

**Assessment Evidence Guide**

**For**

**Woodworks**  
**(Carpentry Supervisor/Foreman)**  
**Level-4**

**(Summative Assessment)**



**National Vocational & Technical Training  
Commission Islamabad**

## Instruction Sheet for the Candidate

<b>Qualification</b>	National Competency Standards Level-4 for Woodworks “Carpentry Supervisor/ Foreman”
<b>Competency Standard</b>	<ol style="list-style-type: none"> <li>1. 0722-W&amp;C-19 Specify job routing</li> <li>2. 0722-W&amp;C-20 Operate Advance woodwork machinery</li> <li>3. 0722-W&amp;C-21 Perform CAD/CAM operations</li> <li>4. 0722-W&amp;C-22 Operate Computer Aided Machines (CNC/NC)</li> <li>5. 0722-W&amp;C-23 Handle the material</li> <li>6. 0722-W&amp;C-24 Estimate the material cost</li> <li>7. 0722-W&amp;C-25 Increase the productivity at workplace</li> </ol>
<b>Purpose of Assessment</b>	Summative Assessment
<b>Candidate Details</b>	Name _____ Registration/Roll Number _____
<b>Guidance for Candidate</b>	<b>To meet this standard, you are required to complete the following within 10 Hrs. time frame (for practical demonstration &amp; assessment):</b> <ul style="list-style-type: none"> <li>• Prepare a center table with solid wood frame structure and laminated board as per given drawing (attached at Annex A)</li> </ul>
<b>Time: 10 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<b>Prepare a center table with solid wood frame structure and laminated board as per given drawing (Annex A)</b> <ol style="list-style-type: none"> <li>1. Read the drawing.</li> <li>2. Prepare cutting list</li> <li>3. Select the material as per specification</li> <li>4. Cut the wood material by using appropriate machine</li> <li>5. Plane the job components</li> <li>6. Cut the job parts as per drawing</li> <li>7. Finish the job components</li> <li>8. Make profile using CNC machine as per drawing.</li> </ol>

	<ul style="list-style-type: none"> <li>9. Prepare the joints</li> <li>10. Check the accuracy of joints</li> <li>11. Pre-assemble the job</li> <li>12. Disassemble the job</li> <li>13. Apply glue on the joints</li> <li>14. Assemble the job in sequence</li> <li>15. Clamp the job</li> <li>16. Fasten the job</li> <li>17. Remove extra glue</li> <li>18. Remove clamps</li> <li>19. Fix the table top</li> <li>20. Apply sand paper on all the surfaces of the job</li> </ul>
<b>Portfolios</b>	<b>Portfolios required at the time of assessment (if any)</b>

## Assessors Judgment Guide

<b>Qualification</b>	National Competency Standards Level-4 for Woodworks “Carpentry Supervisor/ Foreman”
<b>Competency Standard</b>	1. 0722-W&C-19 Specify job routing 2. 0722-W&C-20 Operate Advance woodwork machinery 3. 0722-W&C-21 Perform CAD/CAM operations 4. 0722-W&C-22 Operate Computer Aided Machines (CNC/NC) 5. 0722-W&C-23 Handle the material 6. 0722-W&C-24 Estimate the material cost 7. 0722-W&C-25 Increase the productivity at workplace
<b>Purpose of Assessment</b>	Summative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>COMPETENT</b> <input type="checkbox"/></span> <span><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </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"> <li>Prepare a center table with solid wood frame structure and laminated board as per given drawing (attached at Annex A)</li> </ul>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Read the drawing.			
2.	Prepare cutting list.			
3.	Select the material as per specification.			
4.	Cut wood material by using appropriate machine.			
5.	Plane the job components			
6.	Cut the job parts as per drawing			
7.	Finish the job components			
8.	Make profile using CNC machine as per drawing.			
9.	Prepare the joints.			
10.	Check the accuracy of joints.			
11.	Pre-assemble the job.			
12.	Disassemble the job			
13.	Apply glue on the joints.			
14.	Assemble the job in sequence.			
15.	Clamp the job.			
16.	Fasten the job.			
17.	Remove extra glue.			
18.	Remove clamps.			

19.	Fix the table top.			
20.	Apply sand paper on all the surfaces of the job			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	National Competency Standards Level-4 for Woodworks "Carpentry Supervisor/ Foreman"
<b>Competency Standard</b>	1. 0722-W&C-19 Specify job routing 2. 0722-W&C-20 Operate Advance woodwork machinery 3. 0722-W&C-21 Perform CAD/CAM operations 4. 0722-W&C-22 Operate Computer Aided Machines (CNC/NC) 5. 0722-W&C-23 Handle the material 6. 0722-W&C-24 Estimate the material cost 7. 0722-W&C-25 Increase the productivity at workplace
<b>Purpose of Assessment</b>	Summative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<b>COMPETENT</b> <input type="checkbox"/> <span style="margin-left: 100px;"><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> 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.	Enlist any three PPE'S used during the cutting process.		
2.	What is the difference between Profiling and Sanding?		

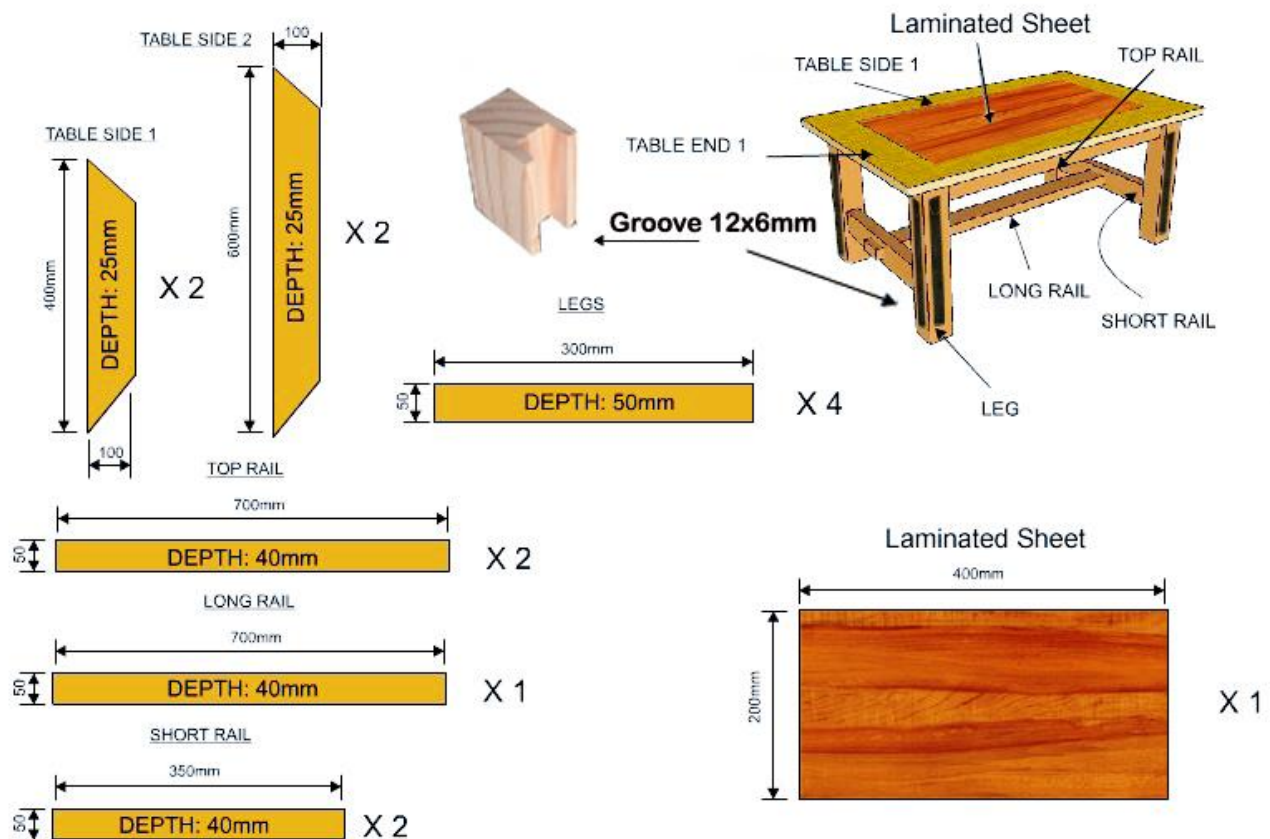
3.	What is market name of wood used in top of table?		
4.	What kind of glue is used for table joints?		
5.	What is the procedure to check the accuracy of job?		
6	Enlist any five Accessories / Tools for CNC machine.		
7	Define the simulation.		



8	Define the Optimization of laminated sheets.		
9	Define the Inventory Management.		
10.	Define cutting list of wooden table?		

<b>Feedback to the Candidate</b>	
Candidate's Signature _____	Assessor's Signature _____

## Annex-A



**QUESTION: 1** Prepare a center table with solid wood frame structure and laminated board as per given drawing dimensions:

**Dimensions:**

Sr.	Component	Dimension	Quantity
1	Table side 1	400x100x25mm	2
2	Table side 2	600x100x25mm	2
3	Top rails	700x50x40 mm	2
4	Long rail	700x50x40 mm	1
5	Short rail	350x50x40 mm	2
6	Legs	300x50x50 mm	4
7	Top laminated sheet	400x200 mm	1

**Specifications:**

<b>Sr.</b>	<b>Component</b>	<b>Material</b>
1	Solid wooden top/lamination top	Engineered wood (MDF, Plywood etc), lamination sheet
2	Legs and rails	Solid wood (Kail wood, deodar etc)
3	Finishing	Transparent Polish (lacquer)
4	Adhesive	German glue / Mowlith glue
5	Hardware	nails

## Knowledge Assessment - Answers

<b>Questions</b> (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1.	Enlist any three PPE'S used during the cutting process.
	<ul style="list-style-type: none"> <li>• Hand Gloves</li> <li>• Safety Goggles OR Face Shield</li> <li>• Safety Shoes</li> </ul>
2.	What is the difference between Profiling and Sanding?
	<b>Sanding</b> is carried out to remove defects from the wood surface, these defects includes cutter marks, burns, scratches, small glue spots. Whereas <b>Profiling</b> is used for decorative curves.
3.	What is market name of wood used in top of table?
	<ul style="list-style-type: none"> <li>• Engineered wood/Laminated wood</li> </ul>
4.	What kind of glue is used for table joints?
	Synthetic glue/white glue
5.	What is the procedure to check the accuracy of job?
	<ul style="list-style-type: none"> <li>• Proper measurements according drawing</li> <li>• Check right angles of job</li> <li>• Check level and balancing of job</li> </ul>
6	Enlist any five Accessories / Tools for CNC machine.
	<ul style="list-style-type: none"> <li>• End mill</li> <li>• Face mill</li> <li>• Fly cutter</li> <li>• Thread mill</li> </ul>

	<ul style="list-style-type: none"> <li>• Drill bit</li> <li>• Reamer</li> <li>• Hollow mill</li> </ul>
7	Define the simulation.
	The simulation is a demonstration of complete process of desire job with use of a computer and software.
8	Define the Optimization of laminated sheets.
	<ul style="list-style-type: none"> <li>• Minimum wastage of material of sheets</li> <li>• Maximum usage of material of sheets</li> </ul>
9	Define the Inventory Management.
	Inventory management refers to the process of ordering, storing, using, and selling a company's inventory. This includes the management of raw materials, components, and finished products, as well as warehousing and processing of such items.
10	Define cutting list of wooden table.
	<ul style="list-style-type: none"> <li>• Table side 1    400x100x25mm    2</li> <li>• Table side 2    600x100x25mm    2</li> <li>• Top rails        700x50x40 mm        2</li> <li>• Long rail        700x50x40 mm        1</li> <li>• Short rail        350x50x40 mm        2</li> <li>• Legs            300x50x50 mm        4</li> <li>• Top laminated sheet    400x200 mm    1</li> </ul>