



Tertiary and Vocational Education Commission

NVQ Circular No. 2017/01

Disciplinary Action for Malpractices/violation of rules and regulations of Assessment

According to the "Guide for competency based training in Sri Lanka" (issued in 2005) and the "Operational Manual for National Vocational Qualifications in Sri Lanka" (issues in 2005 and revised in 2009 and again in 2016), the TVEC may visit training providers, monitor assessments and provide advice to maintain the fairness, validity and consistency of assessments and confirm conformity with competency based assessment policy. With the approval of the commission TVEC implemented monitoring of assessment and identified many malpractices/violation of TVEC rules and regulations in the NVQ assessment process. The main objectives of such assessment monitoring are to ensure trainees competencies as per National Competence Standards (industry requirements) and establish consistency of the assessment.


Some malpractices and proposed punishments are as follows.

Malpractices/violation of rules and regulations	Proposed Disciplinary Action	Responsible Person
1. Without informing TVEC, cancel/postpone assessment	Cancel the assessment and appointed assessors. Reappoint assessors after paying fine (Annexure I) Pay expenditure of assessment monitoring Stop giving assessment to assessors temporarily (for 06 months) Implement decision/s taken by examination board	Training Centre Assessor/s Training centre/ Assessor/s
2. Absence of Assessor/s for the assessment	Stop giving assessment to assessors temporarily (for 06 months) implement decision/s taken by examination board	Assessor/s Training centre/ Assessor/s

3. Not attend to assessment on time and leave on time	<p>Reduce payment</p> <p>Stop giving assessment to assessors temporarily (for 06 months)</p> <p>implement decision/s taken by examination board</p>	<p>Assessor/s</p> <p>Training centre/ Assessor/s</p>
4. Only One Assessor conduct the assessment	<p>Stop the assessment</p> <p>Stop giving assessment to assessor/s temporarily (for 06 months)</p> <p>Cancel the assessment and assessors. reappoint assessors</p> <p>Implement decision/s taken by examination board</p>	<p>Assessor/s</p> <p>Training centre</p> <p>Training centre/ Assessor/s</p>
5. Conduct assessment not considering TVEC rules, regulations and guidelines of assessment	<p>Stop the assessment</p> <p>Cancel the accreditation and stop issuing NVQ certificates</p> <p>Stop giving assessment to assessor/s temporarily (for 06 months)</p> <p>implement decision/s taken by examination board</p>	<p>Training centre</p> <p>Assessor/s</p> <p>Training centre/ Assessor/s</p>
6. Conduct assessment using Assessors who are not nominated by TVEC	<p>Cancel the accreditation and stop issuing NVQ certificates</p> <p>Stop giving assessment to assessor/s temporarily (for 06 months)</p> <p>Implement decision/s taken by examination board</p>	<p>Training centre</p> <p>Assessor/s</p> <p>Training centre/ Assessor/s</p>
7. Conduct assessment without required tools and equipment	<p>Stop the assessment.</p> <p>Inform to reschedule assessment at the training centre with required tools equipment and other facilities.</p>	<p>Training centre</p>

8. Assess less/ more number of units from approved number according to facilities available	<p>Stop giving assessment to assessor/s temporarily (for 06 months)</p> <p>Remove assessor from assessor pool if prove as offender after inquiry</p> <p>Implement decision/s taken by examination board</p>	Assessor/s
9. Request for unreasonable charges	<p>Stop giving assessment to assessor/s temporarily (for 06 months)</p> <p>Remove assessor from assessor pool if prove as offender after inquiry</p> <p>Implement decision/s taken by examination board</p>	Assessor/s
10. Pay unreasonable money for Assessor/s	<p>Cancel the accreditation and stop issuing NVQ certificates</p> <p>Implement decision/s taken by examination board</p>	Training Centre
11. Refuse to show documents to monitoring team	<p>Cancel the accreditation and stop issuing NVQ certificates</p> <p>Stop giving assessment to assessor/s temporarily (for 06 months)</p> <p>Remove assessor from assessor pool after conducting inquiry</p> <p>Implement decision/s taken by examination board</p>	<p>Training centre</p> <p>Assessor/s</p>
12. Any other faults/unacceptable activity done or violations of TVEC rules, regulations and guidelines by Assessor/ training centre	<p>Implement decision/s taken by examination board</p>	<p>Training centre</p> <p>Assessor/s</p>

This circular is valid from 24th March 2017.



Malkanthi Jayawardena

Director General