CSS for VSHSE, Goa: Skill Subject Practical Assessment Guidelines : February-March,2018

Practical Assessments will be conducted for 9th, 10th and 11th Standard students on content of PSSCIVE curriculum (http://psscive.nic.in/) designed for CSS for VSHSE in schools, in Agriculture, Apparel, Automotive, Beauty & Wellness, BFSI, Construction, Electronics, Healthcare, IT-ITeS, Logistics, Media & Entertainment, Retail, Sports, Telecom and Tourism & Hospitality Sectors during:

Standard / Class / Grade	Block-dates
10th (L2 content)	19-Feb-2018 to 28-Feb-2018
9th (L1 content) and 11th (L3 content)	5-Mar-2018 to 17-Mar-2018

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 THE STUDENTS AND IS A PERMANENET DOCUMENT (FILE), IN WHICH THE STUDENT WILL INCLUDE ALL OF HIS/HER ACTIVITIES CONTINOUSLY DURING FOUR YEARS (LEVEL- ONE TO FOUR) AND ASSESSOR / SCHOOL SHOULD NOT TAKE / DESTROY THIS FILE. PRACTICAL FILE / EXPERIMENT NOTEBOOK / ACTIVITY DESCRIPTION BOOK ARE REQUIRED TO BE DESTROYED BY THE ASSESSORS ON THE SPOT TO AVOID RE-USE OF THE SAME. IT IS ALSO TO BE KEPT IN MIND (ESPECIALLY FOR STUDENT/TEACHER/PRINCIPAL) THAT THE STUDENT PORTFOLIO FILE REQUIRES TO BE PAGE MARKED PROPERLY AND EVERY OF PAGE WILL CONTAIN THE NAME OF STUDENT SO THAT IT CAN'T BE RE-USED.*

Important: During the assessment, the student portfolio has to 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 by one assessor **per batch in a day**.

2 **Assessors should be equipped with capacity to handle school-students' psychology and well-versed in 'Marathi' / 'Konkani' / 'English' languages.**

3 While conducting assessments, please ensure that the **Assessors need to carry:**
   a. **ID card, issued by Government**
   b. **ToA Certificate / an authorization letter from respective Assessment Bodies**, containing permission to conduct assessments in schools in relevant Sectors, in Goa (including duration)

4 **Assessments are to be conducted during the working hours of the schools i.e. 10:00 AM to 5:00 PM ONLY** and Assessors are expected to **report to schools, 30 minutes prior to the scheduled time**

5 **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.**

6 The assessment will be done as per the standards of students.

7 SSC concerned should develop matrix of weightage of content against each rubrics for Practical assessment and also within the unit for each outcomes.

8 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.

9 On the first-page-end of award list the assessor concerned will indicate his/her Full name, Mail id & mobile no. positively.

10 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(s) / parent(s) will coordinate with the school Principals**, to attend assessment in the **NEXT** school. The **Principal needs to coordinate with State Coordinator – NSQF, RMSA Goa** (details mentioned below) **and the assessor** further for the same. Principal 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**.

11 **Emphasis should be given to the students' preparations based on hand skill for job role**.

12 The examination centers for practical assessment can be in the same schools or another school/station as per policy of this Board / Council.

13 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
Pro-forma Bill (Annexure – 1)	2	Assessor	Principal / In-charge / Internal Examiner (Trainer)	i. SSC Assessor ii. RMSA
Award sheet (Annexure – 2)	2	Assessor	N.A.	i. SSC Assessor ii. RMSA
Attendance sheet (Annexure – 3)	3	Assessor	Principal / In-charge / Internal Examiner (Trainer)	i. SSC Assessor ii. RMSA iii. Principal
Index Sheet (Annexure – 4)	1	SSC	N.A.	i. RMSA

14 In case of any school, clubbed for conducting assessments due to less number of students and one of the schools has been designated as 'Examination Centre'; the Principal / In-charge / Internal Examiner (Trainer) of the 'Examination Centre' school will be the signing authority for all the aforesaid documents, for the designated batch of students.

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 RMSA, Goa, at : **rmsa_goa@rediffmail.com** (Copy to : **naikbmn@rediffmail.com; jsilveira_123@yahoo.com; nagendrakore13@gmail.com**):

Standard / Class / Grade	Deadline to share scanned copies	Subject Line
10th	15th March 2018	"Practical Assessments Results: L2 : CSS for VHSE Goa – 2018"
9th and 11th	31st March 2018	"Practical Assessments Results: L1-L3 : CSS for VHSE Goa – 2018"

A. Annexure-4 : Scanned Index Sheet + Soft copy of the excel file (for further analytical requirements of the Department)
B. Annexure-1 : Scanned Invoice
C. Annexure-3 and respective Annexure-2 : Scanned Attendance Sheets and respective Award Sheets

16 **Original set** of documents (in following order) to be submitted to RMSA, Goa (address as follows), in a sealed envelope:

Standard / Class / Grade	Deadline to share Documents	To be mentioned on top of the sealed envelope, containing documents
10th	31st March 2018	"Practical Assessments Results: L2 : CSS for VHSE Goa – 2018"
9th and 11th	15th April 2018	"Practical Assessments Results: L1-L3 : CSS for VHSE Goa – 2018"

A. Annexure – 4 : Index Sheet
B. Annexure – 1 : Invoice
C. Annexure-3 and respective Annexure-2 : Attendance Sheets and respective Award Sheets

Address of RMSA, Goa

**To,
The State Project Director
Rashtriya Madhyamik Shiksha Abhiyan, Government of Goa
2nd Floor, Directorate of Education, Porvorim
Goa – 403 521**

For any query on location / Principal coordination please contact the following State Coordinators for RMSA Goa:

- **Mr. Bharat M Naik** : **+91-9422057013 | rmsa_goa@rediffmail.com; naikbmn@rediffmail.com**
- **Mr Nagendra Kore** : **+91-9423309455 | rmsa_goa@rediffmail.com; nagendrakore13@gmail.com**
- **Mr John Silveira** : **+91-9822487718 | rmsa_goa@rediffmail.com; 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	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-3) and respective Award Sheets (Annexure-2)

Annexure – 1

Pro-forma Bill : Assessments of Students under CSS for VSHSE (NSQF), Goa – 2018

Academic Session : _____

Class : _____   **Level** : _____

School Name (In capital) : _____

School Code : _____

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 ACTUALLY ASSESSED BY ME AT THE RELEVANT CENTRE.

Signature of Assessor :

Date :

Place :

DECLARATION BY PRINCIPAL / IN-CHARGE / INTERNAL TRAINER
I HAVE RECEIVED THE ATTENDANCE SHEET FOR THE GIVEN BATCH IN AN ENVELOPE.

Signature of Principal / In-charge / Internal Trainer (with seal) :

Date :

Place :

Annexure – 2

Award List for students under CSS for VSHSE (NSQF), Goa – 2018

Sector:　　　　　　　　　　**School Name:**　　　　　　　　　　　　　　　　　**School Code (UDISE):**

Sl. No.	Name of the Student	Class (Std.)	Curriculum Level on which assessed	Student ID / Registration 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 students under CSS for VSHSE (NSQF), Goa – 2018

School Code (UDISE):   School Name :   Date:

Sector: Class: Level:

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

Name of External Assessor: Sign. of External Assessor:

Contact no.:   E-mail id:

Signature of Principal / In-charge / Internal Trainer (with seal) :

Index Sheet for Practical Assessment under CSS for VSHSE Goa : 2018

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: