



# **Assessment Evidence Guides**

**for**

**“Assistant Digger Operator”**

**Level-2**

**(Formative)**

# **Assessment Evidence Guide**

## **for**

### **“Assistant Digger Operator”**

**Level-2**

**Demonstrate Basic Numeracy Skills**  
**(Formative Assessment)**

**6<sup>th</sup> -10<sup>th</sup> September 2021**



**National Vocational & Technical**  
**Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 2, in (Digging Operation Supervisor) "Assistant Digger Operator"	CS Code:	Level: 02	Version: 01
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>Demonstrate Basic Numeracy Skill</li> <li>Perform Basic Communication</li> </ul>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time :</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Candidate is required to measure the boundaries of specified land and calculate perimeter, area and convert the measuring units, assigned by assessor.</li> <li><b>Assessment Task 2:</b> Candidate is required to calculate volume of regular stack of aggregates in different situations, assigned by assessor.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Collect appropriate measuring tools</p> <p><b>Performance Criteria 2:</b> Identify inch foot and yard</p> <p><b>Performance Criteria 3:</b> Identify millimeter, centimeter and meter</p> <p><b>Performance Criteria 4:</b> Perform addition</p> <p><b>Performance Criteria 5:</b> Perform subtraction</p> <p><b>Performance Criteria 6:</b> Perform multiplication</p> <p><b>Performance Criteria 7:</b> Calculate area of figures</p> <p><b>Performance Criteria 8:</b> Perform inter conversion of Measuring units</p> <p><b>Performance Criteria 9:</b> Carefully listen and note down the instructions of Supervisor</p>

	<p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Perform addition</p> <p><b>Performance Criteria 2:</b> Perform subtraction</p> <p><b>Performance Criteria 3:</b> Perform multiplication</p> <p><b>Performance Criteria 4:</b> Perform division</p> <p><b>Performance Criteria 5:</b> Calculate percentage</p> <p><b>Performance Criteria 6:</b> Calculate area of figures</p> <p><b>Performance Criteria 7:</b> Calculate volume of solid figures</p> <p><b>Performance Criteria 8:</b> Calculate quantities of materials in the stack/pile of stone aggregate by incorporating time saving practices</p> <p><b>Performance Criteria 9:</b> Carry out the instructions of the supervisor</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							

Each Assessment Task (with performance criteria)				
<b>Assessment Task 1</b>		<b>Description of Assessment Task 1</b> Candidate is required to measure the boundaries of specified land and calculate perimeter, area and convert the measuring units assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Collect appropriate measuring tools			
2.	Identify inch foot and yard			
3.	Identify millimeter, centimeter and meter			
4.	Perform addition			
5.	Perform subtraction			
6.	Perform multiplication			
7.	Calculate area of figures			
8.	Perform inter conversion of Measuring units			
9.	Carefully listen and note down the instructions of Supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 2</b>		<b>Description of Assessment Task 2</b> Candidate is required to calculate volume of regular stack of aggregates in different situations assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Perform addition			
2.	Perform subtraction			
3.	Perform multiplication			
4.	Perform division			
5.	Calculate percentage			
6.	Calculate area of figures			
7.	Calculate volume of solid figures			
8.	Calculate quantities of materials in the stack/pile of stone aggregate by incorporating time saving practices			
9.	Carry out the instructions of the supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

# **Assessment Evidence Guide for “Assistant Digger Operator”**

**Level-2**

**Identify Electrical Circuits and Measurements  
(Formative Assessment)**

**6<sup>th</sup> – 10<sup>th</sup> September 2021**



**National Vocational & Technical  
Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 2, in (Digging Operation/Technology) "Assistant Digger Operator"	CS Code:	Level: 02	Version: 01
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>Identify Electrical Circuits and Measurements</li> <li>Maintain Personal Health, hygiene and safety Perform</li> </ul>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Candidate is required to draw different types of circuits and also prepare these circuits using appropriate tools, including: <ul style="list-style-type: none"> <li>Series Circuit</li> <li>Parallel Circuit</li> <li>Combination Circuit</li> </ul> </li> <li><b>Assessment Task 2:</b> Candidate is required to measure and record voltage, current, resistance and continuity of electricity using appropriate tool.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b></p> <p><b>Performance Criteria 1:</b> Prepare series circuit using appropriate tools.</p> <p><b>Performance Criteria 2:</b> Prepare parallel circuit using appropriate tools.</p> <p><b>Performance Criteria 3:</b> Prepare combination of series and parallel circuit using appropriate tools.</p> <p><b>Performance Criteria 4:</b> Select personal protective equipment in terms of type and quantity according to work orders.</p> <p><b>Performance Criteria 5:</b> Maintain cleanliness and hygiene as per organizational policy</p> <p><b>Performance Criteria 6:</b> Comply with Health, hygiene and safety precautions before starting work</p>



	<p><b>Assessment Task 2:</b></p> <p><b>Performance Criteria 1:</b> Measure/record voltage by using Digital Multimeter (DMM)</p> <p><b>Performance Criteria 2:</b> Measure/record current by using Digital Multimeter (DMM)</p> <p><b>Performance Criteria 3:</b> Measure/record resistance by using Digital Multimeter (DMM).</p> <p><b>Performance Criteria 4:</b> Measure/ record continuity by using Digital Multimeter (DMM).</p> <p><b>Performance Criteria 5:</b> Place the tools equipment etc. at their prescribed place after completion of work</p> <p><b>Performance Criteria 6:</b> Identify the safety signs and symbols</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							

Each Assessment Task (with performance criteria)				
<b>Assessment Task 1</b>		<b>Description of assessment task 1</b> Candidate is required to draw different types of circuits and also prepare these circuits using appropriate tools, including: <ul style="list-style-type: none"> <li>• Series Circuit</li> <li>• Parallel Circuit</li> <li>• Combination Circuit</li> </ul>		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Prepare series circuit using appropriate tools.			
2.	Prepare parallel circuit using appropriate tools.			
3.	Prepare combination of series and parallel circuit using appropriate tools.			
4.	Select personal protective equipment in terms of type and quantity according to work orders.			
5.	Maintain cleanliness and hygiene as per organizational policy			
6.	Comply with Health, hygiene and safety precautions before starting work			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
<b>Assessment Task 2</b>		<b>Description of assessment task 2</b> Candidate is required to measure and record voltage, current, resistance and continuity of electricity using appropriate tool.		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Measure/record voltage by using Digital Multimeter (DMM)			
2.	Measure/record current by using Digital Multimeter (DMM)			
3.	Measure/record resistance by using Digital Multimeter (DMM).			
4.	Measure/ record continuity by using Digital Multimeter (DMM).			
5.	Place the tools equipment etc. at their prescribed place after completion of work			
6.	Identify the safety signs and symbols			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

# **Assessment Evidence Guide**

## **for**

### **“Assistant Digger Operator”**

**Level-2**

**Perform Battery Service of Vehicle**  
**(Formative Assessment)**

**6<sup>th</sup> – 10<sup>th</sup> September 2021**



**National Vocational & Technical**  
**Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 2, in (Digging Operation/Technology) "Assistant Digger Operator"	CS Code:	Level: 02	Version: 01
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Perform Battery Service of Vehicle</li> <li>• Maintain Personal Health, hygiene and safety</li> <li>• Basic Communication skills</li> </ul>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Candidate is required to perform battery service and install it in the vehicle according to the instructions given by assessor.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>2. Knowledge assessment test (Written or Oral)</b></li> <li><b>3. Portfolios at the time of assessment (if any)</b></li> </ol>

Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b></p> <p><b>Performance Criteria 1:</b> Perform the battery test using appropriate tools according to the standards.</p> <p><b>Performance Criteria 2:</b> Perform cleaning of terminal holder according to requirement.</p> <p><b>Performance Criteria 3:</b> Perform replacement of terminal holder according to requirement.</p> <p><b>Performance Criteria 4:</b> Assess the battery performance using appropriate tool.</p> <p><b>Performance Criteria 5:</b> Perform Safe removal of Battery from the vehicle.</p> <p><b>Performance Criteria 6:</b> Install Battery in the vehicle.</p> <p><b>Performance Criteria 7:</b> Test the battery performance according to the set procedure.</p> <p><b>Performance Criteria 8:</b> Interpret work processes and procedures correctly to identify risk to Health, hygiene and safety at workplace</p> <p><b>Performance Criteria 9:</b> Recognize processes, tools, equipment and consumable materials that have the potential to cause harm</p> <p><b>Performance Criteria 10:</b> Select personal protective equipment in terms of type and quantity according to work orders.</p> <p><b>Performance Criteria 11:</b> Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures.</p> <p><b>Performance Criteria 12:</b> Carefully listen and note down the instructions of Supervisor</p> <p><b>Performance Criteria 13:</b> Carry out the instructions of the supervisor</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							

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1		
		Candidate is required to perform battery service and install it in the vehicle according to the instructions given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Perform the battery test using appropriate tools according to the standards.			
2.	Perform cleaning of terminal holder according to requirement.			
3.	Perform replacement of terminal holder according to requirement.			
4.	Assess the battery performance using appropriate tool.			
5.	Perform Safe removal of Battery from the vehicle.			
6.	Install Battery in the vehicle.			
7.	Test the battery performance according to the set procedure.			
8.	Performance Criteria 8: Interpret work processes and procedures correctly to identify risk to Health, hygiene and safety at workplace			
9.	Recognize processes, tools, equipment and consumable materials that have the potential to cause harm			
10.	Select personal protective equipment in terms of type and quantity according to work orders.			
11.	Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures.			
12.	Carefully listen and note down the instructions of Supervisor			
13.	Carry out the instructions of the supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



# **Assessment Evidence Guide**

## **for**

### **“Assistant Digger Operator”**

**Level-2**

**Maintain Diesel Engine Systems**  
**(Formative Assessment)**

**6<sup>th</sup> – 10<sup>th</sup> September 2021**



**National Vocational & Technical**  
**Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 2, in (Digging Operation/Technology) “Assistant Digger Operator”	CS Code:	Level: 02	Version: 01
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>Maintain Diesel Engine Systems</li> <li>Personal Health, hygiene and safety Perform</li> <li>Basic Communication skills</li> </ul>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Candidate is required to label the diagram of diesel engine given by assessor (<i>See ANNEX-1, ANNEX-2 and ANNEX-3</i>).</li> <li><b>Assessment Task 2:</b> Candidate is required to maintain Diesel Engine Cooling System</li> <li><b>Assessment Task 3:</b> Candidate is required to maintain Engine Lubrication System</li> <li><b>Assessment Task 4:</b> Candidate is required to maintain Diesel Engine Fuel System</li> <li><b>Assessment Task 5:</b> Candidate is required to maintain Engine Intake System</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b></p> <p><b>Performance Criteria 1:</b> Point out the main components of Diesel Engine</p> <p><b>Performance Criteria 2:</b> Locate fuel injectors and its function</p> <p><b>Performance Criteria 3:</b> Point out high pressure fuel pump and its functions</p> <p><b>Performance Criteria 4:</b> Identify heater plug and its function</p> <p><b>Performance Criteria 5:</b> Identify the Common rail fuel system.</p> <p><b>Performance Criteria 6:</b> Identify HEUI fuel system.</p> <p><b>Performance Criteria 7:</b> Identify Cooling system in the vehicle.</p>
	<p><b>Assessment Task 2:</b></p> <p><b>Performance Criteria 1:</b> Identify the antifreeze its compositions.</p> <p><b>Performance Criteria 2:</b> Check coolant level</p> <p><b>Performance Criteria 3:</b> Identify the rust corrosion in the engine and preventions.</p> <p><b>Performance Criteria 4:</b> Perform Flushing of Cooling system</p>

	<p><b>Assessment Task 3:</b></p> <p><b>Performance Criteria 1:</b> Identify the main components of engine lubrication system.</p> <p><b>Performance Criteria 2:</b> Replace Oil filter.</p> <p><b>Performance Criteria 3:</b> Change engine oil</p> <p><b>Performance Criteria 4:</b> Check engine oil level</p> <p><b>Performance Criteria 5:</b> Check engine oil leakage</p>
	<p><b>Assessment Task 4:</b></p> <p><b>Performance Criteria 1:</b> Identify the main components of engine fuel system</p> <p><b>Performance Criteria 2:</b> Replace fuel filter.</p> <p><b>Performance Criteria 3:</b> Drain water from water separator.</p> <p><b>Performance Criteria 4:</b> Carefully listen and note down the instructions of Supervisor</p> <p><b>Performance Criteria 5:</b> Carry out the instructions of the supervisor</p> <p><b>Performance Criteria 6:</b> Report to the supervisor as per organizational SOPs</p>
	<p><b>Assessment Task 5:</b></p> <p><b>Performance Criteria 1:</b> Identify the main components of engine Intake system.</p> <p><b>Performance Criteria 2:</b> Check dust indicator</p> <p><b>Performance Criteria 3:</b> Clean the air filter</p> <p><b>Performance Criteria 4:</b> Replace the air filter</p> <p><b>Performance Criteria 5:</b> Select personal protective equipment in terms of type and quantity according to work orders.</p> <p><b>Performance Criteria 6:</b> Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures.</p> <p><b>Performance Criteria 7:</b> Ensure personal protective equipment is cleaned and stored in proper place.</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							

Each Assessment Task (with performance criteria)				
<b>Assessment Task 1</b>		<b>Description of assessment task 1</b> Candidate is required to label the diagram of diesel engine given by assessor ( <b>See ANNEX-1, ANNEX-2 and ANNEX-3</b> ).		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Point out the main components of Diesel Engine			
2.	Locate fuel injectors and its function			
3.	Point out high pressure fuel pump and its functions			
4.	Identify heater plug and its function			
5.	Identify the Common rail fuel system.			
6.	Identify HEUI fuel system.			
7.	Identify Cooling system in the vehicle.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

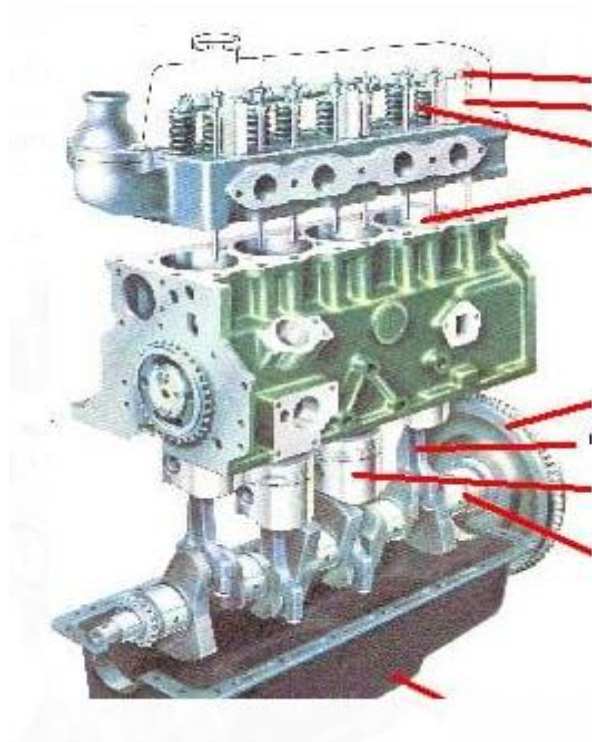
Assessment Task (with performance criteria)			
<b>Assessment Task 2</b>		<b>Description of assessment task 2</b> Candidate is required to maintain Diesel Engine Cooling System	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Identify the antifreeze its compositions.		
2.	Check coolant level		
3.	Identify the rust corrosion in the engine and preventions.		
4.	Perform Flushing of Cooling system		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
<b>Assessment Task 3</b>		<b>Description of assessment task 3</b> Candidate is required to maintain Engine Lubrication System	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Identify the main components of engine lubrication system.		
2.	Replace Oil filter.		
3.	Change engine oil		
4.	Check engine oil level		
5.	Check engine oil leakage		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

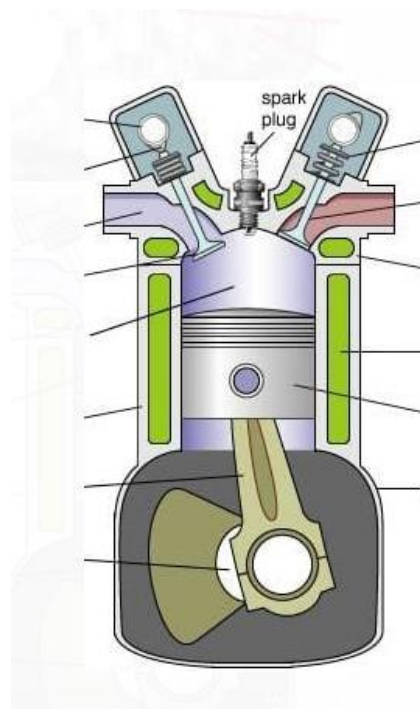
Each Assessment Task (with performance criteria)			
<b>Assessment Task 4</b>		<b>Description of assessment task 4</b> Candidate is required to maintain Diesel Engine Fuel System	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Identify the main components of engine fuel system		
2.	Replace fuel filter.		
3.	Drain water from water separator.		
4.	Carefully listen and note down the instructions of Supervisor		
5.	Carry out the instructions of the supervisor		
6.	Report to the supervisor as per organizational SOPs		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)				
<b>Assessment Task 5</b>		<b>Description of assessment task 5</b> Candidate is required to maintain Engine Intake System		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify the main components of engine Intake system.			
2.	Check dust indicator			
3.	Clean the air filter			
4.	Replace the air filter			
5.	Select personal protective equipment in terms of type and quantity according to work orders.			
6.	Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures.			
7.	Ensure personal protective equipment is cleaned and stored in proper place.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

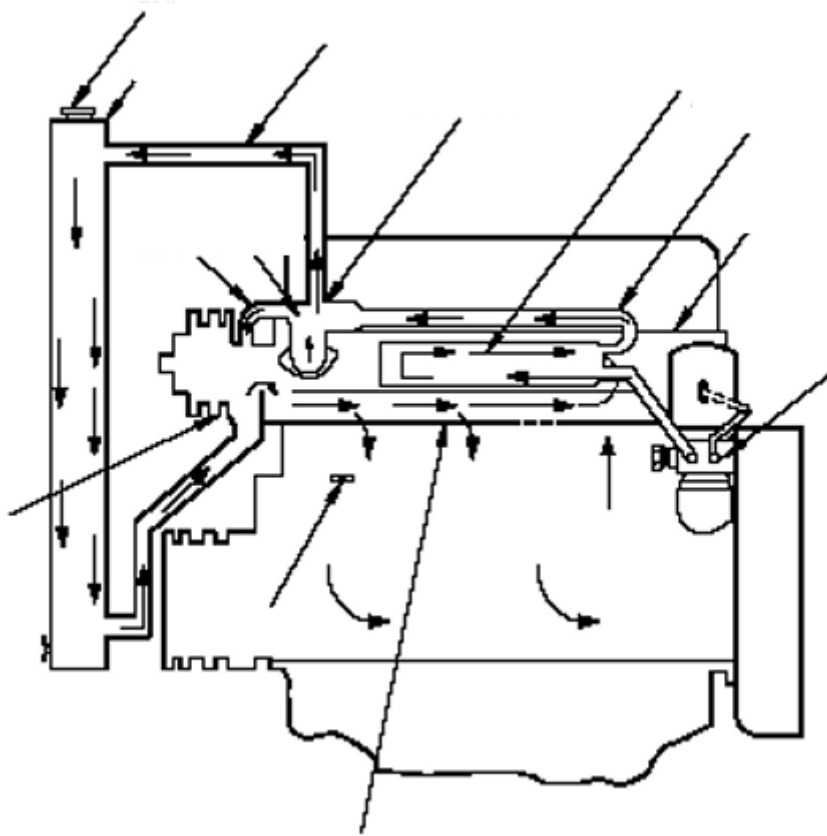
## ANNEX-1



## ANNEX-2



## ANNEX-3





# **Assessment Evidence Guide**

## **for**

### **“Assistant Digger Operator”**

**Level-2**

**Carryout General Maintenance**  
**(Formative Assessment)**

**6<sup>th</sup> – 10<sup>th</sup> September 2021**



**National Vocational & Technical**  
**Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 2, in (Digging Operation /Technology) “Assistant Digger Operator”	CS Code:	Level: 02	Version: 01
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Carryout General Maintenance</li> <li>• Personal Health, hygiene and safety Perform</li> <li>• Basic Communication skills</li> </ul>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Candidate is required to perform General Housekeeping &amp; Maintenance</li> <li><b>2. Assessment Task 2:</b> Candidate is required to perform Preventive Maintenance of assigned engine system (Cooling system <b>OR</b> Intake system <b>OR</b> etc.)</li> <li><b>3. Assessment Task 3:</b> Candidate is required to perform Maintenance of assigned Tools</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>4. Knowledge assessment test (Written or Oral)</b></li> <li><b>5. Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b></p> <p><b>Performance Criteria 1:</b> Apply appropriate methods and techniques for cleanliness and maintenance of machines &amp; tools</p> <p><b>Performance Criteria 2:</b> Clean and maintain all workplace tools &amp; machines as per housekeeping checklists or given instructions</p> <p><b>Performance Criteria 3:</b> Prepare checklist for daily cleanliness of the workplace</p> <p><b>Performance Criteria 4:</b> Respond appropriately to safety hazards on all bench-work tools and machines</p> <p><b>Performance Criteria 5:</b> Place all the tools &amp; material in proper place to ensure safe work</p> <p><b>Performance Criteria 6:</b> Prepare specific guidelines and checklists to conduct maintenance and housekeeping of machines &amp; tools</p> <p><b>Performance Criteria 7:</b> Select personal protective equipment in terms of type and quantity according to work orders.</p> <p><b>Performance Criteria 8:</b> Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures.</p> <p><b>Performance Criteria 9:</b> Ensure personal protective equipment is cleaned and stored in proper place</p>

	<p><b>Assessment Task 2:</b></p> <p><b>Performance Criteria 1:</b> Apply appropriate methods and techniques for cleanliness and maintenance of machines &amp; tools</p> <p><b>Performance Criteria 2:</b> Clean and maintain all workplace tools &amp; machines as per housekeeping checklists or given instructions</p> <p><b>Performance Criteria 3:</b> Prepare checklist for daily cleanliness of the workplace</p> <p><b>Performance Criteria 4:</b> Respond appropriately to safety hazards on all bench-work tools and machines</p> <p><b>Performance Criteria 5:</b> Place all the tools &amp; material in proper place to ensure safe work</p> <p><b>Performance Criteria 6:</b> Prepare specific guidelines and checklists to conduct maintenance and housekeeping of machines &amp; tools</p> <p><b>Performance Criteria 7:</b> Interpret work processes and procedures correctly to identify risk to Health, hygiene and safety at workplace</p> <p><b>Performance Criteria 8:</b> Recognize processes, tools, equipment and consumable materials that have the potential to cause harm</p> <p><b>Performance Criteria 9:</b> Prepare Report of the identified risk to Health, hygiene and safety</p>
	<p><b>Assessment Task 3:</b></p> <p><b>Performance Criteria 1:</b> Clean and maintain all bench-work tools and machines as per housekeeping checklists or instructions provided</p> <p><b>Performance Criteria 2:</b> Prepare checklist for daily cleanliness of the workplace</p> <p><b>Performance Criteria 3:</b> Respond appropriately to safety hazards on all bench-work tools &amp; machines</p> <p><b>Performance Criteria 4:</b> Identify all the tools and material in proper place to ensure safe work</p> <p><b>Performance Criteria 5:</b> Adopt methods and techniques for cleanliness and maintenance of tools</p> <p><b>Performance Criteria 6:</b> Carefully listen and note down the instructions of Supervisor</p> <p><b>Performance Criteria 7:</b> Carry out the instructions of the supervisor</p> <p><b>Performance Criteria 8:</b> Report to the supervisor as per organizational SOPs</p>

*Continued on following page*

**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							

Each Assessment Task (with performance criteria)				
<b>Assessment Task 1</b>		<b>Description of assessment task 1</b> Candidate is required to perform General Housekeeping & Maintenance		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Apply appropriate methods and techniques for cleanliness and maintenance of machines & tools			
2.	Clean and maintain all workplace tools & machines as per housekeeping checklists or given instructions			
3.	Prepare checklist for daily cleanliness of the workplace			
4.	Respond appropriately to safety hazards on all bench-work tools and machines			
5.	Place all the tools & material in proper place to ensure safe work			
6.	Prepare specific guidelines and checklists to conduct maintenance and housekeeping of machines & tools			
7.	Select personal protective equipment in terms of type and quantity according to work orders.			
8.	Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures.			
9.	Ensure personal protective equipment is cleaned and stored in proper place			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of assessment task 2 Candidate is required to perform Preventive Maintenance of assigned engine system (Cooling system OR Intake system OR etc.)		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Apply appropriate methods and techniques for cleanliness and maintenance of machines & tools			
2.	Clean and maintain all workplace tools & machines as per housekeeping checklists or given instructions			
3.	Prepare checklist for daily cleanliness of the workplace			
4.	Respond appropriately to safety hazards on all bench-work tools and machines			
5.	Place all the tools & material in proper place to ensure safe work			
6.	Prepare specific guidelines and checklists to conduct maintenance and housekeeping of machines & tools			
7.	Interpret work processes and procedures correctly to identify risk to Health, hygiene and safety at workplace			
8.	Recognize processes, tools, equipment and consumable materials that have the potential to cause harm			
9.	Prepare Report of the identified risk to Health, hygiene and safety			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 3		Description of assessment task 3 Candidate is required to perform Maintenance of assigned Tools		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Clean and maintain all bench-work tools and machines as per housekeeping checklists or instructions provided			
2.	Prepare checklist for daily cleanliness of the workplace			
3.	Respond appropriately to safety hazards on all bench-work tools & machines			
4.	Identify all the tools and material in proper place to ensure safe work			
5.	Adopt methods and techniques for cleanliness and maintenance of tools			
6.	Carefully listen and note down the instructions of Supervisor			
7.	Carry out the instructions of the supervisor			
8.	Report to the supervisor as per organizational SOPs			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

# **Assessment Evidence Guide**

## **for**

### **“Assistant Digger Operator”**

**Level-2**

**Perform Basic Technical Drawings**  
**(Formative Assessment)**

**6<sup>th</sup> -10<sup>th</sup> September 2021**



**National Vocational & Technical**  
**Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 2, in (Digging Operation/Technology) “Assistant Digger Operator”	CS Code:	Level: 02	Version: 01
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Perform Basic Technical Drawings</li> <li>• Personal Health, hygiene and safety Perform</li> <li>• Basic Communication skills</li> </ul>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <p><b>7. Assessment Task 1: Candidate is required to draw and label of pattern with simple geometrical shapes given by assessor.</b></p> <p><b>8. Assessment Task 2: Candidate is required to draw, label and dimension the following orthographic projections of simple objects given by assessor.</b></p> <ul style="list-style-type: none"> <li>• First angle projection</li> <li>• Third angle projection</li> <li>• Missing view</li> <li>• Section view</li> </ul> <p><b>And complete:</b></p> <p><b>9. Knowledge assessment test (Written or Oral)</b></p> <p><b>10. Portfolios at the time of assessment (if any)</b></p>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Draw different types of lettering</p> <p><b>Performance Criteria 2:</b> Draw different types of lines</p> <p><b>Performance Criteria 3:</b> Draw different geometrical figures</p> <p><b>Performance Criteria 4:</b> Draw simple curve</p> <p><b>Performance Criteria 5:</b> Create a pattern with simple shapes</p> <p><b>Performance Criteria 6:</b> Maintain cleanliness and hygiene as per organizational policy</p> <p><b>Performance Criteria 7:</b> Treat team members with respect and maintain positive relationships to achieve common organizational goals</p> <p><b>Performance Criteria 8:</b> Listen to instructions carefully &amp; comply with those instructions</p> <p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Draw first angle projection</p> <p><b>Performance Criteria 2:</b> Draw third angle projection</p> <p><b>Performance Criteria 3:</b> Draw missing views</p> <p><b>Performance Criteria 4:</b> Draw different section views</p> <p><b>Performance Criteria 5:</b> Draw different types of dimensions.</p> <p><b>Performance Criteria 6:</b> Draw geometrical tolerance</p> <p><b>Performance Criteria 7:</b> Draw different drawing symbols</p> <p><b>Performance Criteria 8:</b> Follow organizational Health, hygiene and safety guidelines during work</p>

	<p><b>Performance Criteria 9:</b> Carefully listen and note down the instructions of Supervisor</p> <p><b>Performance Criteria 10:</b> Carry out the instructions of the supervisor</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							

Each Assessment Task (with performance criteria)

<b>Assessment Task 1</b>	<b>Description of assessment task 1</b> Candidate is required to draw and label of pattern with simple geometrical shapes given by assessor.
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During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Draw different types of lettering			
2.	Draw different types of lines			
3.	Draw different geometrical figures			
4.	Draw simple curve			
5.	Create a pattern with simple shapes			
6.	Maintain cleanliness and hygiene as per organizational policy			
7.	Treat team members with respect and maintain positive relationships to achieve common organizational goals			
8.	Listen to instructions carefully & comply with those instructions			

Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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Each Assessment Task (with performance criteria)				
<b>Assessment Task 2</b>		<b>Description of assessment task 2</b> Candidate is required to draw, label and dimension the following orthographic projections of simple objects given by assessor. <ul style="list-style-type: none"> <li>• First angle projection</li> <li>• Third angle projection</li> <li>• Missing view</li> <li>• Section view</li> </ul>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Draw first angle projection			
2.	Draw third angle projection			
3.	Draw missing views			
4.	Draw different section views			
5.	Draw different types of dimensions.			
6.	Draw geometrical tolerance			
7.	Draw different drawing symbols			
8.	Follow organizational Health, hygiene and safety guidelines during work			
9.	Carefully listen and note down the instructions of Supervisor			
10.	Carry out the instructions of the supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

A blue geometric graphic consisting of several overlapping triangles and trapezoids, creating a layered, triangular shape that points to the right.

# **Assessment Evidence Guides**

**for**

**“Assistant Digger Operator”**

**Level-2**

**(Summative)**

# **Assessment Evidence Guide**

## **For**

### **“Assistant Digger Operator”**

**Level-2**

**(Summative Assessment)**

**6<sup>th</sup> – 10<sup>th</sup> September 2021**



**National Vocational & Technical  
Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 2, in (Digging Operation/Technology) "Assistant Digger Operator"	CS Code:	Level: 02	Version: 01
<b>Competency Standard Title:</b> <b>A.</b> A-Maintain Personal Health, hygiene and safety <b>B.</b> B-Perform basic communication skills <b>C.</b> C- Operate Computer Functions (General) <b>D.</b> D-Demonstrate Basic Numeracy skills <b>E.</b> E-Identify Electrical Circuits and Measurements <b>F.</b> F-Perform Battery Service of Vehicle <b>G.</b> G-Maintain Diesel Engine Systems <b>H.</b> H-Carryout General Maintenance <b>I.</b> I-Perform Basic Technical Drawing	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time: 5 Hrs.</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Candidate is required to draw lubrication system diagram.</li> <li><b>Assessment Task 2:</b> Candidate is required to perform Flushing of Cooling system.</li> <li><b>Assessment Task 3:</b> Candidate is required to prepare a combination circuit using appropriate tools.</li> <li><b>Assessment Task 4:</b> Candidate is required to clean and re-install the air filter according to the requirement.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance criteria 1:</b> Draw The lubrication system diagram</p> <p><b>Performance criteria 2:</b> Draw different types of lettering</p> <p><b>Performance criteria 3:</b> Write Vertical Lettering with different style like Gothic, Roman and free hand lettering</p> <p><b>Performance criteria 4:</b> Draw different shapes using lines including:</p> <ul style="list-style-type: none"> <li>○ Circle</li> <li>○ Triangle</li> <li>○ Square</li> </ul>

	<ul style="list-style-type: none"> <li>○ Rectangle</li> <li>○ Curves</li> </ul> <p><b>Performance criteria 5:</b> Use T-Square and Set Squares for drawing horizontal, vertical and inclined lines</p> <p><b>Performance criteria 6:</b> Sketch Plane geometry equal division of line with the help of compass and set square</p>
	<p><b>Assessment Task 2</b></p> <p><b>Performance criteria 1:</b> Identify the antifreeze and its compositions</p> <p><b>Performance criteria 2:</b> Check coolant level</p> <p><b>Performance criteria 3:</b> Identify the rust and corrosion in the engine and preventions</p> <p><b>Performance criteria 4:</b> Perform Flushing of Cooling system</p>
	<p><b>Assessment Task 3</b></p> <p><b>Performance criteria 1:</b> Prepare series circuit on work bench using appropriate tools.</p> <p><b>Performance criteria 2:</b> Prepare parallel circuit on work bench using appropriate tools.</p> <p><b>Performance criteria 3:</b> Prepare combination circuit (series parallel circuit) on work bench using appropriate tools.</p> <p><b>Performance criteria 4:</b> Measure/ record voltage by using appropriate equipment</p> <p><b>Performance criteria 4:</b> Measure/ record current by using appropriate equipment</p> <p><b>Performance criteria 6:</b> Measure/ record resistance by using appropriate equipment</p> <p><b>Performance criteria 7:</b> Measure/ record continuity by using appropriate equipment</p>
	<p><b>Assessment Task 4</b></p> <p><b>Performance criteria 1:</b> Identify the main components of engine Intake system.</p> <p><b>Performance criteria 2:</b> Check dust indicator</p> <p><b>Performance criteria 3:</b> Clean the air filter</p> <p><b>Performance criteria 4:</b> Replace the air filter</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b></p> <p><b>Performance criteria 1:</b> File/folder of basic technical drawing</p> <p><b>Performance criteria 2:</b> File/folder of Electrical Circuits and Measurements</p> <p><b>Performance criteria 3:</b> File/folder of Battery Service of Vehicle</p> <p><b>Performance criteria 4:</b> File/folder of General Maintenance</p> <p><b>Performance criteria 5:</b> File/folder of maintenance of Diesel Engine Systems</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							

Each Assessment Task (with performance criteria)				
<b>Assessment Tasks 1</b>		<b>Description of assessment tasks:</b> Candidate is required to draw lubrication system diagram.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Draw The lubrication system diagram			
2.	Draw different types of lettering			
3.	Write Vertical Lettering with different style like Gothic, Roman and free hand lettering			
4.	Draw different shapes using lines including: <ul style="list-style-type: none"> <li>○ Circle</li> <li>○ Triangle</li> <li>○ Square</li> <li>○ Rectangle</li> <li>○ Curves</li> </ul>			
5.	Use T-Square and Set Squares for drawing horizontal, vertical and inclined lines			
6.	Sketch Plane geometry equal division of line with the help of compass and set square			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)			
<b>Assessment Tasks 2</b>		<b>Description of assessment tasks:</b> Candidate is required to perform Flushing of Cooling system.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Identify the antifreeze and its compositions		
2.	Check coolant level		
3.	Identify the rust and corrosion in the engine and preventions		
4.	Perform Flushing of Cooling system		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
<b>Assessment Tasks 3</b>		<b>Description of assessment tasks:</b> Candidate is required to prepare a combination circuit using appropriate tools.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Prepare series circuit on work bench using appropriate tools.		
2.	Prepare parallel circuit on work bench using appropriate tools.		
3.	Prepare combination circuit (series parallel circuit) on work bench using appropriate tools.		
4.	Measure/ record voltage by using appropriate equipment		
5.	Measure/ record current by using appropriate equipment		
6.	Measure/ record resistance by using appropriate equipment		
7.	Measure/ record continuity by using appropriate equipment		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
<b>Assessment Tasks 4</b>		<b>Description of assessment tasks:</b> Candidate is required to clean and re-install the air filter according to the requirement.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Identify the main components of engine Intake system.		
2.	Check dust indicator		
3.	Clean the air filter		
4.	Replace the air filter		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	



<b>Portfolio</b>		<b>Description of Portfolio</b> Candidate is required to present a portfolio including:		
Current <input type="checkbox"/>	Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:			Yes	No
1.	File/folder of basic technical drawing			
2.	File/folder of Electrical Circuits and Measurements			
3.	File/folder of Battery Service of Vehicle			
4.	File/folder of General Maintenance			
5.	File/folder of maintenance of Diesel Engine Systems			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		