

VSE, GOA – SKILL SUBJECT PRACTICAL ASSESSMENT GUIDELINES: 2020

Practical Assessment will be conducted for **12th Standard** students during **15th January to 30th January 2020 (except 19th & 26th January 2020, being Sundays)** on Level 4. PSSCIVE contents (http://www.psscive.ac.in/nsqf_curricula.html) for VSE under Samagra Shiksha, for the following Sectors:

- **Agriculture, Automotive, Apparel, Beauty & Wellness, Construction, Healthcare, IT-ITeS, Logistics, Media & Entertainment, Retail and Tourism & Hospitality**

The Practical Assessment Program Chart is attached herewith; in this regard, the school concerned can plan with the assessor appointed for.

- Assessment Guidelines:

1. Maximum Marks		=	50
a. Oral Test / Viva-Voce		=	10
b. Students' Portfolio		=	10
c. Hand on skill/Demonstration of skill competency through simulated assessment		=	30
 2. Minimum Pass marks		 =	 17

The following scoring rubrics should be used by the assessor for assessing the oral test or Viva Voce of the students.

Name of the Unit	Weightage for each unit wise	Content (Student gives desired response)	Accuracy of the desired response	Examiner observation (e.g. confidence, attitude, etc)	Marks Obtained

The following scoring rubrics should be used for the assessing the skill competency or the hands-on performance of the students:

Name of the Unit	Weight age for each domain unit	Application of knowledge	Follow Assessors instruction (putting instructions into action)	Preparing appropriately to carry out tasks (prior preparation)	Proper Sequence of performing a Task	Demonstration of skills	Any other (trade specific)	Marks obtained

NOTE:

STUDENTS PORTFOLIO FILE: *This contains information of all students and is a permanent document (file), in which the student includes all his/her activities continuously during their four (4) years skill training program for all four (4) levels. The Assessor / School should not retain / destroy this file. Practical file / Experiment notebook / Activity description books are required to be destroyed by the assessors on spot to avoid reuse of the same.*

Important: *During the assessment, the student portfolio must be kept in view to standardise the student.*

Few important points to be kept in mind:

- 1 Only a set of 25 students will be assessed per batch, per assessor.
- 2 Assessors should be equipped with capacity to handle school-students' psychology and well-versed in "English' or 'Hindi'/ Local language
- 3 'External Practical Assessors' will be appointed through SSCs. Vocational Teachers of concerned school will assist them to work as 'Internal Examiner' – the 'Internal Examiner' may act as an interpreter as well, in case of Language concerns.
- 4 While conducting assessments, please ensure that the Assessors need to carry:
 - ID card, issued by Government
 - ToA Certificate / an authorization letter from respective Assessment Bodies, containing permission to conduct assessments in schools in relevant Sectors, in Goa (including duration)
- 5 Assessments are to be conducted during the working hours of the schools i.e. 10:00 AM to 4:00 PM ONLY and Assessors are expected to report to schools, 30 minutes prior to the scheduled time
- 6 External Practical Assessors will be appointed through SSCs and the Vocational Trainers for respective Sectors of concerned school will assist them to work as internal Examiner. Internal Examiners are mandated to be present during the practical assessments.
- 7 The assessment will be done as per the standards of students.
- 8 SSC concerned should develop matrix of weightage of content against each rubrics for Practical assessment and also within the unit for each outcomes.
- 9 The students are to be assessed on the basis of rubrics of Marks Distribution mentioned above or as per detailed assessment sheets provided by the SSC concerned.
- 10 On the first-page-end of award list the assessor concerned will indicate his/her Full name, Mail id & mobile no. positively.
- 11 In case any student is found absent on the prescribed date of practical examination, he/she may get assessed in the next day's batch with other students. It may happen that the student / parent will coordinate with the school Principals, to attend assessment in the **NEXT** school. The Principal needs to coordinate with Board/ Samagra Shiksha and the assessor further for the same. Thus, Head of the Institution/ Vocational Coordinator will ensure that no candidate is deprived of taking/appearing in the practical examination since **no further chance will be provided for practical assessment as per rules at any cost, after completion of all the scheduled assessments.**
- 12 **Emphasis should be given to the students' preparations based on hands-on-skill for job role.**
- 13 The examination centers for practical assessment can be in the same schools or another school/station as per policy of the concerned School Education Board.
- 14 Details of sheets to be prepared:

Sheet description	No. of Originals	Signed by	Counter signed (with Seal) by	Copies with
Assessment sheet	1	Assessor	N.A.	SSC Assessor – to SSC
Pro-forma Bill (Annexure – 1)	2	Assessor	Principal / In-charge / Internal Examiner (Trainer)	i. SSC Assessor – to SSC ii. Samagra Shiksha, Goa
Award sheet (Annexure – 2)	2	Assessor	N.A.	i. SSC Assessor – to SSC ii. Samagra Shiksha, Goa
Attendance sheet (Annexure – 3)	2	Assessor	Principal / In-charge / Internal Examiner (Trainer)	i. SSC Assessor – to SSC ii. Samagra Shiksha, Goa iii. Principal – Copy
Index Sheet (Annexure – 4)	1	SSC	N.A.	i. Samagra Shiksha, Goa

- 15 **Scanned copies** of set of documents (in following order) in **cloud storage, with a validity of 90 days (at least) to access** to be submitted to **Samagra Shiksha, Goa**, latest by **15th February 2020** at: rmsa_go@rediffmail.com ; copy naikbmn@rediffmail.com ; nagendrakore13@gmail.com and jsilveira_123@yahoo.com with subject line as

“Practical Assessments Results: VSE Goa – 12th Standard”:

- A. Annexure – 4 : Scanned Index Sheet + Soft copy of the excel file (for further analytical requirements of the Department)
- B. Annexure – 1 : Scanned Invoice (Refer to point number 17)
- C. Annexure – 2 and respective Annexure – 3 : Scanned Attendance Sheets and respective Award Sheets
- 16 **Original set** of documents (in following order) to be submitted to **Samagra Shiksha, Goa** (address as follows), latest by **2nd March 2020** in a sealed envelope, with **“Practical Assessments Result: VSE Goa – 12th Standard”**, mentioned on top:

- A. Annexure – 4 : Index Sheet
- B. Annexure – 1 : Invoice (Refer to point number 17)
- C. Annexure – 2 : Attendance Sheet

Address of Samagra Shiksha, Goa:

To
The State Project Director
Rashtriya Madhymaik Shiksha Abhiyan, Government of Goa
1st Floor, Directorate of Education, Porvorim
Goa - 403521

Contact details:

- Mr. Bharat Naik: 09422057013 | naikbmn@rediffmail.com
- Mr. Nagendra D. Kore: 09423309455 | nagendrakore13@gmail.com
- Mr. John S. Silveira: 09423309455 | jsilveira_123@yahoo.com

- 17 Invoices should contain the entire set of information in the following format:

Academic Year	Sector	Students assessed of which Standard (Mention Class/Std.)	Total Number of Schools	Total Number of Students Assessed

Arranging the documents for submission:

1. Index sheet (Annexure – 4)
2. Invoice (Annexure – 1)
3. Attendance Sheet (Annexure – 2)

- 18 SSCs need to retain their copies for Award Sheets for necessary records in future

Annexure – 1

Pro-forma Bill: Assessments of Students under VSE, Goa: 2020

Session : _____

Sector : _____

Class / Std. : _____ Level : _____

School Name (In capital) : _____

School Code Code (UDISE) : _____

Sector (In capital) : _____

Date of Assessment : _____

Name of Assessor (In capital) : _____

Professional Qualification : _____

Designation : _____

Office address : _____

Contact number : _____

Name of Internal Examiner : _____

Total number of students allowed to appear : _____ (In words: _____)

Total number of students assessed : _____ (In words: _____)

Total number students absent : _____ (In words: _____)

(Please enclose attendance sheets of students, duly signed by candidates, and counter-signed by Assessors, School Principal and Internal Examiner)

DECLARATION BY ASSESSOR

THE ABOVE DETAIL IS CORRECT AS PER MY KNOWLEDGE AND BELIEF. THE NUMBER OF STUDENTS INDICATED ABOVE IS ASSESSED BY ME AT THE RELEVANT CENTRE.

Signature of Assessor : _____
 Date : _____
 Place : _____

DECLARATION BY PRINCIPAL / IN-CHARGE / INTERNAL EXAMINER

I HAVE RECEIVED THE ATTENDANCE SHEET. THE ASSESSMENTS WERE CONDUCTED UNDER SUPERVISION OF THE UNDERSIGNED.

Signature of Principal / In-Charge / Internal Examiner (with seal) : _____

Date : _____

Place : _____



Annexure – 2
Award List for Practical Assessment under VSE Goa: 2020
Goa Board of Secondary & Higher Secondary Education

Name of School :

School UDISE Code :

Sector :

Sl. No.	Name of the Student	Class (Std.)	Curriculum Level on which assessed	Student ID / Aadhar No.	Father's Name	External Assessment – Hands on Skill Marks (30) (SSC to fill)	External Assessment – Portfolio Marks (10) (SSC to fill)	External Assessment – Viva Marks (10) (SSC to fill)	External Assessment Total Marks (50) (SSC to fill)	External Assessment Total Marks in Words (SSC to fill)

Name of the External Assessor

Signature of External Assessor

Date

Place

Annexure – 3

Attendance sheet for Practical Assessment under VSE Goa: 2020

Goa Board of Secondary & Higher Secondary Education

School Code :

School Name :

Date:

Sector :

Class / Std. :

Level :

Sl. No	Student ID number/ Aadhar No.	Name of Student	Father's Name	Signature of Students

Name of Assessor:

Sign. of Assessor:

Contact no.:

E-mail id:

Sign. Of Principal / In-Charge / Internal Examiner (with seal) :



Annexure – 4 Index Sheet for Practical Assessment under VSE Goa: 2020

Name of the Sector Skill Council: _____

Sector: _____

Level: _____

Sr. No.	School Name	School UDISE Code	Date of Assessment	Number of Students scheduled to be Assessed	Number of Students Assessed	Page Number range in the File

Stamp and Signature of the Authorized Signatory of SSC:

Name of the Authorized Signatory of SSC:

Date: