

Assessment Evidence Guide

For

“Urban Area Planning and Management”

Level-2

(Summative Assessment)

28th March – 1st April 2022



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management “Field Assistant”	CS Code:	Level: 2	Version: 01
Competency Standard Title: Follow Safety Rules at Site Perform Basic Communication Skills Demonstrate Basic Numeracy Skills Perform Basic Technical Drawing Perform Basic Computer Operations Perform Bench Work Perform Basic Electrical Installation Perform Operation & Maintenance of Pumping station	Assessment Date (DD/MM/YY): Assessment Time: 4 hrs.		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to draw the layout of pumping station, label the components, list the accessories and prepare a log sheet in excel and make entries and perform pre operative checks of pumping station. Assessment Task 2: Candidate is required to make work piece according to job assign by assessor including following operations: ○ Sawing ○ Filing ○ Hand drilling and tapping And complete: 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)

Minimum Evidence Required	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance Criteria 1: Identify risk associated with job to be done Performance Criteria 2: Select tools as per requirement Performance Criteria 3: Perform different types of single stroke lettering Performance Criteria 4: Draw different types of lines Performance Criteria 5: Draw different type of plane scales Performance Criteria 6: Draw different conventional drawing symbols Performance Criteria 7: Draw different geometrical shapes Performance Criteria 8: Draw different types of dimensions Performance Criteria 9: Create worksheet as per given data Performance Criteria 10: Format the worksheet according to given criteria Performance Criteria 11: Apply formulas according to the requirement Performance Criteria 12: Check the water level in storage tank Performance Criteria 13: Check the adequacy of voltage/frequency Performance Criteria 14: Check the air relief valve Performance Criteria 15: Check the tightness of all connection Performance Criteria 16: Check the operation of sluice valves Performance Criteria 17: Check the pressure gauges Performance Criteria 18: Check the storage of chemicals as per MSDS Performance Criteria 19: Check the functionality of emergency stop switch Performance Criteria 20: Report unsafe condition to immediate supervisor (shift position) Performance Criteria 21: Select PPE according to job Performance Criteria 22: Wear PPE according to job Performance Criteria 23: Perform tasks within standard timeframe Assessment Task 2 Performance Criteria 1: Identify risk associated with job to be done Performance Criteria 2: Select tools as per requirement Performance Criteria 3: Close both jaws of Vernier Caliper/ micro meter Performance Criteria 4: Check zero error Performance Criteria 5: Open up jaws and precisely match the both jaws and assemble device Performance Criteria 6: Select blade according to the material and set in hacksaw frame Performance Criteria 7: Mark layout of job as per drawing using appropriate marking tool Performance Criteria 8: Perform clamping of the work piece according to the instructions Performance Criteria 9: Perform sawing according to the instructions Performance Criteria 10: Select required file type according to the material Performance Criteria 11: Perform filing as per standard procedures Performance Criteria 12: Select hand brace and drilling bit according to the job requirement. Performance Criteria 13: Use marking tool and measuring instruments as per job requirement.
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	Performance Criteria 14: Perform drilling as per standard procedures Performance Criteria 15: Inspect quality of the component at suitable intervals. Performance Criteria 16: Perform post drilling operations Performance Criteria 17: Select required tap according to the job specification Performance Criteria 18: Perform tapping as per job specification Performance Criteria 19: Verify the final job with given drawing Performance Criteria 20: Clean and maintain all workplace tools & machines as per housekeeping checklists or given instructions Performance Criteria 21: Identify risk associated with job to be done Performance Criteria 22: Select PPE according to job Performance Criteria 23: Wear PPE according to job Performance Criteria 24: Store PPE at Designated place after use Performance Criteria 25: Identify the safety signs and symbols Performance Criteria 26: Erect barricades, hoardings, signage in the hazardous areas Performance Criteria 27: Maintain housekeeping Performance Criteria 28: Report unsafe condition to immediate supervisor (shift position) Performance Criteria 29: Carry out the instructions of the supervisor Performance Criteria 30: Report unsafe condition to immediate supervisor (shift position) Performance Criteria 31: Select PPE according to job Performance Criteria 32: Wear PPE according to job Performance Criteria 33: Perform tasks within standard timeframe
	Portfolios required at the time of assessment (if any) for 1. Folder includes different drawings 2. Folder containing MS Word formatted document in printed form 3. Folder includes PowerPoint presentation in digital drive 4. Folder includes snaps of series, parallel, head & tail and indicator electrical circuits Performance Criteria 1: Draw different geometrical shapes Performance Criteria 2: Create a pattern with simple shapes Performance Criteria 3: Draw different sectional views Performance Criteria 4: Compose a document as per the requirement Performance Criteria 5: Insert a table as per requirement Performance Criteria 6: Format Word Document according to given requirements Performance Criteria 7: Print Word Documents according to requirements Performance Criteria 8: Insert slides with different layouts according to requirements of presentation. Performance Criteria 9: Insert text, tables, images, etc. according to the requirement.

	Performance Criteria 10: Apply a set of effects to animate the slide according to requirement. Performance Criteria 11: Apply slide transitions on slides according to requirement. Performance Criteria 12: Apply sound effects on objects/text/images according to requirement. Performance Criteria 13: Prepare series circuit on work bench Performance Criteria 14: Prepare parallel circuit on work bench Performance Criteria 15: Prepare Head and Tail Light Circuit on work bench Performance Criteria 16: Prepare indicator circuit on work bench
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Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ 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

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment task 1 Candidate is required to draw the layout of pumping station, label the components, list the accessories and prepare a log sheet in excel and make entries and perform pre operative checks of pumping station.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified risk associated with job to be done			
2.	Selected tools as per requirement			
3.	Performed different types of single stroke lettering			
4.	Drawn different types of lines			
5.	Drawn different type of plane scales			
6.	Drawn different conventional drawing symbols			
7.	Drawn different geometrical shapes			
8.	Drawn different types of dimensions			
9.	Created worksheet as per given data			
10.	Formatted the worksheet according to given criteria			
11.	Applied formulas according to the requirement			
12.	Checked the water level in storage tank			
13.	Checked the adequacy of voltage/frequency			
14.	Checked the air relief valve			
15.	Checked the tightness of all connection			
16.	Checked the operation of sluice valves			
17.	Checked the pressure gauges			
18.	Checked the storage of chemicals as per MSDS			
19.	Checked the functionality of emergency stop switch			
20.	Reported unsafe condition to immediate supervisor (shift position)			
21.	Selected PPE according to job			
22.	Wore PPE according to job			
23.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of Assessment Task 2 Candidate is required to make work piece according to job assign by assessor including following operations: ○ Sawing ○ Filing ○ Drilling and tapping		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified risk associated with job to be done			
2.	Selected tools as per requirement			
3.	Closed both jaws of Vernier Caliper/ micro meter			
4.	Checked zero error			
5.	Opened up jaws and precisely match the both jaws and assemble device			
6.	Selected blade according to the material and set in hacksaw frame			
7.	Marked layout of job as per drawing using appropriate marking tool			
8.	Performed clamping of the work piece according to the instructions			
9.	Performed sawing according to the instructions			
10.	Selected required file type according to the material			
11.	Performed filing as per standard procedures			
12.	Selected hand brace and drilling bit according to the job requirement.			
13.	Used marking tool and measuring instruments as per job requirement.			
14.	Performed drilling as per standard procedures			
15.	Inspected quality of the component at suitable intervals.			
16.	Performed post drilling operations			
17.	Selected required tap according to the job specification			
18.	Performed tapping as per job specification			
19.	Verified the final job with given drawing			
20.	Cleaned and maintained all workplace tools & machines as per housekeeping checklists or given instructions			
21.	Identified risk associated with job to be done			
22.	Selected PPE according to job			
23.	Wore PPE according to job			
24.	Stored PPE at Designated place after use			
25.	Identified the safety signs and symbols			

26.	Erected barricades, hoardings, signage in the hazardous areas			
27.	Maintained housekeeping			
28.	Reported unsafe condition to immediate supervisor (shift position)			
29.	Carried out the instructions of the supervisor			
30.	Reported unsafe condition to immediate supervisor (shift position)			
31.	Selected PPE according to job			
32.	Wore PPE according to job			
33.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Portfolio		Description of Portfolio		
		1. Folder includes different drawings 2. Folder containing MS Word formatted document in printed form 3. Folder includes PowerPoint presentation in digital drive 4. Folder includes snaps of series, parallel, head & tail and indicator electrical circuits		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Drawn different geometrical shapes			
2.	Created a pattern with simple shapes			
3.	Drawn different sectional views			
4.	Composed a document as per the requirement			
5.	Inserted a table as per requirement			
6.	Formatted Word Document according to given requirements			
7.	Printed Word Documents according to requirements			
8.	Inserted slides with different layouts according to requirements of presentation.			
9.	Inserted text, tables, images, etc. according to the requirement.			
10.	Applied a set of effects to animate the slide according to requirement.			
11.	Applied slide transitions on slides according to requirement.			
12.	Applied sound effects on objects/text/images according to requirement.			
13.	Prepared series circuit on work bench			
14.	Prepared parallel circuit on work bench			
15.	Prepared Head and Tail Light Circuit on work bench			
16.	Prepared indicator circuit on work bench			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management "Field Assistant"	CS Code:	Level: 2	Version: 01
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Question	Candidate's answer
1. One nanometer is equal to	
2. Enlist non-verbal communication techniques?	
3. Find the name of below mention abbreviations: a. FT b. CM c. CL d. DIA e. MM	
4. Which angle can be measured with tri square?	
5. Enlist four main parts of a drill machine?	
6. Draw Symbol of concrete	
7. Ctrl+V in MS word	
8. Ctrl+A in MS word	
9. Enlist any two general safety rules?	
10. Write the communication skills?	

Question	Candidate's answer
11. How do you maintain safety in the workplace?	
12. Enlist any five layout tools?	
13. Define L.C.R meter?	
14. Define pump	
15. Enlist the components of pumping station	

ANSWER KEY

Sr.	Answers
1.	10^{-9} m.
2.	Body language Tone of voice
3.	Foot, Centimeters, Center line, Diameter, Millimeter
4.	90 and 45 angle
5.	Bore, Column, Table, Head, Spindle, Speed change mechanism
6.	
7.	Paste
8.	Select whole document
9.	1. Your safety is your personal responsibility. 2. Always follow the correct procedures. 3. Never take shortcuts. 4. Take responsibility and clean up if you made a mess. 5. Clean and organize your workspace. 6. Ensure a clear and easy route to emergency exits and equipment. • Be alert and awake on the job.
10.	Reading, Writing, Speaking, Listening
11.	Understand the risks. Reduce workplace stress. Take regular breaks. Avoid stooping or twisting. Use mechanical aids whenever possible. Protect your back. Wear protective equipment to suit the task. Stay sober
12.	Scriber, Tri square, Combination set Mallet, Compass, Center punch, Prick punch
13.	Measure the inductance (L), capacitance (C), and resistance (R) of an electronic component.
14.	A mechanical device using suction or pressure to raise or move liquid
15.	Wet well, Dry well, Grit channel/chamber, Pumps, motor/engine, valves, check valves, sluice valve (gate valve), Air relief valve, pressure relief valve, non-return valve, control panels, Pressure gauges, turbines.