Procedure

A. Greet the Candidates. The Assessor will introduce his/her self and CoC Representative/s

Script

“Good morning, my name is _____, I’m an accredited assessor in ____.

I would like to acknowledge the presence of ____, our CoC supervisor and ____, our shop assistant/ assessment centre manager

B. Check the attendance based on the Registration or LOGBOOK and Admission Slip with the Candidate’s Identification Card (ID)

Script

“Now I am going to check the attendance. Please show me your admission slip and ID. Kindly fill up the attendance sheet and the RCAC with the required information.”

C. Conduct Orientation on the following:

1. DISCUSS/READ THE UNITS OF COMPETENCY COVERED

2. EXPLAIN THE ASSESSMENT PROCEDURES, RULES AND POLICIES:

-THE ASSESSOR HAS THE RIGHT TO ASK QUESTIONS IF THE ASSESSOR IS IN DOUBT OF THE UNDERPINNING KNOWLEDGE AND SKILLS OF THE CANDIDATE, DURING PRACTICAL ASSESSMENT, IN TERMS OF WORK PROCEDURES, SAFETY, AND USE OF EQUIPMENT, TOOLS AND MATERIALS.

- The Candidate must achieved at least 50% of the KNOWLEDGE/WRITTEN ASSESSMENT for the them to become COMPETENT

- The assessor has an authority or prerogative not to allow the candidate to go on the assessment process if procedures are missed or failures made which will definitely affect the final outcome. Also, if Safety is not properly practiced, which will put to risk life and property, Assessment is terminated

The candidate after the assessment shall be obliged to sign the Summary of Assessment Results as concluded by the Assessor and upon accomplishment of the feedback by the assessor. Non-signing of this document without submission of a valid appeal to the CoC, will dis-allow the candidate from taking future assessments in any Assessment Center in the country.

- All Assessment Documents Such as Knowledge Test, Candidate’s Package, Self Assessment Guide, etc. should be returned back to the Assessor, stealing and tearing Pages of the Assessment Package is PROHIBITED and Punishable by law.

Script

“Today, we are going to conduct the competency assessment for _____ Level _____ with ___ (__) units of competence namely:

1.----------

2.----------

3.----------

4.----------

5.----------

In this assessment you will be assessed based on your knowledge, skills and attitude.

This assessment has two parts, the knowledge or the written assessment, where you have to get 50% and above out of 36 questions, of which 21 questions are multiple choice and 15 questions are in matching time, to get a satisfactory mark. This will last for one hour; and the practical assessment, which is divided into ___ projects with ___ hours allotment for each project. During the practical assessment you will be observed based on the critical aspects of competency, you will also be asked with some questions to determine your

In case of unsafe practices during the assessment, which will put to risk life and
property, the assessment will be terminated.
After the assessment, you will be given feedbacks regarding the outcome of your performance. You are obliged to sign the summary of Assessment Results. Non-signing of this document without submission of a valid appeal will disallow you from taking future assessments in any assessment center in the country.

The assessment All documents should be returned without missing pages to me. Stealing or tearing off of any assessment document is prohibited and punishable by law.
So, do you have any questions? If there is none then we will proceed.”

3. Explain the allowable adjustments in the assessment procedures.

Script

“If you have some questions regarding the assessment process, do not hesitate to ask. If there are some parts of the assessment tool which you cannot understand, I am very willing to translate those things in the vernacular language. For those who cannot read, let me know and I will help you.”

4. Discuss the Candidate Needs i.e. candidate needs to go to Toilet or to eat or drink.

Script

“Before we start with the assessment, let me know if you need something like going to the toilet or if you want to eat or drink. I would like you to feel comfortable before we proceed to the assessment.”

5. Explain the Number of Hours of the Assessment excluding the tea breaks or lunch breaks

Script

“The knowledge assessment will take an hour. After the written assessment, you can refresh yourself or you can have your tea break. Then you have to come back here for the practical assessment which will take ___ ho “The knowledge assessment will take an hour. After the written assessment, you can refresh yourself or you can have your tea break. Then you have to come back here for the practical assessment which will take ___ hours.”urs.”

6. Explain the right, grounds and procedures regarding APPEAL

Script

“If you are not satisfied with the outcome of the assessment, you could file a written appeal address to the regional CoC right after the assessment. You can submit your appeal to the assessment center manager of this assessment center.”

D. **Procedure**

Discuss and Sign the Assessment Agreement.

Script

“Do you have any questions or clarifications? If none, we will now accomplish the Competency Assessment Agreement form. We will agree on the schedule of the evidence gathering process and the requirements for assessment.”

E. Knowledge Assessment and Practical assessment

1. Administer Knowledge Assessment (if applicable)
2. Check and Record Knowledge assessment
3. Observe, document and record demonstrated tasks or performance.

Script

“Do you have any questions or clarification? If none, we will proceed to the knowledge assessment. You will be given ___ minutes to read the direction and ____ minutes to answer the 21 multiple choice questions and 15 matching type questions.Write your answers on the provided answer sheet.”

F. Check, confirm and verify the recorded tasks and performance against the observation checklist, rating sheet and criteria stated in the Assessment Package.

(conduct of practical assessment and oral questioning

G.Provide feed back

- Good and commendable Feedback
- Skill and Knowledge Gaps (if there is)

H. Inform the candidate regarding the Assessment Results

1. Competent – When and Where they can get their CERTIFICATES.
2. Not yet competent – The time or period for reassessment.

I. Complete and Finalized all Assessment Records and All Documents must be signed