



Standard Operating Procedures (SoP) for Conducting Assessment(s)
Technical Training Institute-Chumey, Bumthang
July 2025

Endorsed on 29th July 2025 during semester opening meeting

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1. Introduction

1.1 Background

Based on observations made by trainers over several years and discussed during the staff general meeting in 2023, it was noted that many trainees at the institute appeared to take their training lightly and did not give it the necessary attention. Previously, none of the institutes within the TVET system had a structured mechanism to assess trainees' learning progress beyond class or module tests. Consequently, trainees often struggled with the assessment procedures, question formats, and other essential preparations required for the final national assessment.

Therefore, to encourage trainees to take their training more seriously, better prepare them for National Assessments and ensure the quality training, the institute unanimously resolved to implement semester-end assessments moving forward.

1.2 Purpose and scope of the SoP

This document shall hereinafter be referred to as the **Institute-Based Assessment Standard Operating Procedure (SoP)** and will serve as the official guideline for administering semester-end assessments within the institute. All trainers responsible for conducting assessments are required to adhere strictly to the procedures and directives outlined in this SoP. Compliance with these guidelines is mandatory to ensure consistency, fairness, and the integrity of the assessment process across all programs offered by the institute.

In addition, while carrying out the module-end assessments for regular courses, by respective tutors, the guidelines should be referred to. The marks will be included as a part of CA for the final results in subsequent semester-end results.

However, this SoP shall not cover the administration of National Assessments, Recognition of Prior Learning (RPL) assessments, short-course assessments conducted within the institute, or any assessments carried out outside the institute.

1.3 Objectives of SOP for semester end assessment

1. *To ensure uniformity*

To standardize the assessment process across departments or institute, maintaining fairness and consistency

2. *Maintain transparency*

To make the assessment procedure clear and transparency for trainees, faculty and administration

3. ***To ensure accountability***

To define the roles and responsibilities for individuals involved in the assessment process.

4. ***To maintain the timeline of assessment***

To conduct the assessment(s) on the set deadline as per the institute calendar

2. Exam committee

2.1 Committee formation

Based on the resolution taken during the staff meeting, a committee was formed to oversee, conduct and manage assessment(s), named as assessment committee. As per the the latest revision, following are the committee members:

1. Training Head (Chairperson)
2. Tshering Jatsho (Welding Department/coordinator)
3. Sangay Wangchuk (Carpentry Department/member)
4. Purna Maya Sanyasi (Plumbing Department/member)
5. Sajaindra Rai (Academic Department/member)
6. Leki Dorji (Masonry Department/member)
7. Jigme Singye (Electrical Department/member)

While selecting the members, it was made sure that at least one member from each department was nominated to ensure that all the departments would have their own roles to play related to assessment(s)

Note: The committee members are subjected to change as deemed necessary.

2.2 Roles and responsibilities of the committee members

2.2.1 Chair person

- Provide overall leadership and guidance to the assessment committee.
- Approve assessment plans, schedules, and policies.
- Preside over committee meetings and ensure decisions aligning with institutional goals.
- Resolve conflicts or challenges related to the assessment process.
- Mobilize funds for assessment in coordination with the management
- Liaise with management, external bodies, and stakeholders on assessment-related matters.

2.2.2 Coordinator

- Organize and oversee the day-to-day implementation of assessment activities.
- Develop detailed assessment schedules and circulate them to relevant staff and trainees.
- Ensure assessment tools and procedures meet quality standards and are aligned with curriculum requirements.
- Report assessment outcomes and issues to the chairperson and the committee.
- Collect and analyze assessment-related feedback from learners and instructors.
- Collect, compile, and verify assessment results.
- Plan and coordinate the paper moderation.
- Prepare certificates for timely distribution to the position holders.
- Share the assessment results to the ICT department for uploading on the website within two weeks from the date of completion of the assessments.

Note: Class incharge to provide details of position holders.

2.2.3 Members

- Communicate the committee's decision to respective trades.
- Administer assessments according to the agreed schedule and guidelines.
- Provide feedback on assessment results to the coordinator.
- Participate actively in meetings, discussions, and decisions regarding assessment policies and improvements.
- Ensure assessment tools are competency-based and aligned with learning outcomes.
- Review and validate question papers, practical tasks, rubrics, and checklists.
- Maintain confidentiality of question papers and assessment materials.

2.2.4 Subject trainers

- Prepare two sets for both Theory & Practical assessment resources and submit to the assessment unit for moderation as per the communicated timeline. While one set will be used for the main assessment, another will be used for re-assessment.
- Edit/ make changes to the assessment resources as per the feedback during the moderation process.
- Submit the final assessment resources to the assessment unit for printing and compilation for the assessment(s).
- Once the assessment for each subject/module is over, collect the answer sheets from the assessment unit for answer correction.

- Submit the assessment marks to respective HoDs and subsequently HoDs will submit them to the assessment unit for record and necessary action.

3. Assessment procedure

3.1 Scope of assessment

- The semester-end assessments shall be conducted for all on-going regular training at the time of semester-end.
- There shall be 1st and 2nd semester-end assessments in a year.
- The trainees must attend a written examination for theory assessment (No oral/viva or online assessment will be accepted).
- The assessment must cover cognitive domain, psychomotor domain and affective domains.
- For the technical assessments, both practical and theory should be done. For the very purpose, HoDs/ Trainers have to procure and keep the materials ready.

3.2 Exclusions for assessments

- The short courses (SDP/ ASP) will not be included for semester-end assessments. Their assessment will be conducted by respective trainers as and when the course gets completed. However, the marks shall be compiled/recorded by respective HoDs/ Trainers.
- In case the academic modules for regular training are completed before the semester-end assessment, they need not have to conduct the semester-end assessments but require to conduct module-end assessments and compile the marks. The marks shall be reflected on trainees' results.
- The trainees on OJT or internship need not sit for semester-end assessments.

3.3 Conduct of assessments and reassessment

3.3.1 Timeline

- Semester-end assessments shall be conducted and completed at least one week ahead of the semester end- break
- The evaluated answer sheets should be given to the trainees for marks counting and verification within the three days after the completion of the assessment.
- Moderation shall be conducted two weeks ahead of commencing the assessments .

- Final edition and AR printings should be completed at least a week ahead of the assessment
- The assessment scores shall be submitted to the assessment unit within a week after the completion of the assessment and subsequently the results shall be uploaded on the website
- The resits trainees must undergo re-assessment immediately upon returning from vacation.

3.3.2 Moderation

- All members involved during the process must sign conflict of interest.
- All the subject trainers shall submit the AR to the assessment unit on the set time for moderation along with the question blueprint and model answers for theory & rubrics, material/tool/equip list and question drawing for practical assessment.
- The moderation shall happen together in a set time and venue. However, the trainers shall work in respective trade/relevant groups.
- Changes to be made will be incorporated by respective trainers and final AR will be submitted to the assessment unit.

3.3.3 Printing of the AR

- Finalized ARs to be submitted to the assessment unit in PDF format before one week of final assessment.
- All trainers involved in the process must maintain confidentiality.

3.3.4 Conducting assessment

- Timetable for the assessment shall be developed by the assessment committee at least two weeks prior to the assessment date and shared with the trainers and trainees after the approval from the chair person.
- Sitting arrangements and invigilator schedules should be readied a week before the assessment.
- During the assessment, reliever in-turn should be appointed for all the days.
- Invigilators, reliever and subject trainers will be provided with tea and snacks during the assessment hours.

3.3.5 Roles of Invigilators

1. **Supervision:** Monitor candidates throughout the exam to prevent cheating or misconduct.
2. **Collect Materials:** Receive exam papers and related documents securely and sign on the register for record.

3. **Candidate Verification:** Check identification and admission documents of each candidate.
4. **Support:** Assist candidates with administrative queries (e.g., seating, paper distribution).
5. **Enforcement:** Ensure all rules and regulations are followed by candidates.
6. **Security:** Maintain the confidentiality and security of exam materials.
7. **Reporting:** Document and report any irregularities or incidents.
8. **Submit Materials:** Return all completed scripts and paperwork to the exam office as instructed and sign on the register for record.

3.3.6 Roles and Responsibilities of the reliever

- **Temporary Replacement:** Fill in for regular staff (e.g. invigilators) during breaks, emergencies, or absences.
- **Continuity Support:** Ensure there's no disruption in exam monitoring or procedure.
- **Flexibility:** Be ready to step into various duties as needed—sometimes at short notice.

3.4 AR format

- The institute shall follow a uniform AR format with the following features:
1. Both the theory and practical assessments should be conducted out of 100 Marks.
 2. The pass mark for theory assessments is 50%, excluding CA & for practical its 60%.
 3. The answers should be written on the separate answer sheet.
 4. The front page of the AR should have institute letterhead and proper directions.
 5. In place of names, the trainees should be asked to mention their CID No. to maintain fairness while evaluating the answer sheets.
 6. The page numbers in AR should follow the format **X** of **Y**.
 7. The options for Multiple Choice Questions should be arranged on vertical rows with uniform format (A. B. C. D/ ཀྱ ཁྱ ནྱ པྱ).
 8. All the text font must be in Times New Roman and font size 12. For dzongkha the font must be DDC Uchen with font size 12.

3.5 Assessment Results

- The results for the assessments will be available on the website within two weeks after the completion of the assessments.

- The final marks will be compiled by respective subject incharge, which later would be used in institute-based results.
- The top three trainees from each trade will be awarded with the certificate of achievement upon their return from the vacation.
- Include 30% of CA from that particular semester, 20% of academic assessment & 50% from trade theory and practical assessment.
- In case of no academic assessment during the particular semester, the allocated 20% marks to be included in trade assessment.

3.6 Grievance Redressal

- Trainees will be allowed to express their grievance for redressal if they aren't satisfied with their marks.
- Once the trainers hand over the papers to trainees, they should check the answer sheets, count the marks and inform the respective trainer(s) about it immediately, before leaving for the vacation.
- During the redressal process, the marks will be recounted but responses will not be rechecked or compared.

4. Resits models

Resit Model	Description	Fees	Remarks	Timeline
First resit (capped)	For trainee either failed in theory/ practical	Nil	Maximum pass mark (50%) will be considered	Sit right after reporting back from vacation
Uncapped resit (first attempt)	For trainees who miss the assessment due to genuine reasons (approved by the committee)	Nil		As and when the trainees recover / reach back from the leave
Back paper	For trainees who fail consecutively on their first resit as well	Nu.500	Maximum pass mark (50%) will be considered	Sit for the assessment within ONE month from the resit result

Repeat	For trainees who fail even the back paper	The trainee has to repeat the same assessment till he/she gets through. The amount will be increased by Nu. 100/ repeat. In case of trainees not repeating the assessment, he/she should repeat the whole course with the next batch.
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5. Malpractices policy

Offense	Penalty
Possession of notes (not used)	Exam cancelled for that subject, allowed for resit
Copying or using unauthorized aid	Exam cancelled; grade marked as “Fail”; resit allowed
Impersonation	Expulsion from current semester; disciplinary hearing
Tampering with scripts	Semester results voided; barred from next exam cycle
Repeated offenses	One-year suspension or dismissal based on committee decision
Use of AI tools without permission	Grade deduction or cancellation; warning issued
Use of phone during assessment (Theory & Practical)	Immediately cancel the particular paper but will be allowed to sit for re-assessment.

6. Record Keeping

- The ARs with model answers and blueprint will be compiled by the assessment coordinator for future reference
- The result will be filed by the assessment coordinator for future reference.
- The certificate of achievements will be processed by the assessment committee.

Annexure I: For Semester-end result compilation for certification

Situation A: If the Project work is carried out

SN	Name	CID	CA (30%) - A	Project (5%) - B	Semester End mark (65%) - C	Total (100%) - A+B+C


Situation B: If the Project work is NOT carried out

SN	Name	CID	CA (30%) - A	Semester End mark (70%) - B	Total (100%) - A+B


Note:

- Continuous assessment (CA) for core and academic subjects which includes practical, theory test and assignment marks conducted during training.
- CA for core and academic subjects will be 20% and 10% if both are taught, and should be included for compilation.
- Project works assessment marking which includes practical performance of individual trainees and report writing.
- Average semester-end marks must be calculated and converted to 60% if individual trainees appear for more than one semester-end examination.
- For those trainees who **FAIL** in the first semester examination won't be eligible for the semester-end certification award.
- Only pass marks (50% for theory & 60% for practical) will be considered for those trainees who have **FIRST RESIT, Back paper and Repeat case**.

Annexure II: Theory Question Paper Format



ཤེས་འཛིན་དང་སྤྱི་ཚུལ་སྤེལ་བའི་འཛུགས་སྐྱོང་ལྷན་ཁག།
མཁོ་སྤྱི་ཚུལ་སྤེལ་བའི་སློབ་ཁྱེར་ཁག།
MINISTRY OF EDUCATION & SKILLS DEVELOPMENT
TECHNICAL TRAINING INSTITUTE-CHUMEY, BUMTHANG



TECHNICAL ENGLISH COURSE-END RE-ASSESSMENT
PLUMBING, BQFC2

Total Mark: 100 Pass Mark: 50
Writing Time: 3 Hours Reading Time: 15 Mins

Name: _____ Roll No: _____

DIRECTION:

- There are **THREE** sections of questions and you have to answer all.
- For all the questions, your responses should be written in the separate answer sheet provided.
- The answers should be written in neat and clean handwriting.
- You should be mindful of the allocated time duration.
- Any malpractice during the test shall lead to the direct cancellation of the paper with no marks.

SECTION A: Multiple Choice Questions
20 Marks

Instruction: This section has 20 questions of 2 marks each. Select the correct response for each question and copy the option number in the answer sheet.

1. What should be included at the beginning of a formal business letter?

A. A quotation to make it interesting

B. Receiver's address

C. Sender's address

D. Date

Page 1 of 7

Insert institute letter head only on the first page of the question paper

Provide adequate course information and space to write the candidate's details

Provide clear and necessary general directions. Instructions for each section can be given later on.

Distractors for MCQs to be arranged either in descending or ascending based on the length of the sentences.

Maintain page No. format X of Y

Options for MCQs to be arranged in vertical direction with alphabet in upper case as the option numbers

Section	Items	Allocated marks	Total	Remarks
A	MCQ	30	30	Compulsory
B and C	Fill in the blanks	10	20	Either of two items must be included
	Labeling	10		
	True / False	10		
	Matching	10		
D	SAQ type	30	30	Compulsory
E	Essay Type Question/Estimation Type Question	20	20	Compulsory
Total marked			100	

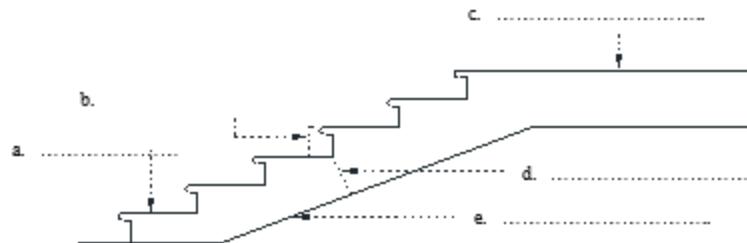
SECTION A: Multiple Choice Questions

*Direction: Choose the best answer from the following statement provided with four possible answers and write in the answer sheet. (1 *30= 30 marks)*

1. An example of Ergonomic hazards is
- A. poor lighting conditions.
 - B. chemical exposure.
 - C. repetitive motions.
 - D. stress.

SECTION B/C: Fill in the blanks

Direction: Label the following diagram with appropriate work(s). (10 marks)



SECTION B/C: Fill in the blanks

Direction: Write the appropriate word in the blanks provided below. (10 marks)

1. Protein is body building food whereas fruits are _____ food.

SECTION B/C: True or False

Direction: Write TRUE or FALSE for the following statements. (10 marks)

1. Poor lighting conditions in a workplace is an example of physical hazard.

SECTION B/C: Matching

Direction: Write the appropriate word in the blanks provided below. (10 marks)

1. Match each item in column I against the most appropriate item in column II.

Write only the alphabet against the number.

Column I	Column II
i. Burning of a candle	a. Al
ii. The distance travelled by a body in equal interval of a time	b. Ag
iii. The symbol of silver	c. Average speed
iv. Element used in making cooking utensils	d. Chemical change
v. Ratio of total distance covered to the total time taken	e. Physical change
	f. speed

SECTION D: Short Answer Questions Type

Direction: Answer ALL the questions.

(30 marks)

1. Define workability of green concrete. *(1 mark)*
2. Explain the following factors which affect the quality of concrete. *(2 marks)*
 - a. Shape of aggregate
 - b. Mode of transportation

SECTION E: Estimation Type Questions

Direction: Estimate the following question.

(20 marks)

1. Calculate and fill the estimated materials in the tabular form, if the dry volume of M10 concrete is 50 ft^3 . *(4 marks)*

Materials	Qty.	Unit
Cement		
Sand		
Gravel		

Annexure III: Practical question paper format



ཤེས་རིག་དང་སྤྱི་ཚུགས་མཁུ་སྤྱོད་ལྷན་ཁག།
 རྒྱ་མཚུངས་སྤྱི་ཚུགས་སྤྱོད་ལྷན་ཁག་ རྒྱ་མཚུངས་
 MINISTRY OF EDUCATION & SKILLS DEVELOPMENT
 TECHNICAL TRAINING INSTITUTE-CHUMIG, BUMTHANG



SEMESTER END EXAM PRACTICAL EXAM

Date of Assessment: 5th August 2025

Occupation : Construction Supervisor (Masonry Elective Course)
Level : National Diploma
Total Marks = 100
Pass Mark = 60

Candidate Resource:

Module Code	Module Title	Unit(s) of Competency(s)
7112-EC-M1	Carryout brick/block and stone masonry works	Perform brick/block masonry works
7112-EC-M3	Carryout flooring and plastering works	Perform plastering works
Duration	7 hrs.	
Project: Construct a cube shape brick wall of size 360 mm x 360 mm with the height 960 mm. Lime plaster the front and left face, and pointing at back and right side.		
Introduction: (What do you need to do) <ul style="list-style-type: none">• Interpret the technical drawing,• Construct brick wall• Plastering• Provide pointing		
Observation: (Areas you will be assessed) <ul style="list-style-type: none">➤ Right usage of tools for right job➤ Follow Occupational Health and Safety➤ Uses and handle of tools and equipment including PPE.➤ Follow work procedure and processes➤ Store the tools and equipment at proper place➤ Economic usage of materials➤ Maintaining of Clean work area➤ Timely completion of task➤ Final outcome of the task➤ Completeness of work and checking of it.➤ The quality of your work.➤ The way you cooperate with any other people involved in this work. (Attitude)		

OBSERVATION CHECKLIST

Unit Title	Carryout brick/block & stone masonry works and Carryout flooring and plastering works		
Unit Code	7112-EC-M1 & 7112-EC-M3		
Time Duration	7 hours		
Problem or Project: Construct a cuboid shape brick wall of size 360 mm x 360 mm with the height 960 mm. Lime plaster the front and left face, and pointing at back and right side.			
Candidate's Name:		CID No:	
Start Time:		End Time:	
Task		Rate (0 – 4)	
<i>During demonstration of skills did the candidate</i>	Multiple	Mark	Total
A. Work values and ethics			
1. Understand and Interpret drawing	1		
2. Use the materials economically with minimal waste	0.5		
3. Follow OHS and use PPE	1		
4. Intuition to solve problem at site and situation	1		
5. Timely completeness	1		
6. Cleanliness of site after completion	1		
7. Maintain general Decorum	0.5		
B. Core competencies			
8. Prepare surface for brick wall	0.5		
9. Prepare surface for plastering (wetting & applying of slurry)	1		
10. Soak bricks	0.5		
11. Maintain mortar thickness for plaster & brick wall (12 mm)	0.5		
12. Maintain proper brick bond	1		
Is the job outcome correct in the following areas?			
Dimensions of wall			
a) Height (960mm, ±5mm)	2		
b) Diagonal (509 mm, ±5mm)	1		
Wall Alignment			
a) Vertical (±3mm)	2		
C) Face of the wall (±3mm)	1		
Alignment of plaster			
a) Vertical (±5mm)	2		
b) Facing (±5mm)	2		
1. Straightness of pointing	1		
The Candidate's performance was:	Total marks:		
	Not Yet Competent:		Competent:
Assessor's Name:		Signature:	

Note:

Multiple is subjected to change based on criticality of criteria, however total marks allocated for “Section A & Section B” combined must be 25, and “Job Outcome” (Product Assessment) total marks of 75.

Marking Rubrics						
Part A. Process Assessment		4	3	2	1	0
1	Prepare surface for brick wall	Surface preparation is thorough: fully leveled, wet surface, clean, and meets all construction standards. Ready for immediate brickwork.	Surface adequately prepared: level and wet the surface. Ready for wall construction with minor touch-ups, if any.	Surface roughly prepared; some cleaning and leveling done but not to required standard. Minor corrections needed before wall laying.	Task performed incorrectly; surface poorly prepared (e.g., debris left, uneven base, no cleaning & Wetting the surface). Wall foundation compromised.	Did not perform the task at all, or task was abandoned before beginning.
2	Prepare surface for plastering (wetting & applying of slurry)	Thorough and uniform wetting of surface with proper slurry applied immediately before plastering. Fully compliant with best practices.	Surface properly wetted and slurry applied adequately, but minor inconsistencies before plastering. Acceptable for plastering.	Partial wetting or uneven slurry application. Some preparation done but below required standard. Surface not fully ready for plastering.	Inadequate wetting and no or improper slurry application.	Task not performed at all; surface left dry and unprepared.
Part B. Product Assessment						
1	Brick masonry					
a	Length/Width (360 mm)	Zero deviations & ± 5 mm	± 6 mm	± 7 mm	± 8 mm	± 9 mm or more
b	Height (960 mm)	Zero deviations & ± 5 mm	± 6 mm	± 7 mm	± 8 mm	± 9 mm or more
2	Plaster					
a	Levelness/Face of wall plaster	Zero deviations & ± 3 mm	± 4 mm	± 5 mm	± 6 mm	± 7 mm or more
b	Vertical Alignment for wall plaster	Zero deviations & ± 3 mm	± 4 mm	± 5 mm	± 6 mm	± 7 mm or more
3	Pointing					
a	Levelness/straightness	Leveled & straight		A few of the pointing not leveled & straight		Not leveled and Not straight
b	Finishing	Perfect	Very good	Good	Satisfactory	Un-satisfactory
Part C. General behavior and attitude Assessment						
a	Understand and Interpret drawing	seeks no clarification and makes no mistakes	seeks clarification and makes no mistakes	seeks clarification and makes mistakes	seeks clarification and makes mistakes more than once	Seeks clarifications and make more mistakes
b	Use the materials economically with minimal waste	Required materials use	Deviates upto 10%	Deviates upto 20%	Deviates upto 30%	Deviates more than 40%
c	Follow OHS and use PPE	follow OHS and use PPE everytime	follow OHS and use PPE frequently	follow OHS and use PPE sometimes	follow OHS and use PPE very often	Never follow OHS & Use PPEs

Note:

The marking criteria must be aligned as mentioned in the observation sheet.