as an offence punishable under the TVEC rules on conduct of examinations.

- c. The following are examination offences which will lead to penalization which can extend to cancellation of the examination
 - i. possession of unauthorized documents or removal of examination stationery.
 - ii. disorderly conduct.
 - iii. having a prior knowledge of question paper is an examination offence
- d. Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
- e. Aiding and abetting the commission of any of these offences.
- f. Violation of any of the requirements or conditions stipulated in Examination Procedure

6.3 Some Examples of Examination Punishments

- a. Plagiarized content in an assignment/tutorials worth less than 20% of course work – zero marks for the assignments
- b. Plagiarized content in an assignment worth more than 20% of course work – zero marks for entire assignment component
- c. Question paper will be cancelled if content not relevant to the subject matter of the examination
- d. All question papers of that semester examination will be cancelled if content relevant to the subject matter of the examination does not comply with the content of the modules
- e. Keeping unauthorized material using Institutional property (including writing on admission card) – all question papers of that semester examination will be cancelled and the student/candidate cannot sit for any examinations for one further year

7. Oral/ Practical Test (Final Assessment)

- a. Student registered list should be submitted to TVEC on-line;
 - i. within one month from the date of starting of the course, if the course duration is 06 months or more than 06 months,

II. within two weeks from the date of starting or the course, if the course duration is 03 to 06 months,

III. within one week from the date of starting of the course, If the course duration is 01 month or less,

If the training institute is unable to submit the list of registered students within above time durations, TVEC is unable to prepare the certificates.

b. Assessment request letter (**III/15/03/00**) should be submitted to the TVEC one month before the completion of the course.

c. Assessor appointment letter should be sent to assessors and assessment organized with them on the basis of the assessor lists issued by TVEC, with the TVEC kept informed of assessors appointed and date of assessment.

Note: If you have any difficulties with assessors please inform relevant organization and/or TVEC immediately over the phone and then in writing.

d. Institutions must monitor arrangement for assessment, if problems arise this arrangement will be reviewed.

e. Ensuring suitable conditions for oral/practical assessment is the responsibility of the training institution, in consultation with assessors, who are not expected to be present in person but should indicate all their requirements in advance.

f. Results of the oral/practical assessment (III/15/04/01 and III/15/05/01) with assessment plan should be submitted to TVEC within 03 working days and /or before the conduct of the assessment.

g. The institutions should arrange the following for the final assessment as requested by assessor and conduct final assessment with assessors

I. Machineries, equipment, tools (ensure proper functioning)

- II. Training materials required for assessment
 - III. Assessment space facilities
 - IV. Relevant documents for assessment
- h. All the assessment should be conducted by two assessors except for Career skill courses and modules which are conducted according to the attached career skills rules. If other final assessments are conducted by just one examiner, the results will be invalid. If two assessors are not available on the assessment date, without conducting the assessment the institutions should inform relevant organization and/or TVEC and ask to appoint another assessor. If TVEC cannot appoint other assessors on the same date do not conduct assessment with one assessor and if you have any difficulties with the assessment please inform TVEC in writing.
- i. Results of the final assessment should be submitted on line and by hard copies to TVEC within 02 weeks of the final assessment date.
- j. Training Institute is required to ensure the following before submission of the results
- I. Completion of form, III/15/06/01, III/15/07/01, III/15/08/02 and III/15/09/01 correctly
 - II. Correct names of the students
 - III. Correct National Identity Card numbers
 - IV. Assessment records as per competency standards
- k. Maximum no. of times for admitting final assessment is 3 and also within 05 years for the courses with one year duration or more. And Maximum no. of times for admitting final assessment is 3 and also within 03 years for the courses less than one year duration.

7.1 Repeat Assessment

If candidate not competent in all required units for having NVQ certificate, the training centre will issue a **letter of Record of Achievement** for competent units to him/her. After that he/she can apply for repeat assessment forwarding copy of Record of Achievement letter with application and sit for only repeat units for having NVQ certificate.

8. On the Job Training/Industrial Training

8.1 Introduction

On the job training/Industrial training is employee training at the place of work while doing the actual job/industry. Usually a professional trainer (or sometime an experienced employee) serves as the Mentor using hands-on training often supported by formal classroom training.

On the job training/Industrial Training is important for making a student work ready. To award a NVQ certificate, all students must complete a minimum of 6 months of approved Industrial Training for NVQ level 3 and 4 and minimum of 3 months of approved Industrial Training for NVQ level 5 and 6 separately (all together 06 months). .

National Apprenticeship and Industrial Training Authority (NAITA) shall make arrangement for the industry placement of trainees who are following competency based training programs for all level 5 & 6 courses. For lower levels, such Training shall be the responsibility of the Training Agency, which should liaise with NAITA If necessary for support and to ensure that all legal requirements including insurance are covered.

On the job training/Industrial training is not require for Career Skills courses of for the introductory ICT Level 3 course, since these courses are not targeted at employment.

8.2 Duration

Students must complete and have approval for a minimum of 6 months in level 3 and 4 courses and minimum 3 months for level 5 and 6 courses separately after the completion of the institutional training.

8.3 Pre- registration of placement

All placements will need to be registered with the NAITA or relevant training institute prior to the commencement of the placement. Registration of the placement will require the student to submit an appropriate position description from the company and indicative duration.

8.4 Assessment of on the job training/Industrial Training

In order for the industrial training requirement to be satisfied, the following conditions must be satisfied:

- I. Students undertaking placements require certification from their employer or supervisor for the number of days of practice.
- II. Students undertaking placements require proof of successful completion of the placement.
- III. Each student is required to produce a single report, 2000-3000 words long, covering all placements and demonstrating the nature of the exposure to professional practice. Note that for multiple placements, reports covering each placement can be combined into a single final report.
- IV. At least half of the report should be reflective in nature, addressing how the placement(s) assisted the student in addressing competencies stated in the National Competency Standards (NCS).
- V. An evaluation completed by the employer or supervisor is required, confirming the accuracy of the report, and providing feedback on the demonstration of competencies.
- VI. The students require to pass the final viva test in on the job training

The responsible agencies shall ensure regular monitoring of all students on such training, and will provide opportunities for consultation by students with regard to the training.

9 Instructions for Training providers;

- a. There shall be an Examination Disciplinary Committee to inquire into and make recommendations (including punishments) regarding examination offences.
- b. In all cases of examination offences, the Supervisor will take action and forward his report to the Director/UCSC.
- c. If student/candidate possess unauthorized material at an examination hall, it will be presumed that they have used it until the contrary is proved by them.
- d. In cases of disorderly conduct the Supervisor will in the first instance warn the student/candidate, and if the student/candidate persists in disorderly conduct, the Supervisor may exclude the student/candidate from the examination hall and issue him/her a letter cancelling their candidature from the examination.
- e. In all other cases of examination offences, the Supervisor will take over the unauthorized documents and will obtain a statement from the student/candidate and write his report on the matter.
- f. A student/candidate who is guilty of an examination offence is liable to following punishments.
 - I. Removal of their name from the pass list.
 - II. Cancellation of their candidature from whole or part of the examination
 - III. Suspension from any examination
 - IV. Suspension from the Institution for a period
- g. Any student/candidate found helping to commit an examination offence will receive the same punishment as the offender.



Director General