

# **Assessment Evidence Guide**

**For**

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

**(Summative Assessment)**



**National Vocational & Technical Training  
Commission Islamabad**

## Instruction Sheet for the Candidate

|                                  |   |
|----------------------------------|---|
| <b>Qualification</b>             | National Competency Standards Level-2 for Woodworks<br>“Carpentry Helper”   |
| <b>Competency Standard</b>       | <ol style="list-style-type: none"> <li>1. 1022-OHS-01 Follow safety rules</li> <li>2. 0722-W&amp;C-01 Perform Measurements Using Basic Tools</li> <li>3. 0722-W&amp;C-02 Read Basic Drawings</li> <li>4. 0722-W&amp;C-03 Identify Basic Hand Tools</li> <li>5. 0722-W&amp;C-04 Use Basic Hand Tools</li> <li>6. 0722-W&amp;C-05 Maintain Basic Hand Tools</li> <li>7. 0722-W&amp;C-06 Identify Power Tools</li> <li>8. 0722-W&amp;C-07 Identify Wood material</li> </ol>  |
| <b>Purpose of Assessment</b>     | Summative Assessment  |
| <b>Candidate Details</b>         | Name _____<br>Registration/Roll Number _____  |
| <b>Guidance for Candidate</b>    | <p><b>To meet this standard, you are required to complete the following within 05 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Prepare and finish a dovetail joint with plywood and bore a hole according to the given drawing (attached at annexure-I) by using basic hand tools of woodworking.</li> </ul>  |
| <b>Time: 05 Hrs.</b>             | During a practical assessment, under observation by an assessor, you are required to  |
| <b>Minimum Evidence Required</b> | <p><b>Prepare and finish a dovetail joint with plywood and bore a hole according to the given drawing attached at annexure-I by using basic hand tools of wood working.</b></p> <ol style="list-style-type: none"> <li>1: Wear Personal Protective Equipment (PPE)</li> <li>2: Ensure proper fitting of equipment</li> <li>3: Follow Standard Operating Procedures (SOP's)</li> <li>4: Interpret units</li> <li>5: Check the dimension on drawing</li> <li>6: Identify plan</li> <li>7: Identify elevation</li> </ol> |

|                   |  |
|-------------------|--|
|                   | <p>8: Identify engineered wood</p> <p>9: Identify Marking Tools</p> <p>10: Identify Cutting Tools</p> <p>11: Identify Planning Tools</p> <p>12: Identify Boring Tools</p> <p>13: Identify Fixing Tools</p> <p>14: Identify Grinding Tools</p> <p>15: Identify Finishing Tools</p> <p>16: Use marking knife as per job requirement</p> <p>17: Use marking gauge as per job requirement</p> <p>18: Use Scriber marking tool as per job requirement</p> <p>19: Use Pencils as per job requirement</p> <p>20: Use Cross cut saws as per job requirement</p> <p>21: Use Bow saw as per job requirement</p> <p>22: Use C-Clamps as per job requirement</p> <p>23: Use Block Planes as per job requirement</p> <p>24: Use Wood Drill Bits as per job requirement</p> <p>25: Use Oil stone as per job requirement</p> <p>26: Use File tools as per job requirement</p> <p>27: Use Wood Rasps/Files as per job requirement</p> <p>28: Place hand tools in an appropriate place after use.</p> |
| <b>Portfolios</b> | <b>Portfolios required at the time of assessment (if any)</b>  |

## Assessors Judgment Guide

|                              |  |
|------------------------------|--|
| <b>Qualification</b>         | National Competency Standards Level-2 for Woodworks<br>"Carpentry Helper"  |
| <b>Competency Standard</b>   | 1. 1022-OHS-01 Follow safety rules<br>2. 0722-W&C-01 Perform Measurements Using Basic Tools<br>3. 0722-W&C-02 Read Basic Drawings<br>4. 0722-W&C-03 Identify Basic Hand Tools<br>5. 0722-W&C-04 Use Basic Hand Tools<br>6. 0722-W&C-05 Maintain Basic Hand Tools<br>7. 0722-W&C-06 Identify Power Tools<br>8. 0722-W&C-07 Identify Wood material |
| <b>Purpose of Assessment</b> | Summative Assessment   |
| <b>Candidate Details</b>     | Name: _____<br>Registration/Roll Number: _____ Signature: _____  |
| <b>Assessment Outcome</b>    | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor _____<br>Assessor's code: _____<br>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

|   |   |   |           |                |
|---|---|---|-----------|----------------|
| <b>Assessment Task</b>  |   | <ul style="list-style-type: none"> <li>Prepare and finish a dovetail joint with plywood and bore a hole according to the given drawing attached at annexure-I by using basic hand tools of wood working.</li> </ul> |           |                |
| <b>During the practical assessment, candidate demonstrated the following:</b> |   | <b>Yes</b>  | <b>No</b> | <b>Remarks</b> |
| 1.  | Wear personal protective equipment (PPE)        |   |           |                |
| 2.  | Ensure proper fitting of equipment              |   |           |                |
| 3.  | Follow standard operating procedures (SOP's)    |   |           |                |
| 4.  | Interpret units                                 |   |           |                |
| 5.  | Check the dimension on drawing                  |   |           |                |
| 6.  | Identify plan                                   |   |           |                |
| 7.  | Identify elevation                              |   |           |                |
| 8.  | Identify engineered wood                        |   |           |                |
| 9.  | Identify Marking Tools                          |   |           |                |
| 10.   | Identify Cutting Tools                          |   |           |                |
| 11.   | Identify Planning Tools                         |   |           |                |
| 12.   | Identify Boring Tools                           |   |           |                |
| 13.   | Identify Fixing Tools                           |   |           |                |
| 14.   | Identify Grinding Tools                         |   |           |                |
| 15.   | Identify Finishing Tools                        |   |           |                |
| 16.   | Use marking knife as per job requirement        |   |           |                |
| 17.   | Use marking gauge as per job requirement        |   |           |                |
| 18.   | Use Scriber marking tool as per job requirement |   |           |                |
| 19.   | Use Pencils as per job requirement              |   |           |                |

|                                    |   |  |  |  |
|------------------------------------|---|--|--|--|
| 20.                                | Use Cross cut saws as per job requirement           |  |  |  |
| 21.                                | Use Bow saw as per job requirement                  |  |  |  |
| 22.                                | Use C-Clamps as per job requirement                 |  |  |  |
| 23.                                | Use Block Planes as per job requirement             |  |  |  |
| 24.                                | Use Wood Drill Bits as per job requirement          |  |  |  |
| 25.                                | Use Oil stone as per job requirement                |  |  |  |
| 26.                                | Use File tools as per job requirement               |  |  |  |
| 27.                                | Use Wood Rasps/Files as per job requirement         |  |  |  |
| 28.                                | Place hand tools in an appropriate place after use. |  |  |  |
| Competent <input type="checkbox"/> |   | Not Yet Competent <input type="checkbox"/> |  |  |

## Knowledge Assessment

|                              |  |
|------------------------------|--|
| <b>Qualification</b>         | National Competency Standards Level-2 for Woodworks<br>“Carpentry Helper”  |
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| <b>Purpose of Assessment</b> | Summative Assessment   |
| <b>Candidate Details</b>     | Name: _____<br>Registration/Roll Number: _____ Candidate Signature: _____  |
| <b>Assessment Outcome</b>    | <b>COMPETENT</b> <input type="checkbox"/> <b>NOT YET COMPETENT</b> <input type="checkbox"/><br>Name of the Assessor: _____<br>Assessor's code: _____<br>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.  | Enlist four personal protective equipment (PPE) used in woodworking. |              |                  |
|   |  |              |                  |

|    |                                     |  |  |
|----|-------------------------------------|--|--|
| 2. | What is the use of Steel Foot Rule? |  |  |
|    |                                     |  |  |
| 3. | Enlist five types of cutting tools. |  |  |
|    |                                     |  |  |
| 4. | What is the use of rabbet planner?  |  |  |
|    |                                     |  |  |
| 5. | What is the use of buffing machine? |  |  |
|    |                                     |  |  |
| 6. | What is the full form of SOP?       |  |  |
|    |                                     |  |  |
| 7. | Define wood seasoning.              |  |  |
|    |                                     |  |  |
| 8. | What is the use of bow saw?         |  |  |
|    |                                     |  |  |
| 9. | How to maintain planning tools?     |  |  |
|    |                                     |  |  |

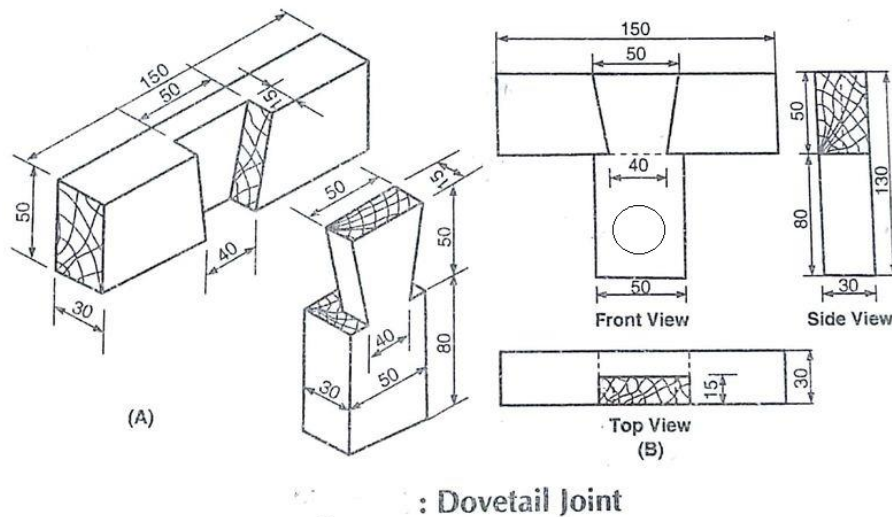


|     |   |  |  |
|-----|---|--|--|
| 10. | What is the difference between section & elevation? |  |  |
|     |   |  |  |

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

## ANNEXURE-I

# Dovetail Joint



All dimensions are in millimeter (mm)

**QUESTION:1 Prepare the Dovetail Joint as per given dimensions:**

**Dimensions:**

| Sr. | Component                             | Dimension    |
|-----|---------------------------------------|--------------|
| 1   | Wooden Piece for male joint portion   | 130x50x30 mm |
| 2   | Wooden Piece for female joint portion | 150x50x30 mm |

**Specifications:**

| Sr. | Component                             | Material                           |
|-----|---------------------------------------|------------------------------------|
| 1   | Wooden Piece for male joint portion   | Solid wood (Kail wood, deodar etc) |
| 2   | Wooden Piece for female joint portion | Solid wood (Kail wood, deodar etc) |

## Knowledge Assessment - Answers

|    |  |
|----|--|
| 1. | <b>Enlist four personal protective equipment (PPE) used in woodworking.</b>  |
|    | <ol style="list-style-type: none"> <li>1. Safety Glasses.</li> <li>2. Face Shields</li> <li>3. Safety Gloves</li> <li>4. Safety Helmet</li> </ol>  |
| 2. | <b>What is the use of Steel Foot Rule?</b>   |
|    | Steel rules come in rigid and flexible versions. While their primary purpose is accurate measurement, they can also be used as guides for laying out lines.                                      |
| 3. | <b>Enlist five types of cutting tools.</b>   |
|    | <ol style="list-style-type: none"> <li>1. Portable Miter Saw</li> <li>2. Portable Circular Saw</li> <li>3. Portable Jigsaw</li> <li>4. Portable Router</li> <li>5. Portable Chain Saw</li> </ol> |
| 4. | <b>What is the use of rabbet planner?</b>  |
|    | It is used to cut rabbets in wood.   |

|     |   |
|-----|---|
| 5.  | <b>What is the use of buffing machine?</b>  |
|     | It is used to polish the wooden surfaces.   |
| 6.  | <b>What is the full form of SOP?</b>  |
|     | Standard Operative Procedures   |
| 7.  | <b>Define wood seasoning.</b>   |
|     | A process of drying of timber to remove the bound moisture contained in the walls of the wood cell to produce seasoned timber.  |
| 8.  | <b>What is the use of bow saw?</b>  |
|     | A bow saw is like a pruning saw that delivers an efficient way to cut dense wood. It is a closed-loop tool for working on tree limbs, shrubs, thick vines and low branches.   |
| 9.  | <b>How to maintain planning tools?</b>  |
|     | <ol style="list-style-type: none"> <li>1. Keep the tools on their side.</li> <li>2. Keep rust at bay.</li> <li>3. Apply a thin coat of boiled linseed oil.</li> <li>4. Keep your planes clean and check the frog and throat areas for any debris.</li> <li>5. Sharpen the blade.</li> <li>6. Retract the iron before putting a plane away.</li> </ol> |
| 10. | <b>What is the difference between section &amp; elevation?</b>  |
|     | An elevation drawing is drawn on a vertical plane showing a vertical depiction while a section drawing is also a vertical depiction, but one that cuts through space to show what lies within.  |