



Assessment -Protocol

Terms of Reference

1. This protocol for Accreditation of Assessment Bodies is based on the following TORs :
 - a) Training Provider will NOT be an Assessment Agency to safeguard against “conflict of interest.” Any deviations to this will be at the discretion of IPSC Technical / Assessment Committee based on merit of each case.
 - b) No Assessment Agency will be allowed to establish monopoly in geographical stretch or disciplines. Exceptions to the rule will cleared by IPSC Assessment Committee.
 - c) Assessment processes / procedures should be transparent, demonstrative and in line with international best practices to ensure credibility of the certificate. Assessment Bodies may be considered to manage and administer the assessment process on merit.
 - d) Seamless documentation and evidence collection.
 - e) Assessments through trained and certified assessors / assessors aligned to assess competencies as per the QP/ NOS.
2. Assessment will be based on the concept of Independent Assessors empanelled with assessment agencies, identified, selected, trained and certified on Assessment techniques. These assessors should be aligned to assess as per the laid down criteria. Assessment will be conducted by only ‘Certified Assessor’ and the allocation of the batches is based on the availability of certified assessor in that region.
3. Assessment Module should be in Local languages for easy understanding of the candidates.
4. Quality Assurance - Inspection and Surprise visit will be appreciated by Assessment Agencies to ensure the quality assessment and reduce the possibilities of malpractices.
5. The Assessment Agency (s) providing Assessment to a standard i.e. QP/NOS, should have the required competence and impartiality.
6. It is expected by AAs to be able to cater to all the states and not limit themselves to a particular region. Their capacity is checked by the following things:
 - a. Infrastructure and its organisation,
 - b. Capability and capacity to develop Assessment Tools for various courses as per IPSC Qualification Packs.
 - c. Identification, selection and maintaining quality Assessors.
 - d. Quality Management System (QMS) and its operation.
 - e. Online platform to conduct the assessments.
7. IPSC reserves the right to have a pool of its own accredited and certified Assessors pan-India for deployment, when required.
8. Assessment Agencies will be considered for assessment assignments by IPSC based on their ability and availability to carry out assessments in the areas where the training has been conducted. IPSC reserves the right to allocate the batches for assessment, to the assessment agencies. Assessment Agencies will be engaged by IPSC at the rates that are prevailing at the

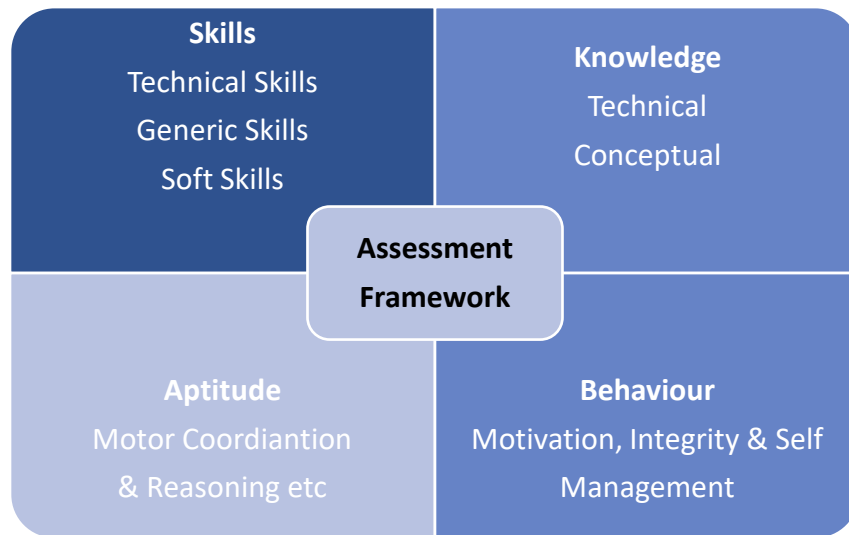


time of engagement or Service level agreement for any specific project. Other important aspects of terms of engagement shall be:-

- A) Assessment Agencies shall conduct assessment in States and programmes assigned by IPSC and will neither engage any franchises nor outsource the assessment on their behalf.
 - B) Assessment Agencies shall form a panel of assessors of high repute and integrity, state wise and forward their names, address, qualifications, experience, contact numbers and photographs to IPSC. These assessors should either be employed or on long term contract with the assessment agency. These assessors shall be accredited through orientation, assessment and certified by IPSC. The assessment of the Trainees can be carried out by these authorised assessors only.
 - C) Assessment Agency should conduct assessment only at the training centres of TP or designated testing centres authorised by IPSC.
9. Assessment batch size for the practical exams shall not be more 30 for each individual assessor and can be reviewed on case to case basis.
 10. Assessment Agency shall maintain full and complete record pertaining to candidates registered, tested, passed, along with centres, assessors, assessment fee etc., and shall preserve all the records for at least five years / as per applicability of any particular scheme at any point in time and make it available to IPSC at any time required. The process records will also be maintained.
 11. Assessment Agency will sign a non-disclosure agreement for ensuring that any information collected during the course of assessments will not be shared with a third party other than the concerned training provider and IPSC.
 12. Assessment Agency / Assessors will not disclose the results to the Training Provider and submit the results to IPSC as per agreed timelines.

Assessment Framework

Each candidate will be assessed for knowledge, skills, Behaviour and Aptitude. A broad structure will be as follows:



Assessment Methods

The assessment agency will innovatively use the assessment methods to assess the potential candidate. Evidence against each will be captured and secured.

Alignment of Framework with Qualification Packs

1. Each NOS in the Qualification Pack (QP) will be assigned a relative weightage for assessment based on the criticality of the NOS.
2. Each NOS in the respective QPs will be assigned weightage. Therein each Performance Criteria in the NOS will be assigned marks for theory and / or practical based on relative importance and criticality of function.
3. This will facilitate preparation of question bank / paper sets for each of the QPs. Each of these papers sets / question bank so created by the Assessment Agency will be validated by the industry subject matter experts through IPSC, especially with regard to the practical test and the defined tolerances, finish, accuracy etc.

Assessment Tools

The following tools are proposed to be used for final assessment:

Written Test: This will comprise of (i) True / False Statements (ii) Multiple Choice Questions (iii) Matching Type Questions. Online system for this will be preferred.

Practical Test: This will comprise a test job to be prepared as per plumbing drawing by following appropriate working steps, using necessary tools, equipment and instruments. Through observation it will be possible to ascertain candidate's aptitude, safety consciousness, quality consciousness etc.

The end result will be measured against the pre-defined standards (like tolerance, finish, accuracy, time etc.) to gauge the level of his skill.



Structured Interview (Viva): This tool will be used to assess the conceptual understanding and the behavioural aspects as regards the job role and the specific task at hand.

Structure of the Assessments

Theory	30%	70% will be the Pass Percentage also each NOSs to be evaluated by putting 50% cut off on all NOSs.
Practical & Viva	70%	

Assessment Fee

Training Providers will pay IPSC the prescribed fee for assessment and certification of their candidates, for which IPSC will raise necessary invoice. The Assessment Agencies will be paid by IPSC as per the agreement in place.

	Assessment Fees -IPSC	Assessment Fee– Assessment Agency	Fee Normally paid to the assessor by AAs	Administrative/ Travel & Hotel Charges
Fresh Trainings- PMKVY & Other	Rs. 1200/-	Rs. 600/-	Rs. 2500- 3500/- Per Batch of 30/Less candidates + TA @500 Rs. Per day.	Rs.3000- 4000/- Per batch
RPL- PMKVY	Rs. 800/-	Rs. 600/-		
State Mission- As per MOU	800/1000	Rs. 600/-		

**The calculation is only for Level-2 & level-3 Job roles, for higher job roles the assessment fee will be increased.*

Appeals and Grievance Redressal

If the Assessment Agency(s) is aggrieved by the accreditation process, they can appeal through a written representation to Grievance Redressal Committee. The representation will be put up to the committee members for considering the appeal and make recommendations to Chairman, IPSC. The decision of the Chairman will be final.

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