

Assessment Evidence Guide

For

**Woodworks
(Carpentry Helper)
Level-2**

(Formative Assessment)



**National Vocational & Technical Training
Commission Islamabad**

Instruction Sheet for the Candidate

Qualification	National Competency Standards Level-2 for Woodworks "Carpentry Helper"
Competency Standard	0722-W&C-05 Maintain Basic Hand Tools (Follow Safety Rules)
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____
	Registration/Roll Number_____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • Maintain Marking Tools • Maintain Cutting Tools • Maintain Planning Tools • Maintain Boring Tools • Maintain Fixing Tools • Maintain Grinding Tools • Maintain Finishing Tools
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Maintain Marking Tools</p> <ol style="list-style-type: none"> 1. Maintain marking knife as per requirement 2. Maintain marking gauge as per requirement 3. Maintain mortise gauge as per requirement 4. Maintain Scratch awl as per requirement 5. Maintain Scriber marking tool as per requirement 6. Maintain Pencils as per requirement <p>Maintain Cutting Tools</p> <ol style="list-style-type: none"> 1. Maintain Rip saws as per requirement 2. Maintain Cross cut saws as per requirement

	<ol style="list-style-type: none"> 3. Maintain Back saw as per requirement 4. Maintain Dovetail saw as per requirement 5. Maintain Bow saw as per requirement 6. Maintain Key hole saw as per requirement <p>Maintain Planning Tools</p> <ol style="list-style-type: none"> 1. Maintain Bench Planes as per requirement 2. Maintain Block Planes as per requirement 3. Maintain Plane Alternatives as per requirement <p>Maintain Boring Tools</p> <ol style="list-style-type: none"> 1. Maintain Wood Drill Bits as per requirement 2. Maintain Auger bit as per requirement 3. Maintain Expansion bit as per requirement 4. Maintain Twist bit as per requirement 5. Maintain Spade bit as per requirement 6. Maintain Brad point bit as per requirement 7. Maintain Forstner bit as per requirement 8. Maintain Center bit as per requirement 9. Maintain bradawl tool as per requirement 10. Maintain Woodworking brace tool as per requirement <p>Maintain Fixing Tools</p> <ol style="list-style-type: none"> 1. Maintain Spring Clamps as per requirement 2. Maintain C-Clamps as per requirement 3. Maintain Bar-Clamps as per requirement 4. Maintain Strap/web Clamps as per requirement 5. Maintain Screw Clamps as per requirement 6. Maintain F- Clamps as per requirement 7. Maintain woodwork bench vise as per requirement <p>Maintain Grinding Tools</p> <ol style="list-style-type: none"> 1. Maintain Oil stone as per requirement 2. Maintain File tools as per requirement <p>Maintain Finishing Tools</p> <ol style="list-style-type: none"> 1. Maintain Scribing Tool as per requirement
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	<ul style="list-style-type: none"> 2. Maintain Wood Rasps/Files as per requirement 3. Maintain Spokes have as per requirement 4. Maintain Sand paper as per requirement
Portfolios	Portfolios required at the time of assessment (if any)

Assessors Judgment Guide

Qualification	National Competency Standards Level-2 for Woodworks "Carpentry Helper"
Competency Standard	0722-W&C-05 Maintain Basic Hand Tools (Follow Safety Rules)
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-between; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Assessment Task		<ul style="list-style-type: none"> • Maintain Marking Tools • Maintain Cutting Tools • Maintain Planning Tools • Maintain Boring Tools • Maintain Fixing Tools • Maintain Grinding Tools • Maintain Finishing Tools 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Wear personal protective equipment (PPE)			
2.	Follow standard operating procedures which are written in each manual.			
3.	Maintain marking knife as per requirement			
4.	Maintain marking gauge as per requirement			
5.	Maintain mortise gauge as per requirement			
6.	Maintain Scratch awl as per requirement			
7.	Maintain Scriber marking tool as per requirement			
8.	Maintain Pencils as per requirement			
9.	Maintain Rip saws as per requirement			
10.	Maintain Cross cut saws as per requirement			
11.	Maintain Back saw as per requirement			
12.	Maintain Dovetail saw as per requirement			
13.	Maintain Bow saw as per requirement			
14.	Maintain Key hole saw as per requirement			

15.	Maintain Bench Planes as per requirement			
16.	Maintain Block Planes as per requirement			
17.	Maintain Plane Alternatives as per requirement			
18.	Maintain Wood Drill Bits as per requirement			
19.	Maintain Auger bit as per requirement			
20.	Maintain Expansion bit as per requirement			
21.	Maintain Twist bit as per requirement			
22.	Maintain Spade bit as per requirement			
23.	Maintain Brad point bit as per requirement			
24.	Maintain Forstner bit as per requirement			
25.	Maintain Center bit as per requirement			
26.	Maintain bradawl tool as per requirement			
27.	Maintain Woodworking brace tool as per requirement			
28.	Maintain Spring Clamps as per requirement			
29.	Maintain C-Clamps as per requirement			
30.	Maintain Bar-Clamps as per requirement			
31.	Maintain Strap/web Clamps as per requirement			
32.	Maintain Screw Clamps as per requirement			
33.	Maintain F- Clamps as per requirement			
34.	Maintain woodwork bench vise as per requirement			
35.	Maintain Oil stone as per requirement			

36.	Maintain File tools as per requirement			
37.	Maintain Scribing Tool as per requirement			
38.	Maintain Wood Rasps/Files as per requirement			
39.	Maintain Spokes have as per requirement			
40.	Maintain Sand paper as per requirement			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Competency Standards Level-2 for Woodworks "Carpentry Helper"
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Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	How to sharpen scratch awl tool?		
2.	How to maintain hand saw?		

3.	How to maintain planning tools?		
4.	PPEs stands for?		

Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____

Knowledge Assessment – Answers

1.	How to sharpen scratch awl tool?
	Lay each side of the blade flat against the sharpening surface and then push back and forth. Repeat with higher grit surfaces as needed.
2.	How to maintain hand saw?
	<ul style="list-style-type: none"> • Keep the hand saw dry. • Store it in a dry place or a toolbox to prevent rust. • Lubricate the blade after use. • Oil the handle. • Remove blade rust with a razor. • Sharpen the saw.
3.	How to maintain planning tools?
	<ul style="list-style-type: none"> • Keep the tools on their side. • Keep rust at bay. • Apply a thin coat of boiled linseed oil. • Keep your planes clean and check the frog and throat areas for any debris. • Sharpen the blade. • Retract the iron before putting a plane away.
4.	PPEs stands for?
	Personal protective equipment