



## CSS for VSHSE, Goa: Skill Subject Practical Assessment Guidelines -2019

Practical Assessments will be conducted for 10<sup>th</sup> Standard students during **15<sup>th</sup> February to 4<sup>th</sup> March 2019 (Monday to Saturday)** on **Level 2** for the following sectors:

**Agriculture, Apparel, Automotive, BFSI, Beauty & Wellness, Construction, Electronics, Healthcare, IT-ITes, Media & Entertainment, Logistics, Retail, Sports, Tourism & Hospitality and Telecom**

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

• Assessment Guidelines:

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

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 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 per batch, per assessor in a day.**
- 2 '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.
- 3 The assessment will be done as per the standard(s) / class of students. 'External Practical Assessors' need to keep the language/medium of instruction concerns in view, while conducting assessments. **Assessors with proficiency in 'Marathi' / 'Konkani' / 'English' language should be preferred while allocation of assessors to conduct assessments.**
- 4 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 assessment in schools in relevant Sectors, in Goa (including duration)**
  - c. **Assessor should report to the examination center 20 minutes prior to scheduled time.**
- 5 SSC concerned, should develop matrix of weightage of content against each rubrics for Practical assessment and also within the unit for each outcomes.
- 6 The students are to be assessed based on rubrics of Marks Distribution mentioned above or as per detailed assessment sheets provided by the SSC concerned.
- 7 The assessors concerned, will indicate his/her Full name, Mail id & mobile no. positively in respective sheets as stated in the Guidelines.
- 8 **"Sector" to be mentioned in all the Annexures (as specified in the Annexures)**
- 9 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 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.**
- 10 **Emphasis should be given to the students' preparations based on hands-on-skill for job role.**
- 11 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.
- 12 Details of sheets to be prepared:

Sheet description	No. of <b>Originals</b>	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 - ii. Samagra Shiksha, Goa
Attendance sheet (Annexure – 3)	3	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



**13 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 **20<sup>th</sup> March 2019** for 10<sup>th</sup> Standard students at: [rmsa\\_goa@rediffmail.com](mailto:rmsa_goa@rediffmail.com) (Copy to : [naikbmn@rediffmail.com](mailto:naikbmn@rediffmail.com); [jsilveira\\_123@yahoo.com](mailto:jsilveira_123@yahoo.com); [nagendrakore13@gmail.com](mailto:nagendrakore13@gmail.com)) with subject line as:

**“Practical Assessments Results: CSS for VHSE Goa – 10<sup>th</sup> Standard – 2019”**

- A. Annexure-4 : Scanned Index Sheet + Soft copy of the excel file  
B. Annexure – 1 : Scanned Invoice (Refer point No.15)  
C. Annexure-3 and respective Annexure-2 : Scanned Attendance Sheets & respective Award sheets

**14 Original set** of documents (in following order) to be submitted to Samagra Shiksha, Goa (address as follows), latest by **4<sup>th</sup> April 2019** for 10<sup>th</sup> Standard student in a sealed envelope, with **“Practical Re-Assessments Results: CSS for VSHSE, Goa – 10<sup>th</sup> Standard 2019”**, mentioned on top:

- A. Annexure – 4 : Index Sheet + Soft copy of the excel sheet  
B. Annexure – 1 : Invoice (Refer point No. 15)  
C. Annexure – 3 and respective Annexure - 2 : Attendance Sheet and respective Award sheets

Address of Samagra Shiksha, Goa

To,  
The State Project Director  
Rashtriya Madhyamik Shiksha Abhiyan, Government of Goa  
1<sup>st</sup> 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](mailto:rmsa_goa@rediffmail.com); [naikbmn@rediffmail.com](mailto:naikbmn@rediffmail.com)
- Mr Nagendra Kore : +91-9423309455 | [rmsa\\_goa@rediffmail.com](mailto:rmsa_goa@rediffmail.com); [nagendrakore13@gmail.com](mailto:nagendrakore13@gmail.com)
- Mr John Silveira : +91-9822487718 | [rmsa\\_goa@rediffmail.com](mailto:rmsa_goa@rediffmail.com); [jsilveira\\_123@yahoo.com](mailto:jsilveira_123@yahoo.com)

**15** 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)
4. Award Sheet (Annexure – 2)

**16** SSC needs to retain their copies for Award Sheet for necessary records in future.



## Annexure – 1

### Pro-forma Bill: Assessments of Students under CSS for VSHSE, Goa – 2019

Session : \_\_\_\_\_

Sector : \_\_\_\_\_

Class/ Std. : \_\_\_\_\_ 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 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 FOR THE GIVEN BATCH IN AN ENVELOPE.

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

Date :

Place :



## Annexure – 2

### Award List for Practical Assessment under CSS for VSHSE, Goa – 2019

Sector:

School Name:

School UDI:

Sl. No.	Name of Student	Class (Standard)	Curriculum Level on which assessed	Student ID / Registration No. (To be Provided by Principal)	Father's Name	External Assessment – <u>Hands on Skill</u> Marks (30) (SSC to fill)	External Assessment – <u>Portfolio</u> Marks (10) (SSC to fill)	External Assessment – <u>Viva</u> 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 CSS for VSHSE, Goa – 2019

School Code:

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) :



## Annexure – 4

### Index Sheet for Practical Assessment under CSS for VSHSE Goa: 2019

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