Annex / A

NAVTTC

ASSESSMENT & PROMOTION RULES FOR LEVEL 5 DIPLOMA OF ASSOCIATE ENGINEER (DAE)

1. Definition

1.1.	**Board**	Means the Boards of Technical Education (BTE) / Board of Technical & Commerce Education (BT&CE).
1.2.	**Institute**	Means a college / institute affiliated with the Board for offering Level 5 Diploma of Associate Engineer courses.
1.3.	**Principal**	Means the Head of the Institute, affiliated with the Board.
1.4.	**Subject**	Means a module comprising theory and practical components or any one of them prescribed in the Scheme of Studies of a particular Technology course.
1.5.	**Course**	Means a technology course comprising theory and practical subjects or any one of them, prescribed in the Scheme of Studies of a particular Technology which includes core, allied and related subjects / modules
1.6.	**Scheme of Studies**	Means a structured plan for each technology that outlines the curriculum (covering code numbers of subject / module, names, number of hours allocated per week to theory, practical and credit assigned thereto)
1.7.	**Theory**	Means the knowledge part of the subject / modules, which is based on cognitive abilities.
1.8.	**Practical**	Means that part of subject / module which falls under psychomotor domain and involves all activities carried out in a laboratory, workshop or in the field. The concept of this expression has been extended to cover the practice of drawing design, calculation and visits to work, for which periods have been allocated in the scheme of studies.
1.9.	**Formative Assessment**	Means the assessments conducted by the Institute at least thrice a year covering parts of knowledge or practical or both i.e. the job sheets, design, projects and report completed within the period allocated for this purpose in the scheme of studies during the whole academic session.
1.10.	**Summative Assessment**	Means the assessments conducted by the Board at the end of the academic session covering part of knowledge or practical or both for the marks allocated for this purpose in the scheme of studies.
1.11.	**Portfolio**	Means formative assessments-a part of practical (A portfolio is a systematic collection of student work that represents student activities, accomplishments, and achievements over a specific period of time in one or more areas of the curriculum).

2. General

2.1. The First, Second and Third year examinations of L-5 Diploma of Associate Engineer will be held twice a year on annual basis on such dates and at such places as determined by the Board from time to time and will be opened to those candidates who are eligible to appear in these examination under these rules. The two examinations will be termed as 1st and 2nd annual summative assessments (examination) respectively.

2.2. For eligibility to appear in the examination a candidate must have:

i) Been duly enrolled in an institute affiliated with the Board.
ii) Been registered with the Board by the dates fixed by the Board.
iii) Fulfilled the attendance requirement as laid down in rules.

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iv) Satisfied the Principal of the institute of his/ her conduct according to in-vogue rules and regulations.
v) Cleared the formative assessments conducted and duly communicated to respective QAB before deadline fixed by the Board, during the respective academic session.

2.3. One contact hour of theory or three contact hours of practical carry one credit of 50 marks.

3. Assessment Rules (Formative Assessments)

3.1. The formative assessments of the theory as well as practical component for all Subjects / modules shall be conducted and compiled by the Institute.

3.2. For the subjects / modules with only theory / knowledge component, theory papers shall be conducted at least thrice a year for all three years respectively. A candidate must obtain at least 60% and above in the component

3.3. For subjects / modules with only practical component, practical assessments shall be taken at least thrice a year for all three years respectively. A candidate must obtain 100% to be declared as successful.

3.4. For subjects / modules with mixed theory / knowledge and practical components, a hybrid formative assessments method with part (A) knowledge (MCQs/RRQs) and part (B) practical shall be taken at least thrice a year. A candidate must obtain 60% in theory component and 100% in practical component to be declared as successful.

4. Assessment Rules (Summative Assessments)

4A. For Core Subjects or Technology Modules (technology related only)

4.1. Total weightage in grading will be according to the theory & practical bifurcation (T P C) presented in the Scheme of Studies of respective Level 5 DAE qualifications.

4.2. Total weightage of portfolio will be 20% of the marks for the total practical component.

4.3. In order to be declared competent in the knowledge component, a candidate must obtain at least 60% and above in the component.

4.4. The practical component will comprise of the following categories.

		Total Marks %age
4.4.1. Practical component (Summative Assessments)		
4.4.1.1. Critical tasks	80%	80%
4.4.1.2. Non-Critical tasks	20%	
4.4.2. Portfolio (Formative Assessments)		20%
	Total	100%

4.5. In order to be declared as competent in practical component / training, a candidate must obtain 100% in critical tasks (80% weightage of practical component excluding 20% marks for portfolio). However, the remaining 20% shall be assigned to the non-critical tasks of the practical component.

4.6. In order to to be declared as competent in portfolio assessment, a candidate must obtain at least 50% of the marks assigned to the portfolio.

4.7. The portfolio will be checked by concerned Head of Department and endorsed by the Principal of the Institute "before submitting / presenting to the assessor"

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4B. For Allied / Related Subjects / Modules (other than technology courses)

4.8. In order to to be declared as competent in theory component, a candidate must obtain at least 40% marks in the component.

4.9. In order to be declared as competent in practical component, a candidate must obtain at least 50% marks in the component.

However, for both 4A and 4B, the followings shall be observed:

4.10. In order to be declared as competent in a subject / module it will be necessary to pass in theory and practical components of that subject separately.

4.11. A candidate who has been declared as competent in either theory or practical component of subject / module will not require to re-appear in that component.

4.12. A candidate who has been declared as competent in formative assessments will not be required to repeat that part.

4.13. The summative assessment of the theory as well as practical component for all subjects / modules shall be conducted by the Board:

4.13.1. For the subjects / modules with only theory / knowledge component, theory papers shall be taken.

4.13.2. For subjects / modules with only practical component, practical assessments shall be taken.

4.13.3. For subjects / modules with mixed theory / knowledge and practical components, a hybrid assessment method with part (A) knowledge (Multiple Choice Questions / Restricted Response Questions) and part (B) practical shall be taken.

4.13.4. For subjects / modules with mixed theory / knowledge and practical components, a hybrid summative assessment method with part (A) knowledge (MCQs/RRQs) and part (B) practical shall be assessed by the external assessor. However, knowledge part shall be prepared by the Board and delivered to the Assessment centres on such day and time as fixed by the Board.

4.14. Absence for whatsoever reason from the examination as a whole or a part thereof will be considered as failure in the examination or the relevant subjects / modules.

5. Grading System

5.1. The following grading system as adapted from the new grading scheme of Pakistani examination boards (reference IBCC 182nd meeting) shall be implemented:

Grade	In Percentage	Description
A++	96% to 100%	Extraordinary
A+	91% to 95%	Exceptional
A	86% to 90%	Outstanding
B++	81% to 85%	Excellent

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Grade	In Percentage	Description
B+	76% to 80%	Very Good
B	71% to 75%	Good
C+	61% to 70%	Fairly Good
C	51% to 60%	Above Average
D	41% to 50%	Emerging
U	Below 40%	Un-Graded

6. Promotion Rules

A. First Year Class

6.1. The candidates of first year will be promoted to second year provisionally, however if a candidate fails to be declared as competent in at least two (2) subjects / modules during 1st or 2nd Annual summative assessment, his /her admission / registration will be cancelled or will have to re-register in the respective technology, as decided by the Board

6.2. A first-year candidate who has been declared as competent in at least two (2) subjects / modules in 1st or 2nd Annual summative assessment but fails in other subjects / modules, he / she will be allowed to appear in the forthcoming summative assessments in the failing Subjects / modules as compart candidate

B. Second Year Class

6.3. A second-year candidate who fails to be declared as competent in any number of subjects / modules of second year of his / her Technology in the summative assessments of that session, will be promoted to third year class and will be required to re-appear in the failing subjects / modules In the forthcoming consecutive summative assessments as compart candidate

C. Third Year Class

6.4. A third-year candidate who has been declared as competent in at least 2 (Two) subjects / modules of first year and has completed the prescribed subjects / modules of second year becomes eligible to appear in the third-year summative assessments of his / her session. In case he / she fails in any number of subjects / modules in the summative assessments, he / she shall have to pass all the failing subjects / modules in the forthcoming consecutive specified chances.

However,

6.5. The candidate has to be declared as competent for his / her whole L5 DAE subjects / modules in the twelve (12) forthcoming consecutive summative assessments.

6.6. A candidate who fails to be declared as competent in his / her diploma within specified twelve (12) number of chances, his / her registration shall stand cancelled.

6.7. A candidate who does not appear in any summative assessments conducted by Board for any reason will lose his / her chance out of the twelve (12) prescribed forthcoming consecutive chances from the date of his / her registration.

6.8. Chance missed due to any reason will be treated as chance availed.

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7. Award of Diploma

7.1. The Board shall award diploma to successful candidates after successful completion of the requirements for award of Diploma, as per grading criteria at Sr. 5. The GPA shall be printed after adoption of New Grading scheme by all Examination Boards nationwide.

8. Attendance Rules

8.1. A candidate must have completed 80% attendance of prescribed lectures in order to be eligible to appear in the summative assessments.

8.2. The Principal may condone up to 10% shortage of attendance on the basis of genuine grounds produced before him / her for his / her satisfaction.

8.3. If a candidate is short of the required percentage of attendance at the time of submission of admission form and fees to the Board but is likely to make up the shortage in due course of time, the Head of institute may send his admission form and fee provisionally to the Board subject to confirmation when the candidate actually makes up the shortage. In case the candidate is unable to make up the shortage, the Principal of institute shall withdraw his candidature by writing to the controller of examination not later than the 15th day before the commencement of the summative assessment.

8.4. No examination form or fee shall be accepted unless it is routed through the Principal concerned.

8.5. Attendance should be counted on the basis of total number of contact hours, Theory and Practical, for which the classes were actually held during an academic session.

8.6. If a candidate is officially sent to take part in some co-curricular activities, his / her percentage of attendance will be counted on the basis of total attendance including the lessons / practicals missed during the authorized absence.

8.7. The detailed record of attendance shall be produced for inspection to the Board or on inspection of senior officer as and when required.

9. Special Chance

9.1. Special chance shall be given to any candidate as prescribed by the Board from time to time, after he / she has availed the prescribed number of chances

10. Admission to Another Level- 5 Diploma Courses / Technology

10.1. After having qualified for the award of Diploma of Associate Engineer in one Technology, admission for second Diploma in another Course / Technology is allowed.

11. Improvement of Division / Grade

11.1. A candidate of L5 DAE can improve his / her grade / division / marks in theory component only, within one year after being declared competent for whole L5 DAE or after being declared competent for first, or second, or third year as prescribed by the Board.

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11.2. He / She will be allowed to reappear in any number of subjects / modules as prescribed by the Board for improvement of division/marks.

11.3. In case a candidate does not improve the marks in any one of the subjects / modules for which he / she re-appeared then his / her old postings will be carried out.

11.4. If a candidate wants to reappear in more than the subjects / modules as prescribed by the Board than he / She has to reappear in all the subjects of his / her technology.

12. Grace Marks

12.1 The Grace Marks shall be awarded to only those candidates who have already appeared in third (3rd) year summative assessments but failed to be declared as competent.

i. Grace marks will be awarded 0.5% of the Theory component.
ii. 0.5% marks will be calculated excluding Practical / formative assessment marks on the basis of marks of 1st, 2nd & 3rd year separately of each technology.
iii. Grace marks as above will not be awarded in more than Two subjects / modules.
iv. Not more than Six (06) Grace Marks will be awarded in one subject / module.
v. Grace marks will not be awarded in Practical component.
vi. Grace marks will not be awarded to those candidates who are improving Marks / Grade / Division.

13. Eligibility for Admission in Level 5 D.A.E.

13.1. Only those candidates are eligible for admission in L5 DAE (i.e. equivalent to HSSC Science group) who have passed S.S.C (Science group) / TSC / Matric Tech (Science group) or equivalent. The merit for admission will be determined by the Board, for admitting institutes, as prescribed from time to time.

13.2. Those candidates are eligible for admission in L5 three-Years' Diploma(i.e. equivalent to HSSC humanities group) who have passed S.S.C / TSC / Matric Tech or equivalent. The merit for admission will be determined by the Board, for admitting institute, as prescribed from time to time.

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Annex-B

Level 5 Diploma of Associate Engineering (DAE)
_____ Technology

Formative Assessment - _____ Module _____

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Table of Contents

1.1. Assessor's Judgement Guide (Portfolio) 3
1.1.1. Candidate Information 3
1.1.2. Assessment Summary 3
1.1.3. Knowledge Assessment 3
1.1.4. Practical Skill's Demonstration Assessment 4
1.1.5. Marking (Portfolio): 5
1.2. Instruction Sheet for Candidate (Arial 12) 7
1.3. Annexure I – Multiple Choice Questions (MCQs) Bank 8
1.4. Annexure II – Restricted Response Questions (RRQs) Bank 8
1.5. Annexure III – Practical Skill's Demonstration Assessment 8

Instructions for Assessors:

a. The assessors (teachers / instructors) shall only use section 1.1. "Assessor's Judgement Guide" for conducting the formative assessments. All other information shall be used on need basis.
b. For conducting formative assessments (knowledge assessment part), the Assessor shall randomly select the questions from Annexure I & II.
c. For conducting formative assessments (Practical skill's demonstration), the Assessor shall copy the concerned section from Annexure III.

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1.1. Assessor's Judgement Guide (Portfolio)

1.1.1. Candidate Information

Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____			
Module (with CODE)				
Purpose of Assessment	**Formative Assessment[1]:**	**FA - 1** ☐	**FA - 2** ☐	**FA - 3** ☐

1.1.2. Assessment Summary

Activity	**Method**					**Result**	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Knowledge Assessment							
Practical Skills Demonstration							
Other Requirement							

1.1.3. Knowledge Assessment

Multiple Choice Questions[2]:	**Marks (00)**
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total	__ / 00

[1] The assessor shall mark the assessment as A or B or C. In total, the formative assessments shall be conducted in minimum 3 parts.

[2] The assessor shall insert random MCQs from the MCQ bank attached as **Annexure I**

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Restricted Response Questions (RRQs)[3]:	Marks (00)
1. Q1? Answer[4]: _____	
2. Q2? Answer: _____	
3. Q3? Answer: _____	
4. Q4? Answer: _____	
5. Q5? Answer: _____	
Total	__ / 00

1.1.4. Practical Skill's Demonstration Assessment

Observation Checklist[5]

Factor		Assessment Task:		
Critical	Non-Critical	During the practical assessment, candidate demonstrated the following skills:	Yes	No
		•		
		•		
		•		
		•		
		•		
		•		
		•		
		•		
		•		
		•		

[3] The assessor shall insert random RRQs from the RRQ bank attached as **Annexure II**
[4] Please add additional lines (where required)
[5] The assessor shall insert the concerned section of the Practical Skills Demonstration from **Annexure III**

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1.1.5.Marking (Portfolio):

A. Formative Assessment 1 (Date __/__/____)

	Marks Obtained (Out of 00)
A. Multiple Choice Questions	
B. Restricted Response Questions	
C. Practical Skill's Demonstration Assessment	
Total (out of 00)	

B. Formative Assessment 2 (Date __/__/____)

	Marks Obtained (Out of 00)
A. Multiple Choice Questions	
B. Restricted Response Questions	
C. Practical Skill's Demonstration Assessment	
Total (out of 00)	

C. Formative Assessment 3 (Date __/__/____)

	Marks Obtained (Out of 00)
A. Multiple Choice Questions	
B. Restricted Response Questions	
C. Practical Skill's Demonstration Assessment	
Total (out of 00)	

D. Consolidated Marking (Date __/__/____)

	Total Marks	Marks Obtained
Formative Assessment – I		
Formative Assessment – 2		
Formative Assessment – 3		
Grand Total - Portfolio		

Equivalent Weightage of Portfolio: *(converted to 20%)*	

Assessment Outcome	**COMPETENT** ☐ **NOT YET COMPETENT** ☐ **Name of the Assessor**_____ **Assessor's code:** _____ **Signature:** _____

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Feedback to the Candidate
Candidate's Signature_____ **Assessor's Signature** _____ **Verifier's[6] Signature** _____

[6] The verifier can be the Principal of the Institute or Head of Department or representative of NAVTTC or of the respective provincial Board of Technical Education

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1.2. Instruction Sheet for Candidate (Arial 12)

Qualification	**Level 5 DAE _____ Technology**			
Modules				
Candidate Details	Name_____ Registration/Roll Number_____			
Guidance for Candidate	**The Formative Assessments shall be conducted in 3 parts as per the proportion below:** • Multiple Choice Questions (MCQs) • Restricted Response Questions (RRQs) • Practical Skill's Demonstration			
Type of Assessment & Duration	**Formative Assessment**	**FA – 1**	**FA – 2**	**FA – 3**
		0 Hours	**0 Hours**	**0 Hours**
Minimum Evidence Required	**FA - 1 (Assessment Tasks):** **a.** **b.** **c.** **FA – 2 (Assessment Tasks):** **a.** **b.** **c.** **FA – 3 (Assessment Tasks):** **a.** **b.** **c.**			
Marking Criteria	The marking criteria shall be competence based. Passing marks for knowledge part (theory component) shall be 60% and for Practical Skills Demonstration (practical component) shall be 80%. The formative assessments conducted during the year shall be treated as portfolio and will carry 20% equivalent weightage as part of final assessments.			

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1.3. Annexure I – Multiple Choice Questions (MCQs) Bank
1.4. Annexure II – Restricted Response Questions (RRQs) Bank
1.5. Annexure III – Practical Skill's Demonstration Assessment

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Annex-C

Level 5 Diploma of Associate Engineering (DAE)
_____ Technology

Summative Assessment - _____Module_____

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Table of Contents

1.1. Assessor's Judgement Guide 3
1.1.1. Candidate Information 3
1.1.2. Assessment Summary 3
1.1.3. Knowledge Assessment 3
1.1.4. Practical Skill's Demonstration Assessment 4
1.1.5. Observation of Attitude / Presentation 4
1.1.6. Marking: 5
1.2. Instruction Sheet for Candidate 7
1.3. Annexure A – Multiple Choice Questions (MCQs) Bank 8
1.4. Annexure B – Restricted Response Questions (RRQs) Bank 8
1.5. Annexure C – Practical Skill's Demonstration Assessment 8

Instructions for Conducting Summative Assessments:

a. The assessors through their respective Boards shall only use section 1.1. "Assessor's Judgement Guide" for conducting the summative assessments. All other information shall be used on need basis.
b. For conducting summative assessments (knowledge assessment part), the Board may randomly select the questions from the question bank maintained by the Board.
c. For conducting summative assessments (Practical skill's demonstration), the Board may use the relevant information from practical bank randomly.
d. The Board may continuously enrich all the question banks from time to time to enhance the quality of content of the assessments.
e. For maintaining the transparency & quality of the assessment regime, the summative assessments shall be set by the Board as per existing practices, in line with the modalities specified in the respective assessment & promotion rules for Level 5 DAE qualifications.

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1.1. Assessor's Judgement Guide

1.1.1. Candidate Information

Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Module	
Purpose of Assessment	**Summative Assessment:**

1.1.2. Assessment Summary

Activity	**Method**					**Result**	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Knowledge Assessment							
Practical Skills Demonstration							
Other Requirement							

1.1.3. Knowledge Assessment

Multiple Choice Questions[1]:	**Marks (00)**
•	
•	
•	
•	
Total	__ / 00

Restricted Response Questions (RRQs)[2]:	**Marks (00)**
Q? Answer: _____	
Q? Answer: _____	
Q?	__ / 0

[1] The assessor shall insert random MCQs from the MCQ bank maintained by the Board
[2] The assessor shall insert random RRQs from the RRQ bank maintained by the Board

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Answer: _____	
Total	___/ 00

1.1.4. Practical Skill's Demonstration Assessment

Observation Checklist[3]

Factor		Assessment Task:		
Critical	**Non-Critical**	During the practical assessment, candidate demonstrated the following skills:	**Yes**	**No**
		•		
		•		
		•		

1.1.5. Observation of Attitude / Presentation

Performance Criteria:	Un-Satisfactory	Satisfactory
• Understanding of task requirement		
• Preparation of workstation		
• Handling of Tools & Equipment		
• Observance of safety rules		
• Body language / eye contact		
• Professionalism		
• Discipline during assessment		
Overall rating (10% marks)		

[3] The assessor shall insert the assessment task and related practical competences (covering all critical and selected non-critical) from **Annexure C**

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1.1.6. Marking (To be filled by the Assessor):

A. Summative Assessment (Knowledge part) ..... Marks 000

	Total Marks	Marks Obtained
i. Multiple Choice Questions 40%		
ii. Restricted Response Questions 60%		
Grand Total (A)	00	

B. Summative Assessment (Practical Skills Demonstration) ..... Marks 000

B1. Marks for practical skills demonstration (Critical + non-critical) 80% of total marks for practical		Total Marks	Marks Obtained
B1.1. Critical Tasks 80%			
B1.1.1. Candidate completes 100% critical tasks	75%		
B1.1.2. Observation of Attitude / Presentation	5%		
B1.2. Non-Critical Tasks 20%			
B1.2.1. Candidate completes 100% non-critical tasks	20%		
B1.2.2. Candidate completes 90% non-critical tasks	15%		
B1.2.3. Candidate completes 80% non-critical tasks	10%		
B1.2.4. Candidate completes 50% to 79% non-critical tasks	5%		
Grand Total (B1.1+1.2)		00	
B2. Formative Assessment (Portfolio) 20% of total marks of practical			
B2.1. Results of formative assessments			
Grand Total (B1 + B2)		20	

Note: Passing marks for knowledge component is 60% and for Practical Skills Demonstration is 80%. However, for a candidate to be declared as competent, s/he shall successfully complete all the critical tasks during the Practical Skills Demonstrations.

Assessment Outcome	**COMPETENT** ☐ **NOT YET COMPETENT** ☐ **Name of the Assessor**_____ **Assessor's code:** _____ **Signature:** _____

Feedback to the Candidate

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Candidate's Signature_____ **Assessor's Signature** _____ **Verifier's[4] Signature**_____

[4] The verifier can be the Principal of the Institute or representative of NAVTTC or of the respective provincial Board of Technical Education

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1.2. Instruction Sheet for Candidate (Arial 12)

Qualification	**Level 5 DAE _____ Technology**
Modules	
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	**The Summative Assessments shall comprise of:** • Multiple Choice Questions (MCQs) • Restricted Response Questions (RRQs) • Practical Skill's Demonstration
Type of Assessment & Duration	**Summative Assessment**
Minimum Evidence Required	**(Assessment Tasks):** **a.** **b.** **c.**
Marking Criteria	Passing marks for knowledge component is 60% and for Practical Skills Demonstration is 80%. However, for a candidate to be declared as competent, s/he shall successfully complete all the critical tasks during the Practical Skills Demonstrations

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1.3. Annexure A - Multiple Choice Questions (MCQs) Bank
1.4. Annexure B - Restricted Response Questions (RRQs) Bank
1.5. Annexure C - Practical Skill's Demonstration Assessment

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Annex-D.

Marking Calculator - Level 5 DAE

Course / Module Name:_____	T	P	* 1 T hour is equal to 50 marks and 3 P hours is equal to 50 marks
	0	0	

A. Summative Assessment (Knowledge part)			Marks	0
			Total Marks	Passing Marks
A1. Multiple Choice Questions	--	40%	0	--
A2. Restricted Response Questions	--	60%	0	--
Grand Total (A) (passing marks 60%)			0	0

B. Summative Assessment (Practical Skills Demonstration)	Marks	0

B1. Marks for practical skills demonstration (Critical + Non Critical) 80% of total marks for practicals	0

B1.1. Critical Tasks			Total Marks	Passing Marks
B1.1.1. Candidate completes 100% critical tasks	75%	80%	0	0
B1.1.2. Observation of Attitude / Presentation	5%		0	

B1.2. Non-Critical Tasks			Total Marks	Passing Marks
B1.2.1. Candidate completes 100% non-critical tasks	20%	20%	0	0
B1.2.2. Candidate completes 90% non-critical tasks	15%			
B1.2.3. Candidate completes 80% non-critical tasks	10%			
B1.2.4. Candidate completes 50% to 79% non-critical tasks	5%			

Grand Total (B1)	0	0

B2. Formative Assessment (Portfolio) *20% of total marks of practicals*			0	
			Total Marks	Passing Marks
a. Result of formative assessments	--	20%	0	0

Grand Total (B1+B2)	0	0

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