

SOP For Management Of Competency Based Assessment

CBA



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TABLE OF CONTENTS

Sr. No.	Topics	Page No.	
1	Introduction of Competency Based Assessment 1.1 Formative Assessment 1.2 Integrated Assessment	2 3 3	
2	Issuance of Certificate 2.1 Record of Achievement 2.2 Certificate of Qualification	4 4 4	
3	Formative Assessment & Responsibilities of Instructor 3.1 Preparation of Assessment Plan 3.2 Briefing to Trainees 3.3 Documenting the Performance of Trainees 3.4 Maintenance of Evidences in Trainee's File 3.5 Training Achievement Summary 3.6 Feedback to Trainees	4 5 5 6 7 8 8	
4	Responsibilities of Principal / Manager of Assessment Centre	9	
5	Responsibilities of External Assessor in Integrated Assessment	10	
6	Responsibilities of Trade Testing Board	11	
7	TTB Charges for CBT Qualifications	12	
8	Re-Assessment	13	
9	Complaint & Appeal	13	
Sr. No.	List of Annexure	Annex	Page No.
1	Registration & Assessment Schedule	A	14
2	Nature of Integrated Assessment	B	15
3	Evidence Matrix for Assessment Planning	C	16-17
4	Marking Sheet for Skill Assessment (Practical / Project)	D	18
5	Marking Sheet for Observation of Attitude	E	19
6	Marking Sheet for Presentation / Role Play	F	20
7	Training Achievement Summary	G	21-22
8	Registration Form	H	23
9	Admittance Slip	I	24
10	Recommendations Form	J	25
11	Assessor Code of Professional Practice	K	26
12	TTB Charges for CBT Qualifications	L	27
13	Appeal Policy	M	28-29
14	Trainee Appeal Form	N	30-31



SOP for Management of Competency Based Assessment

Competency Based Training & Assessment (CBT&A) System focuses on performance of individual which is measured against nationally approved competency standards. Competency Standards define knowledge, skills and attitude required by employers/ industries for effective performance at workplace. Each competency standard is divided into competency units and each unit of competency describes a specific workplace activity.

In Pakistan, Competency Based Training & Assessment System has been introduced under TVET Reform Support Program. NAVTTC, with technical assistance of GIZ, has developed Training Packages to implement CBT&A System. CBT curricula have been designed that prepare trainees for demonstration of their knowledge, skills and attitude to perform a task successfully.

This SOP has been developed to assist Principals/ Managers of Assessment Centres/ Trainers/ Assessors/ Verifiers for managing **Competency Based Assessment (CBA)** efficiently. It includes different formats to tabulate information at different stages of process. It also includes assessment tools to document the performance of candidates. All stakeholders must comply with this SOP to have uniform pattern of CBA all over Punjab. TTB may review/ modify working details and / or its assessment tools in future for implementation of CBT&A in true spirit.

This SOP does not contain any information to deal with the candidates under RPL/RCC.

1. Introduction Of Competency Based Assessment

Competency Based Assessment (CBA) is collection of evidences to demonstrate that a trainee/ learner can perform according to approved competency standards. The outcome of trainee's performance is judged as "Competent" **(C)** or "Not Yet Competent" **(NYC)**.

In CBT&A System, assessment process is part of learning process. Thus formative & integrated both types of assessments play vital role in CBA.



1.1 Formative Assessment will be conducted by Instructor of the trainees, as Internal Assessor, to improve their performance. The purpose of formative assessment is to confirm that:-

- Trainees are assessed against each & every competency standard & competency unit.
- Trainees are competent in performing tasks according to approved standards.

In order to create evidences for knowledge, skill and attitude, **Monthly Test** will be conducted will also be conducted by Internal Assessor in following manner:-

- Test will be designed to cover all competency standards and competency units completed during the month. Previously completed competencies may also be clustered to design the task for assessment.
- Performance criteria for assessment (practical/project) will be picked from Competency Standards and Assessment Guide.
- The performance will be documented using relevant Marking Sheets given in this SOP to create evidences.
- The judgment will be recorded on the proforma of Training Achievement Summary given in this SOP.

1.2 Integrated Assessment will be conducted by Trade Testing Board being Qualification Awarding Body. Trainees will be assessed by External Assessors deputed by TTB on completion of training course. Holistic & integrated approach will be adopted for Integrated Assessment, to verify demonstration of knowledge, skills & attitude achieved by trainees.

a. **REGISTRATION & ASSESSMENT SCHEDULE, notified by Trade Testing Board** for Year 2016-17 is at **Annexure- A**. The particulars of trainees must reach Trade Testing Board as per notified schedule. Late received data will not be entertained by TTB.

b. **Eligibility Criteria of Trainees** to appear in Integrated Assessment is as under:-

- At least 80% attendance in training and
- Declared "Competent" by internal assessor, in all Monthly Tests covering all units of competencies as prescribed in curriculum.



- c. **NATURE OF INTEGRATED ASSESSMENT** (types of questions & marks allocation) is at **Annexure- B**. Similar nature will be practiced for Monthly Tests to prepare trainees for Integrated Assessment. For certain Qualifications, where the candidates have limited literacy, the knowledge assessment will be conducted orally by the assessor allowing the candidates to choose the correct answers by themselves.

2. Issuance of Certificate

CBT&A system has flexible & modular structure that allows exit and re-entry of individual in training system to meet the requirements of individual as well as industry.

- 2.1 **Record of Achievement** will be issued by Principal/Manager Assessment Centre to the candidates who achieve individual competencies but not successfully complete all competencies of training course.
- 2.2 **Certificates of Qualification** will be awarded by TTB to the candidates declared Competent in Integrated Assessment.

3. Formative Assessment & Responsibilities of Instructor

For successful implementation of Competency Based Assessment, it is important for instructors to be well informed about the concept of CBT&A system which is different from traditional time bound training & assessment. The Instructors will go through this SOP and Training Package of their relevant trades.

The Instructor will act as **Internal Assessor** to assess trainee's performance on completion of each competency unit and give feedback to improve performance. However **Monthly Test** will be conducted to collect evidences and performance of trainees will be judged as Competent (C) or Not Yet Competent (NYC). The role of the instructor with reference to **Formative Assessments** is to:-

- Prepare assessment plan.
- Briefing & feedback to trainees.
- Conduct formative assessment & document the performance of trainees.
- Maintain file of each trainee containing evidences & training achievement summary.
- Keep record of attendance of trainees.
- Participate in moderation activities.



3.1 **Preparation of Assessment Plan**

An Assessment Plan is a document that provides information on how the assessment will be structured during the course of training. While planning the nature of evidences required for each Competency Standards, instructor must ensure that sufficient evidences have been planned for knowledge, skill and attitude. Evidences may be any of the following, depending upon the nature of competency unit :-

<ul style="list-style-type: none"> • Written Test • Oral Questions • Assignments 	For assessment of Knowledge
<ul style="list-style-type: none"> • Practical • Projects • Portfolio 	For assessment of Skill
<ul style="list-style-type: none"> • Observation of Attitude • Presentation • Role Play / Simulation 	For Attitude For Knowledge & Attitude For Knowledge & Attitude

Planning regarding nature of evidences for each Competency Standard & Unit, will be made on **EVIDENCE MATRIX Annexure- C**. Evidence Matrix will also be displayed in workshop/class room to give clear intimation to trainees for the evidences required in each competency standard & competency unit.

Instructor may group/cluster two competencies to teach and assess related skills as normally practiced at workplace / job. Sometimes a unit of competency may include more than one job function and will therefore need to be broken into more than one assessment.

3.2 **Briefing to Trainees**

At the start of classes, it is necessary to explain key features of CBT&A system to the trainees. It is a matter of fairness that trainees know when & how they will be assessed. It will reduce trainee questions and complaints about assessment.



Prior to commencing assessment, the trainees must also be informed about the evidences and performance standards required to declare competent. The trainees must also be briefed about nature of Monthly Test and Integrated Assessment.

3.3 Documenting the Performance of Trainees

- a. In order to make Formative Assessment more manageable, **30th of each month will be observed as Assessment Day for the conduct of Monthly Test** at the Institutes/Assessment Centres.
- b. On Assessment Day, evidences will be created for Knowledge (through written test) Skill (through practical test) & Attitude(through observation) for the competency standards & units already completed.
- c. Other evidences such as Assignment, Oral Questions, Project, Portfolio, Presentation, Role Play etc will be assessed during training activities.
- d. The nature of assessment should be of similar style as specified for Integrated Assessment. Criteria to measure the performance will be picked from Competency Standards & Assessment Guide.
- e. Following formats / marking sheets will be used to document performance of trainees / candidates:-
 - Evidence of knowledge assessment i-e Written Test marked by Instructor will be placed in trainee file.
 - **MARKING SHEET FOR SKILL ASSESSMENT (PRACTICAL TASK/ PROJECT) is at Annexure- D.**
 - **MARKING SHEET FOR OBSERVATION OF ATTITUDE is at Annexure- E.**
 - **MARKING SHEET FOR PRESENTATION/ ROLE PLAY is at Annexure- F.**



f. Rating Scale

Rating scale has been given to facilitate the assessors to reach the judgment in objective manner. The judgment will be either “C” or “NYC” without mentioning any rating.

Category	Un-satisfactory	Satisfactory	Good
<ul style="list-style-type: none"> Written Test Assignment 	Less than 60%	60% to 70%	Above 70 %
<ul style="list-style-type: none"> Practical Test Projects Portfolio 	Less than 80%	80% to 90%	Above 90 %
<ul style="list-style-type: none"> Observation of Attitude Presentation/ Role Play 	At least Satisfactory performance is essential, as per details on Marking Sheets		

g. In order to declare Competent, trainee needs to perform at least at **“Satisfactory” level in all three aspects of competency** i.e Knowledge, Skill & Attitude as defined in competency standards.

h. Unsatisfactory performance in any aspect of competency will be deemed as Not Yet Competent.

3.4 Maintenance of Evidences in Trainee’s File

A file of each trainee will be maintained by Instructor having:

- Evidences related to each Competency Standards & Units
- TRAINING ACHIEVEMENT SUMMARY**, for recording judgment
Annexure- G

All marked sheets of monthly test must be placed in trainee’s file as evidence. Other evidences such as assignments, portfolio, projects, and presentations must be kept as record separately; which should be returned to trainees on termination/completion of training.



Maintenance of trainee's file is necessary to show that he/she has met every single performance criterion. The record of evidences can be checked by any Monitoring Officer/ TTB Officer in order to verify integrity of judgments made by Internal Assessors. The assessors will be confident in their judgments and be able to justify their judgments with help of record of evidences available in file

3.5 Training Achievement Summary (TAS)

Proforma for Training Achievement Summary has been placed at **Annexure-G**. It will be used to record judgment, on the basis of evidences, made by Instructor being Internal Assessor. **Both Instructor and trainee will agree with the judgment of performance by signing it on TAS proforma.**

TAS will also be used as information sheet in order to authenticate that trainee has successfully completed training programme or has terminated after completing few competencies. In case of termination before completion of training, entry with red ink will be made on TAS clearly indicating the termination date.

While sending the "Recommendations Form" to TTB for Integrated Assessment" **original TAS proforma of each trainee will also be attached by Principal.** However, photocopy of the same may be kept in trainee file for record.

3.6 Feedback to Trainee

One of the important aspects of CBT&A is constant feedback from instructor to the trainees regarding their performance and assessment result. The purpose of feedback is to improve the performance of trainees. Feedback to the trainees may be verbal during the course of training

If the trainee/candidate is declared "Not Yet competent" in Monthly Test, then written feedback from instructor is essential. Feedback should be specific & timely.

A copy of the written feedback / letter, duly received by trainee, must be kept in record in order to avoid future complications.



4. **Responsibilities of Principal / Manager of Assessment Centre**

Principal / Manager of Assessment Centre will:

- 4.1 Provide copy of this SOP and Training Package (Competency Standards, Curriculum, Teaching Learning Material and Assessment Package) to instructional staff for smooth conduct of training and assessment.
- 4.2 Follow TTB Schedule & SOP strictly. They will ensure that admission in different courses has been made according to criteria (qualification & age of candidates) mentioned in Training Packages.
- 4.3 Ensure that trainees are briefed about CBT&A System during first week of training session and necessary information on CBT&A is also displayed in class rooms & workshops.
- 4.4 Provide data of trainees on **REGISTRATION FORM Annexure- H**, to Trade Testing Board along with copy of TTB charges/fee deposit slip. Softcopy of data on excel sheet file will also be emailed to TTB. While sending the data **ADMITTANCE SLIP Annexure- I**, duly signed by Principal, of each trainee will also be attached.
- 4.5 Ensure that Monthly Tests are conducted on 30th/ last working day of each month by the instructors being Internal Assessors and Training Achievement Summary is being maintained regularly and accurately by instructors.
- 4.6 Send status of trainees to TTB, on completion of training, on **RECOMMENDATIONS FORM Annexure- J** for the conduct of Integrated Assessment. Principal will also attach Original **TRAINING ACHIEVEMENT SUMMARY Annexure- G**, of each trainee whose name has been included in "Recommendations Form" for Integrated Assessment.



- 4.7 Provide all necessary facilities i.e. equipment, tools, consumable material etc required for Formative Assessment & Integrated Assessment. They will also be responsible for appropriate working environment and security etc.
- 4.8 Receive Assessment Material provided by TTB, keep it in safe custody and hand over the same to External Assessors on the day of Integrated Assessment.
- 4.9 On completion of Integrated Assessment, finished jobs will remain in safe custody at Institute for about 6-months, for verification purpose.
- 4.10 Issue **Record of Achievement** to the candidates, who want to terminate training after gaining few competencies.
- 4.11 Keep blank certificates in safe custody and maintain necessary record of its issuance.
- 4.12 Decide all Appeal Cases related to Formative Assessment after necessary scrutiny & re-checking, with in one week after receipt of written complaint.

5. Responsibilities of External Assessor In Integrated Assessment

External Assessors will:

- 5.1 Observe Code of Professional Practice as notified by NAVTTC **Annexure- K.**
- 5.2 Reach at Assessment Centre before time, will check all arrangements for conduct of assessment and ensure completion of assessment event on time. In case of power shut down or machine break down, the assessor may give extra time in lieu of the time lost.
- 5.3 Give necessary briefing to the candidates before start of assessment. Candidates will not be allowed to carry electronic gadgets such as mobile, laptop etc. during assessment.



- 5.4 Not conduct Integrated assessment of own trainees or their close relatives to avoid conflict of interest. If such situation arises, the External Assessor will inform TTB immediately for alternate arrangements.
- 5.5 Ensure marking of attendance by candidates. Only those candidates will be allowed to appear in Integrated Assessment who attaches authorized Admittance Slip on their shirts and their names are printed on Attendance Sheet. No addition will be made on printed Attendance Sheet.
- 5.6 Conduct Integrated Assessment (Knowledge, Skill & Attitude), evaluate the performance of candidates and record it on relevant Marking Sheet.
- 5.7 Check & mark papers & prepare Award List. Any cutting on Award List will be verified with signature by Assessor.
- 5.8 Send all material (Marked Papers, Award List & Attendance Sheets), complete in all respect, to TTB within two-days after the conduct of Integrated Assessment **through courier service**.
- 5.9 Send their bills directly to TTB along with supporting documents for payment of remuneration as approved by TTB for CBA.

6. Responsibilities of Trade Testing Board

Trade Testing Board will:

- 6.1 Allot Registration Number to each trainee and will send list of registered trainees to the concerned institutes.
- 6.2 Authorize different officers/officials to inspect the Institutes/ Assessment Centres during Monthly Test or at any time to check & verify the record of Formative Assessment.
- 6.3 Issue Date Sheet, Material List for skill assessment and notify Assessment Panel for specific event of Integrated Assessment.



- 6.4 Provide Assessment Material (Test for Knowledge & Skill , Signed Admittance Slips, Attendance Sheets, Award Lists etc) to the institutes before the conduct of Integrated Assessment.
- 6.5 Depute External Assessors for Integrated Assessment who will be selected from pool of certified CBT assessors of relevant trade. In case of non-availability of certified assessors, selection will be made from academia of relevant trades trained for Competency Based Assessment.
- 6.6 Notify result within two months after the conduct of Integrated Assessment.
- 6.7 Issue Certificate of Qualification to successful candidates within one month after declaration of result.
- 6.8 Finalize appeal cases related to Integrated Assessment as per notified Appeal Policy.
- 6.9 Take necessary action against assessor if corrupt practice or misconduct is discovered.
- 6.10 Take disciplinary action against the candidate on account of misconduct or use of unfair means.

7. TTB Charges for CBT Qualifications

- 7.1 TTB Charges for CBT Qualifications are at **Annexure– L**, that will be paid by trainees through institute in advance.
- 7.2 The Institutes will make payment in form of Bank Draft / Pay Order / On-line in favour of Deputy Manager(TT) of Trade Testing Board in following account :-

Account No: IPL-0001010022

Bank of Punjab, 17-Ali Block, New Garden Town, Lahore.

Branch Code: 0702

- 7.3 An individual seeking re-appearance in Integrated Assessment will pay TTB Charges again.
- 7.4 No fee will be charged from Special Persons.



8. Re-Assessment

- 8.1 An individual, who is judged as Not Yet Competent in Monthly Test, will be given one more chance of re-assessment after further coaching. Re-assessment will be conducted on next Assessment Day, soon after concluding of Monthly Test.
- 8.2 Two more chances of re-assessment will be given to an individual who is judged as Not Yet Competent in Integrated Assessment, without having to participate in further training.

9. Complaint & Appeal

- 9.1 Appeal Policy has been notified to provide an opportunity to the trainees/candidates for appeal against un-professional/ corrupt practices by the assessors under CBT&A System. Candidates may submit written appeal against the decision/judgment made by assessors in the light of **APPEAL POLICY Annexure- M.**
- 9.2 Trainees / candidates are entitled to submit written complaint alongwith supporting documents, against any irregularity in Formative Assessment / Monthly Test, directly to the Principal / Manager Assessment Centre. Principal is bound to decide the matter within one week from the date of receipt of complaint and will intimate trainee in writing.
- 9.3 Complaints related to Integrated Assessment may be submitted to the “Appeal Committee TTB” by the trainee/candidate on prescribed **TRAINEE APPEAL FORM Annexure-N.**



SCHEDULE

1-Year Courses

6-Months Courses



Annexure – B

CBT

NATURE OF INTEGRATED ASSESSMENT

Level-1 & Level-2

In order to declare “Competent”, trainee needs to perform at least at “**Satisfactory**” level in all three aspects of competency i.e Knowledge, Skill & Attitude “Un-Satisfactory” performance in any aspect will be deemed as “Not Yet Competent”.

1. Knowledge Assessment

Time: One Hour
a.m.

From 9:00 a.m. to 10:00

Design of Questions	Parts	No. & Type of Questions	Division of Marks	Total Marks
Check abilities consistent with the level of qualification: Remember /Recall Comprehension Application Analysis Synthesis Evaluation	Objective	15- MCQs	15*2=30	100
		10- Fill in the Blanks	10*2=20	
		5- MCQ with Reasoning	5*4 = 20	
	Subjective	5- Short Questions Answers	5*6 = 30	

Note: For certain Qualifications, where the candidates have limited literacy, Knowledge Assessment will consist of 25- MCQ only, having weightage of 4 marks each.

Break: From 10.00 a.m to 10.30 a.m

2. Skill Assessment

Time: Four Hours
p.m.

From 10:30 a.m. to 2:30

Nature of Task	Time	Total Marks
Perform various tasks OR Prepare a Job consisting of different skills	4- Hours	100

3. Attitude

Observation of Attitude during carrying out of Skill Assessment



Annexure – C

CBT

EVIDENCE MATRIX FOR ASSESSMENT PLANNING

Name of Institute/ Assessment Centre: _____ Inst.Reg.No. _____

CBT Qualification: _____ Level: _____

Training Start Date: _____ Training Completion Date: _____

Name of Instructor: _____ Designation: _____

Note:- CBT Instructor will plan Evidences for Training Course and display it in class room.

Sr. No.	Competency Standards & Competency Units	Written Test / Oral Q	Assignments	Practical Test	Projects	Observation of Attitude	Portfolio	Presentations	Role Play / Simulation
		Plz Tick the relevant boxes as per requirements of Competency Units							
1									
1.1									
1.2									
1.3									
1.4									



Sr. No.	Competency Standards & Competency Units	Written Test / Oral Q	Assignments	Practical / Skill Test	Projects	Observation of Attitude	Portfolio	Presentations	Role Play / Simulation



Annexure –D

CBT MARKING SHEET FOR SKILL ASSESSMENT (PRACTICAL / PROJECT)

Date of Assessment: _____

Name of Institute/ Assessment Centre: _____ Inst. Reg.No. _____

CBT Qualification: _____ Level: _____

Name of Trainee: _____ Reg. No. _____

Part - A

No.	Functioning Criteria	Initial Marks (Rating 10-0)	Difficulty Factor	Marks Obtained
1	Function of reverse motor		2	
2	Function of forward motor		3	
Sum A				

Part - B

No.	Quality Criteria	Initial Marks Rating 10-7-3-0	Difficulty Factor	Marks Obtained
1	Laying of P.V.C Pipe		1	
2	Fixing of Accessories		3	
3	Tightness of Terminal Screw		2	
4	Dimension 150mm		2	
5				
Sum B				
Total A + B				

Reduction Factor = Sum of Factors ÷ 10 = _____

Final Marks = Total Marks Obtained ÷ Reduction Factor	
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Name of Assessor : _____ Signature: _____

Designation / Reg. ID: _____ Cell No. _____

Note: Performance Criteria for Functioning and Quality of work will be mentioned for specific task, in line with Competency Standards and Assessment Guide. Difficulty Factor for criteria may range from 1 to 3, i-e easy to difficult.



Annexure – E

CBT
MARKING SHEET FOR OBSERVATION OF ATTITUDE
 DURING SKILL ASSESSMENT (PRACTICAL / PROJECT)

Date of Assessment: _____

Name of Institute/ Assessment Centre: _____ Inst.Reg.No. _____

CBT Qualification: _____ Level: _____

Name of Trainee: _____ Reg. No. _____

No.	Performance Criteria	Un-Satisfactory	Satisfactory	Good
1	Understanding of Task Requirements			
2	Preparation of Work Station			
3	Sequence of Operation			
4	Handling of Tools & Equipment			
5	Observance of Safety Rules			
6	Cleanliness at Work Station			
7	Dealing with Contingencies			
8	Time Management			
9	Discipline during Assessment			
Overall Rating				

Name of Assessor : _____ Signature: _____

Designation / Reg. ID: _____ Cell No. _____

Note: “Satisfactory” performance is must to declare Competent. Unsatisfactory performance in two minor criteria may be ignored, under reasonable adjustment.



Annexure – F

CBT MARKING SHEET FOR PRESENTATION / ROLE PLAY

Date of Assessment: _____

Name of Institute/ Assessment Centre: _____ Inst.Reg.No. _____

CBT Qualification: _____ Level: _____

Name of Trainee: _____ Reg. No. _____

No.	Performance Criteria	Un-Satisfactory	Satisfactory	Good
1	Design of Presentation			
2	Organization of Information/Material			
3	Relevance of Information/ Contents			
4	Verbal Communication			
5	Body Language & Eye Contact			
6	Confidence & Enthusiasm			
7	Response to Questions			
8	Time Management			
9	Discipline during Assessment			
Overall Rating				

Name of Assessor : _____ Signature: _____

Designation / Reg. ID: _____ Cell No. _____

Note: “Satisfactory” performance is must to declare Competent. Unsatisfactory performance in two minor criteria may be ignored, under reasonable adjustment.

Hard copy of presentation will be attached with marking sheet.



Annexure – G

CBT TRAINING ACHIEVEMENT SUMMARY

Name of Institute: _____ Inst.Reg.No. _____ District: _____

CBT Qualification: _____ Level: _____

Trainee Name: _____

Father's Name: _____

CNIC/B. Form No. _____

Training Start Date: _____

Signature & Thumb Impression of Trainee

Training Completion Date: _____ OR Training Termination Date: _____

Name of Instructor: _____

Designation: _____ Signature of Instructor : _____

Note:- Evidences of Monthly Test for Knowledge, Skill & Attitude are basis for Judgment.

Competency Standards & Units Covered in Monthly Test	Date of Assessment	Performance Judgment (Plz ✓)		Instructor's Signature	Trainee's Signature
		C	NYC		
Monthly Test 1: - - - -					
Monthly Test 2: - - - -					

**Verified by Principal
Signature & Stamp**



Competency Standards & Units Covered in Monthly Test	Date of Assessment	Performance Judgment (Plz ✓)		Instructor's Signature	Trainee's Signature
		C	NYC		
Monthly Test 3:					
Monthly Test 4:					
Monthly Test 5:					
Monthly Test 6:					
Monthly Test 7:					

Verified by Principal
Signature & Stamp



Annexure –H

Name of Institute: _____

Inst.Reg.No. _____ District: _____

**CBT
Registration Form**

CBT Qualification: _____

Level: _____

Sr. No.	Name of Trainee	Father's Name	CNIC / B-Form No.	Date of Birth (DD/MM/YYYY)	Qualification of Trainee	CBT Qualification	Start of Training (DD/MM/YYYY)

Principal
Signature & Stamp

Annexure –I

CBT ADMITTANCE SLIP

Name of Institute/ Assessment Centre: _____

Reg No. of Institute/ Assessment Centre: _____

Name of Trainee: _____

Father's Name: _____

CBT Qualification: _____

Level: _____

Final Assessment on: _____ Signature of Candidate:

Registration No. of TTB: _____

Signature & Stamp
Assistant Manager
Trade Testing Board
Punjab

Signature & Stamp
Principal / Manager
Assessment Centre

Write the name of
trainee & father's
name on back side of
photo
and
Staple Here

Copy For TTB Record

CBT ADMITTANCE SLIP

Name of Institute/ Assessment Centre: _____

Reg.No. of Institute/ Assessment Centre: _____

Name of Trainee: _____

Father's Name: _____

CBT Qualification: _____ Level: _____

Final Assessment on: _____ Signature of Candidate:

Registration No. of TTB: _____

Signature & Stamp
Assistant Manager
Trade Testing Board
Punjab

Signature & Stamp
Principal / Manager
Assessment Centre

Write the name of
trainee & father's
name on back side of
photo
and
Staple Here



Annexure – J

Name of Institute: _____

Inst.Reg.No. _____ District: _____

**CBT
Recommendations Form**

CBT Qualification: _____

Level: _____

Sr. No.	TTB Reg. No.	Name of Trainee	Father's Name	CNIC / B-Form No.	Attendance %age	All Monthly Test Competent / NYC	Status Eligible / Not Eligible

Note:- Original **Training Achievement Summary** of each trainee must be attached with the list.

**Principal
Signature & Stamp**



Annexure – K**ASSESSOR CODE OF PROFESSIONAL PRACTICE**

A registered NVQF assessor must:

1. Hold current NVQF recognized statements of achievement of Certificates of Qualification that show that they are competent in the competencies that they will assess. They also need to be certified as competent in NVQF assessment.
2. Renew all certificates and qualification at prescribed times.
3. Maintain correct and current contact details (address, phone, email) with NAVTTC.
4. Attend all professional meetings and trainings for registered assessors provided by NAVTTC.
5. Be a person of good character.
6. Not bring the NVQF register of assessors in to disrepute through unprofessional or corrupt conduct.
7. Only provide NVQF assessment through Assessment Centers affiliated with NAVTTC accredited Assessment and Certification bodies.
8. Comply with the processes, standards and schedules of the Assessment Centers.
9. Only provide NVQF assessment for skills for which that the assessor is certified competent and which are described in their certificates of registration.
10. Conduct the assessment at the time and place defined by the Assessment Centers.
11. Conduct the assessment using the current version of NAVTTC validated national assessment package.
12. Conduct the assessments according to the requirements and methods outlined in the relevant national assessment packages.
13. Not seek or accept any gift or remuneration or promise of a gift or remuneration from the individuals that are being assessed or from relatives, sponsors, employers or any other person linked with the individuals being assessed.
14. Not assess any person that is a student or employee or family member of the assessor.
15. Complete all necessary forms and records related to the assessment at the time of assessment.
16. Dispatch all documentation to the Assessment Center according to the processes and schedule set by the Assessment Center.
17. Present current Registered Assessor identification to the individuals being assessed.
18. Correctly identify the individual being assessed.
19. Provide an explanation of the assessment task and conditions of assessment.
20. Explain the grounds for and processes of appeals against assessment.
21. Conduct the assessment in a manner that is fair for the participants and doesn't cause obstacles to achievement on the grounds of gender, ethnicity, social background, or disabilities.
22. Seek alternative methods of assessment that accommodate people with special need.





GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
TRADE TESTING BOARD, PUNJAB
45-GARDEN BLOCK, NEW GARDEN TOWN, LAHORE.
Ph. No. (042) 99239391, 99239392, 99239394.



CBT&A Charges



Annexure – M

GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
TRADE TESTING BOARD, PUNJAB
45-GARDEN BLOCK, NEW GARDEN TOWN, LAHORE.
Ph. No. (042) 99239391, 99239392, 99239394.

**APPEAL POLICY FOR CBT&A****ORDER**

No.TEVTA/TTB/DC-602/2015/

Appeal Policy has been designed with the objective to provide assurance that assessment is fair and transparent. It provides an opportunity to the trainees/candidates for appeal against un-professional/ corrupt practices by the assessors under CBT&A System in Punjab. Following is the procedure:-

1. Trainees / candidates are entitled to submit written complaint alongwith supporting documents, against any irregularity in assessment, directly to Principal / Manager Assessment Center.
2. The Principal will depute another CBT- instructor to probe the matter, verify assessment evidences and put up report to Principal.
3. Principal is bound to decide the matter within one week from the date of receipt of complaint and will intimate trainee in writing.
4. In case trainee feels dissatisfied with the decision of Principal, the trainee may submit Appeal to the **“Appeal Committee TTB”** on prescribed proforma; alongwith all necessary documents as well as TTB processing fee.
5. Incomplete cases will not be processed by **“Appeal Committee TTB”**
6. Appeal Committee of TTB will evaluate the documents of the case. The Committee may invite Assessor / Principal / Trainee for further query in the matter as per requirement. No TA/DA will be paid by TTB in this regard.



7. Complaints related to Integrated Assessment may directly be submitted to the **“Appeal Committee TTB”** by the trainee/candidate on prescribed proforma along with all necessary documents as well as TTB processing fee.
8. Legal representation / council are not allowed in the appeal cases.
9. Appeal Committee is bound to finalize the appeal case within 15-working days, from the date of receipt of complete appeal case and the trainee / candidate will be informed about the decision.
10. Decision made by the Chairperson TTB will be final and cannot be further reviewed by any other authority.
11. Convener Appeal Committee will furnish quarterly report of appeal cases to Chairperson TTB.
12. TTB will charge Rs.300/- as processing fee which will be paid online by the trainee / candidate to TTB Account. While sending the appeal to TTB, copy of deposit slip must be attached with appeal documents.

Dated Lahore the
15th January, 2016.

Manager
Trade Testing Board,
Punjab, TEVTA, Lahore.

EVEN NO. & DATE

CC:-

1. All TEVTA Institutes, Punjab.
2. All District Managers, TEVTA.
3. CBT&A Section, TTB.



Annexure – N



GOVERNMENT OF THE PUNJAB

TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY

TRADE TESTING BOARD, PUNJAB

45-GARDEN BLOCK, NEW GARDEN TOWN, LAHORE.

Ph. No. (042) 99239391, 99239392, 99239394.



Trainee Appeal Form

This form will be used by CBT trainees to submit Appeal to Trade Testing Board Punjab. Before submitting Appeal/Complaint, trainees are expected to read Appeal Policy available at website: www.ttbp.edu.pk

The form must be complete in all respect and following must be attached with the form before sending it to Appeal Committee TTB:

1. Copy of CNIC
2. Affidavit on Stamp Paper of Rs.100/- solemnly declaring that contents of Appeal/Complaint are true & correct.
3. Supporting Documents
4. Copy of TTB processing fee deposit slip

Trainee Contact Information	
Trainee Name	
Father's Name	
CNIC No.	
Address	
Tel/Mobile No.	
Email	
Trainee Academic Information	
Name of Institute	
CBT Qualification & Level	
TTB Registration No.	
Admission Date	



Write your Appeal / Complaint clearly & briefly (English/Urdu)

What remedy are you seeking to resolve the matter?

Trainee Signature:

Date:

