



Code of Practice for Assessors

NAVTTTC-Skill Verification Program

The aim of this Code of Practice is to support professionally responsible and ethical assessment practice under NAVTTTC Skill Verification Program.

Assessor must:

- undertake the necessary assessor training and have the requisite skills to act as SVP Assessor.
- possess the technical and administrative capacities necessary for test conduction.
- arrive in good time, at least 30 minutes before the test and mark their attendance.
- check that the site, facilities and equipment are suitable for the assessment to be conducted.
- ensure to log in to SVP portal to download question papers for theoretical and practical test and take the print outs for dissemination of the same among candidates.
- ensure that candidates have handed over their mobile phones and other IT gadgets at the designated counter.
- check the candidates' fee challan and original passport at the time of test.
- ensure to take photographs of the exam facility and candidates before and during taking the theoretical and practical test.
- be physically present during the exam and be vigilant that candidates do not use any unfair means (talking or using cheating material) during the test.
- explain the format of the assessment to the candidates and address their queries before the assessment commences.
- make all instructions clear and uncomplicated and check that the candidate fully understands what is required before allowing him/her to proceed.
- ensure that all assessments are carried out with professionalism, integrity and objectivity and shall not allow any personal or financial interest to influence the conduct of assessments.
- ensure that differing needs and requirements of the candidates are identified and handled with sensitivity.
- record appropriate marks or comments on the answer-sheet/score sheet as the assessment of each activity is completed.
- upload scanned copies of marked answer sheets, photographs and other documents in SVP portal.
- ensure that any personal data entrusted to assessor is properly secured and not disclosed and ensure that all assessment documentation is filed securely.
- notify NAVTTTC/Institute well before time in case of unavailability or any major changes to circumstances affecting his/her role as an Assessor.
- comply fully with all quality assurance processes in order to protect the integrity of assessments. A failure to comply with Institute quality assurance processes could result in temporary suspension or permanent ban
- ensure to secure all the assessment sheets/papers (hard copies) after uploading and seal it in an envelope and handover to assessment center. The assessment center shall courier the envelop to 'SVP-Takamol Cell (NSIS)', NAVTTTC Headquarters, Kirthar road, H-9/4, Islamabad.

Penalties in case of non-compliance

- In case of non-availability (after accepting the assigned duty) the assessor shall inform NAVTTC Headquarters at least 24 hours prior to the test date. A failure to comply may lead to temporary suspension or permanent ban.
- If Assessor is absent for the first time, he shall be notified and banned in the system for 1 month.
- If the Assessor is absent for the second time, he shall be notified and banned in the system for 2 months.
- The consecutive two absence shall result into suspension of member/assessor for six months, and further continuation/repetition would result into complete ban/blacklisting.

Point of Contact

In case any issue arises, please contact our helpline **0800 88866**.