

Assessment Evidence Guide
for
**“Field Assistant for Seed
Processing”**

Level-2
(Summative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing & Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level:2	Version:01
Competency Standard Title: Follow Safety Rules at Site Perform Basic Communication Skills Perform Basic Computer Applications Operate Equipment/Machinery used in Harvesting Maintain Equipment/Machinery used in Harvesting Perform Seed Harvesting Perform Threshing of Seed Post-Harvest Management of Threshed Seed	Assessment Date (DD/MM/YY): Assessment Time: 5 hrs.		

Candidate Details	Name: Registration/Roll Number:.....																										
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p style="text-align: center;">Assessment Task 1: Candidate is required to perform harvesting, threshing and post harvest management of required crop seed with machines given by assessor</p> <p>And complete:</p> <ol style="list-style-type: none"> 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any) 																										
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 45%;">Performance criteria 1.</td> <td>Identify the safety signs and symbols</td> </tr> <tr> <td>Performance criteria 2.</td> <td>Wear PPE according to job</td> </tr> <tr> <td>Performance criteria 3.</td> <td>Carry out the instructions of the supervisor</td> </tr> <tr> <td>Performance criteria 4.</td> <td>Arrange machinery as per crop requirement</td> </tr> <tr> <td>Performance criteria 5.</td> <td>Clean machines according to SOPs</td> </tr> <tr> <td>Performance criteria 6.</td> <td>Perform pre checks according to SOPs</td> </tr> <tr> <td>Performance criteria 7.</td> <td>Calibrate basic machines according to SOPs</td> </tr> <tr> <td>Performance criteria 8.</td> <td>Prepare history sheet/card for required machinery according to SOPs</td> </tr> <tr> <td>Performance criteria 9.</td> <td>Collect information regarding crop maturity according to instructions</td> </tr> <tr> <td>Performance criteria 10.</td> <td>Prepare report</td> </tr> <tr> <td>Performance criteria 11.</td> <td>Collect information regarding weather conditions according to work instructions</td> </tr> <tr> <td>Performance criteria 12.</td> <td>Perform manual harvesting according to crop requirement</td> </tr> <tr> <td>Performance criteria 13.</td> <td>Perform mechanical harvesting according to</td> </tr> </table>	Performance criteria 1.	Identify the safety signs and symbols	Performance criteria 2.	Wear PPE according to job	Performance criteria 3.	Carry out the instructions of the supervisor	Performance criteria 4.	Arrange machinery as per crop requirement	Performance criteria 5.	Clean machines according to SOPs	Performance criteria 6.	Perform pre checks according to SOPs	Performance criteria 7.	Calibrate basic machines according to SOPs	Performance criteria 8.	Prepare history sheet/card for required machinery according to SOPs	Performance criteria 9.	Collect information regarding crop maturity according to instructions	Performance criteria 10.	Prepare report	Performance criteria 11.	Collect information regarding weather conditions according to work instructions	Performance criteria 12.	Perform manual harvesting according to crop requirement	Performance criteria 13.	Perform mechanical harvesting according to
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	<p>set practices</p> <p>Performance criteria 14. Perform mechanical threshing according to set practices.</p> <p>Performance criteria 15. Perform manual threshing according to crop requirement</p> <p>Performance criteria 16. Store threshed seed according to instructions</p> <p>Performance criteria 17. Sun drying seed according to instructions</p> <p>Performance criteria 18. Remove derbies/dust/trash using graded sieves as per instruction</p> <p>Performance criteria 19. Separate light weight material by gentle winnowing method</p> <p>Performance criteria 20. Separate damaged seeds</p> <p>Performance criteria 21. Pack and label seeds according to instructions</p>
	<p>Portfolios required at the time of assessment (if any) for</p> <p>✓ File/folder includes evidence about basic computer applications</p> <p>Performance Criteria 1: Print Word Documents according to requirements</p> <p>Performance Criteria 2: Print Worksheet according to requirements</p> <p>Performance Criteria 3: Insert slides with different layouts according to requirements of presentation.</p> <p>Performance Criteria 4: Insert text, tables, images, etc. according to the requirement.</p> <p>Performance Criteria 5: Apply a set of effects to animate the slide according to requirement.</p>

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Assessors Judgment Guide

(to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

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 1		Description of Assessment Task 1		
		Perform harvesting, threshing and post harvest management of required crop seed with machines given by assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify the safety signs and symbols			
2.	Wear PPE according to job			
3.	Carry out the instructions of the supervisor			
4.	Arrange machinery as per crop requirement			
5.	Clean machines according to SOPs			
6.	Perform pre checks according to SOPs			
7.	Calibrate basic machines according to SOPs			
8.	Prepare history sheet/card for required machinery according to SOPs			
9.	Collect information regarding crop maturity according to instructions			
10.	Prepare report			
11.	Collect information regarding weather conditions according to work instructions			
12.	Perform manual harvesting according to crop requirement			
13.	Perform mechanical harvesting according to set practices			
14.	Perform mechanical threshing according to set practices.			
15.	Perform manual threshing according to crop requirement			
16.	Store threshed seed according to instructions			
17.	Sun drying seed according to instructions			
18.	Remove derbies/dust/trash using graded sieves as per instruction			
19.	Separate light weight material by gentle winnowing method			
20.	Separate damaged seeds			
21.	Pack and label seeds according to instructions			

Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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Portfolio		Description of Portfolio ✓ File/folder includes evidence about basic computer applications		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Print Word Documents according to requirements			
2.	Print Worksheet according to requirements			
3.	Insert slides with different layouts according to requirements of presentation.			
4.	Insert text, tables, images, etc. according to the requirement.			
5.	Apply a set of effects to animate the slide according to requirement.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Question	Candidate's answer
Answer these questions.	
5. Enlist type of harvesting	
6. Enlist different harvesting machines	
7. Define Horsepower (hp)?	
8. Enlist various brands of tractors working in Pakistan?	
9. Define threshing?	
10. Enlist various factors affecting post-harvest quality of produce?	

ANSWER KEY

Question	Candidate's answer
1. What is the meaning of SOP?	Standard Operating Procedure
2. Define seed Maturity?	When dry matter accumulation in the kernels or seed ceases/stopped
3. Enlist crop maturity indices?	Size, shape, color, appearance, texture, number of fruit sets, lenticels numbers etc
4. Define Composite sample?	A sample consist of mixture of various individually grab sample collected at regular and specified time periods
5. Enlist type of harvesting	Manual Harvesting Mechanical Harvesting
6. Enlist different harvesting machines	Crop harvesting machines Grain harvesting machines Root crop harvesting machines Vegetable harvesters
7. Define Horsepower (hp)?	Horsepower refers to the power of engine produces. It is calculated through the power needed to move 550 pounds for one foot within one second
8. Enlist various brands of tractors working in Pakistan?	Millat Tractors (MF), John Deere, Euro ford, Belarus, Bull power (IMT), Al Ghazi Tractors etc
9. Define threshing?	Process of separating edible part of grain from the straw etc
10. Enlist various factors affecting post-harvest quality of produce?	It includes various factors like, fertilizer use, Frequency of irrigation, wet and windy weather, high wing velocity, rainfall and various management practices