

**Assessment Evidence Guide**

**For**

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

**(Formative 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>	0722-W&C-25 Increase the Productivity at workplace
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name_____
	Registration/Roll Number_____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Upgrade Material and hardware</li> <li>• Upgrade Machines and technique</li> </ul>
<b>Time: 03 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<p><b>Upgrade Material and hardware</b></p> <ol style="list-style-type: none"> <li>1. Follow new trends in the accessories</li> <li>2. Use new types of paints/Finishing</li> <li>3. Conduct market survey</li> </ol> <p><b>Upgrade Machines and technique</b></p> <ol style="list-style-type: none"> <li>1. Be aware of new cutting methods</li> <li>2. Follow new machinery and equipment for carpentry</li> <li>3. Conduct market survey</li> </ol>
<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>	0722-W&C-25 Increase the Productivity at workplace
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	<p><b>COMPETENT</b> <input type="checkbox"/> <span style="margin-left: 100px;"><b>NOT YET COMPETENT</b> <input type="checkbox"/></span></p> <p><b>Name of the Assessor</b> _____</p> <p><b>Assessor's code:</b> _____</p> <p><b>Signature:</b> _____</p>

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

<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>Upgrade Material and hardware</li> <li>Upgrade Machines and technique</li> </ul>		
<b>During the practical assessment, candidate demonstrated the following:</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1. Follow new trends in the accessories			
2. Use new types of paints/Finishing			
3. Be aware of new cutting methods			
4. Follow new machinery and equipment for carpentry			
5. Conduct market survey			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

## Knowledge Assessment

<b>Qualification</b>	National Competency Standards Level-4 for Woodworks "Carpentry Supervisor/ Foreman"
<b>Competency Standard</b>	0722-W&C-25 Increase the Productivity at workplace
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around; 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 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.	How a market survey is conducted?		
2.	Enlist any three machines in carpentry.		

3.	What are the types of Finishing materials?		

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

## Knowledge Assessment - Answers

1.	How a market survey is conducted?
	The survey research and analysis of the market for a particular product/service
2.	Enlist any three machines in carpentry.
	<ul style="list-style-type: none"><li>• Table Saws</li><li>• Mitre Saws</li><li>• Drill Presses</li><li>• Radial Arm Saws</li><li>• Circular Saws</li><li>• Planers and Jointers</li></ul>
3.	What are the types of Finishing materials?
	<ol style="list-style-type: none"><li>1. Varnish</li><li>2. Shellac</li><li>3. Stain</li><li>4. Lacquers</li><li>5. Water-Based Finishes</li><li>6. French Polish</li></ol>