

CONDUCT OF EXAM – AFFILIATED / CONSTITUENT INSTITUTES

1. **General.** Smooth conduct of examination is an important step in learning assessment. Consequent to the approval of conduct of exams (of various courses being run by affiliated institutions with NUTECH Skills Development Department, NSDD) by NUTECH Exam Office, a need has been felt to formulate a policy, so that all kind of assessment/exams could be undertaken in an organized manner. Resultantly, a policy has been formulated which consist two parts i.e Competency Based Training & Assessment (CBT&A) and Non Competency Based Training & Assessment (Non-CBT&A).

PART - I

2. **Competency Based Training & Assessment (CBT&A).** Procedure of competency based training assessment is as under:-

a. **Assessment.** Assessments in the competency-based system differ fundamentally from non- competency based system. In competency based assessments, individual's performance is assessed against defined competency standards, which are required to perform a job. Individuals are not compared against other individuals; they do not receive scaled grades, but they are graded as 'Competent' or 'Not-yet Competent'. National Vocational Qualifications Framework (NVQF) assessment therefore includes the full range of activities that clarify a candidate's skills, knowledge and attitude. It also includes different methods for examining competencies, such as demonstrations, simulations, presentations, assignments, projects, creations and scenarios. All National Vocational Qualifications (NVQs) are composed of competency standards, which are a combination of generic, functional and technical assessments. The set-up, quality and integrity of the assessment system are crucial to gain recognition for Technical and Vocational Education and Training (TVET) certificates by candidates. Certain defined quality criteria, which prescribe the competency-based assessments shall:

- (1) Require standards to be set and validated by industry and end-user groups.
- (2) Rely on assessment packages developed and validated for all NVQF qualifications.
- (3) Ensure competence and integrity of the registered assessors who are trained and observe fully the assessor's code of professional practice.
- (4) Provide an opportunity to the candidate for appeal against unprofessional or corrupt practice by the assessor; use of incorrect, unapproved or outdated assessment instruments.
- (5) Include a moderation system to ensure that the assessment tasks and judgments that are made for any competency are the same as or equivalent

to any others that are being administered anywhere in the national system for the same competencies.

(6) CBT&A qualified students will be awarded NUTECH certificate.

b. **Conduct.** It consists of two stages:-

(1) **Planning Stage.** Actions to be taken during planning stage:-

(a) Detailed Academic calendar/schedule of course will be provided by respective institute to NUTECH Exam Office on six monthly basis as under:-

i. **1st week of December.** Schedule of the courses to be run during 1st Half next year.

ii. **1st week of June.** Schedule of the courses to be run in 2nd Half next year.

(b) After commencement of the course, following information will be provided within 2 weeks of start of the course:-

Ser	Course Title	Duration	From	To	CBT/Non CBT	Likely Final Exam Dates	Remarks (Any other Info)
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(c) Duly verified formative assessment marks of the course will be forwarded to NUTECH Exam Office before final exams along with nominal roll of students.

(d) Change in exam schedule (if any) will be communicated to Exam Office minimum two weeks in advance. However, its secrecy / security will be ensured through all possible means.

(e) Question Paper (Soft & Hard copy) should reach NUTECH Exam Office minimum three weeks before the completion of course.

(f) Final date sheet along with detailed instructions will be issued by NUTECH Exam Office, at least 10 x days prior to the final exam.

(g) Respective institute will ensure that instructions issued by NUTECH Exam Office are followed in letter and spirit.

(h) A coord conference will be held 5-6 days before final exam to discuss exam related issues.

(2) **Implementation Stage.** Some of the actions are:-

(a) External Examiner (Certified Accessor) will be detailed to conduct the final exam and he/she will ensure papers received shall be in sealed envelope.

- (b) Award list of CBT&A program must be completely filled and duly signed by External Examiner.
- (c) Result sheet showing obtained marks / status of qualification in final exam will be shared with respective institute within one week.
- (d) Consequent to the issuance of result notification, certificates of the qualified students will be issued to respective institute by NUTECH Exam Office.
- (e) TA & remuneration will be processed from this office as per the NUTECH policy.
- (f) Duly checked Answer sheets will be returned to respective Institute, who are responsible to ensure safe custody of marked answer sheets for future record as per policy.

PART - II

3. **Non-Competency Based Training & Assessment (Non-CBT&A).** Procedure of Non-Competency Based training & Assessment along with timeline is as under:-

- a. **Assessment.** All registered candidates are eligible to appear in the examination after completion of their schedule training program or attaining the required length of experience provided that:
 - (1) The institute submits the assessment request / form in time, along with prescribed fee to NUTECH.
 - (2) To be eligible to appear in any level of assessment / trade test a candidate of an institution shall have completed the required course.
 - (3) 40% marks in knowledge test & 60% marks in skills test, conducted during training period are pre-requisite to appear in the examination. The record of these marks will be maintained by the respective trade in-charge which will be presented, if required.
 - (4) The candidate of institutional training system must have 80% attendance of the total training program.
 - (5) Qualified students will be awarded NUTECH certificate.
 - (6) NUTECH may reject / cancel / withhold any examination / admission form for any reason of policy variation.
- b. **Conduct.** It consists of two stages:-
 - (1) **Planning Stage.** Actions to be taken during planning stage:-
 - (a) Detailed Academic calendar / schedule of course will be provided by respective institute to NUTECH Exam Office on six monthly basis as under:-
 - i. **1st Week of December.** Schedule of the courses to be run during 1st Half next year.

ii. **1st Week of June.** Schedule of the courses to be run in 2nd Half next year.

(b) After commencement of the course, following information will be provided within 2 weeks of start of the course:-

Ser	Course Title	Duration	From	To	CBT/Non CBT	Likely Final Exam Dates	Remarks (Any other Info)

(c) Duly verified sessional marks of the course will be forwarded to NUTECH Exam Office before final exam along with nominal roll of students.

(d) Change in final exam schedule (if any) will be communicated to Exam Office minimum two weeks in advance.

(e) 2 x sets of Question Papers (Soft & Hard copy) along with detailed solution should reach NUTECH Exam Office minimum three weeks before the completion of course. However, its secrecy / security will be ensured through all possible means.

(f) Final date sheet along with detailed instructions will be issued by NUTECH Exam Office, at least 10x days prior to the final exam.

(g) Respective institute will ensure that instructions issued by NUTECH Exam Office are followed in letter and spirit.

(h) A coord conference will be held 5-6 days before final exam to discuss exam related issues. Exact date/RV will be intimated separately.

(i) Respective institutes are responsible for provision of all kind of stationary and will ensure that answer sheets & extra sheets are forwarded 2-3 days prior to exam for stamping/numbering etc.

(2) **Implementation Stage.** Some of the actions are:-

(a) NUTECH Exam Office will detail/arrange the following invigilating staff depending upon the type of exam:-

- i. Exam Superintendent
- ii. Invigilators
- iii. External Examiners (Subject Specialist) / Certified Accessor

(b) Exam superintendent will ensure the papers must be in sealed envelope while receiving.

(c) External examiners will return back answer sheets (duly marked / checked) within 02 weeks in sealed envelope along with proper filled mark sheet.

- (d) Consequently, result (showing obtained marks in final exam) will be shared with respective Institute.
- (e) After receiving result of final exam, respective Institute will share verified final result sheet by (including sessional marks) within one week, for the issuance of result notification.
- (f) Consequent to the issuance of result notification, certificates of the qualified students will be issued to respective institute by NUTECH Exam Office.
- (g) TA & remuneration will be processed from this office as per the NUTECH policy.
- (h) Duly checked answer sheets will be returned to respective Institute, who are responsible to ensure safe custody of marked Answer sheets for future record as per policy.

4. **Conclusion.** Efforts have been made to meet the standards set by National Vocational and Technical Training Commission (NAVTTTC) for the smooth conduct of short courses exams. It is hoped that its implementation will ensure smooth conduct of exams and help in avoidance of any flaws/ discrepancies during planning and implementation stage.

(This policy may be reviewed on required basis)