



CSS for VSHSE, HIMACHAL PRADESH – SKILL SUBJECT PRACTICAL ASSESSMENT GUIDELINES: 2019

Practical Assessment will be conducted for 10th to 12th Standard students of schools during **27th March to 12th April 2019 (All Saturday & Sundays)** on Level 2 to Level 4 for CSS for VSHSE in Schools, for the following Sectors:

Agriculture, Automotive, BFSI, IT-ITeS, Healthcare, Media & Entertainment, Retail, Security, Sports, Telecom and Tourism & Hospitality.

The Practical Assessment Program Chart is attached herewith; in this regard, the school concerned can plan with the assessor appointed for.

• Assessment Guidelines:

1. Maximum Marks	= 50
a. Oral Test / Viva-Voce	= 10
b. Students' Portfolio	= 10
c. Hand on skill/Demonstration of skill competency through simulated assessment	= 30
2. Minimum Pass marks	= 17

The following scoring rubrics should be used by the assessor for assessing the oral test or Viva Voce of the students.

Name of the Unit	Weightage for each unit wise	Content (Student gives desired response)	Accuracy of the desired response	Examiner observation (e.g. confidence, attitude, etc)	Marks Obtained

The following scoring rubrics should be used for the assessing the skill competency or the hands-on performance of the students:

Name of the Unit	Weight age for each domain unit	Application of knowledge	Follow Assessors instruction (putting instructions into action)	Preparing appropriately to carry out tasks (prior preparation)	Proper Sequence of performing a Task	Demonstration of skills	Any other (trade specific)	Marks obtained

NOTE:

STUDENTS PORTFOLIO FILE: This contains information of all students and is a permanent document (file), in which the student includes all his/her activities continuously during their four (4) years skill training program for all four (4) levels. The Assessor / School should not retain / destroy this file. Practical file / Experiment notebook / Activity description books are required to be destroyed by the assessors on spot to avoid reuse of the same.

Important: During the assessment, the student portfolio has to be kept in view to standardise the student.

Few important points to be kept in mind:

- 1 Only a set of 25 students will be assessed per batch, per assessor.
- 2 Assessors should be equipped with capacity to handle school-students' psychology and well-versed in "English" or 'Hindi'/ Local language
- 3 While conducting assessments, please ensure that the Assessors need to carry:
 - ID card issued by Government
 - ToA Certificate / an authorization letter from respective Assessment Bodies, containing permission to conduct assessments in schools in relevant Sectors, in Himachal Pradesh (including duration)
- 4 **Assessments are to be conducted during the working hours of the schools i.e. 10:00 AM to 5:00 PM ONLY** and Assessors are expected to **report to schools, 30 minutes prior to the scheduled time**
- 5 **External Practical Assessors will be appointed through SSCs and the Vocational Trainers for respective Sectors of concerned school will assist them to work as internal Examiner. Internal Examiners are mandated to be present during the practical assessments.**
- 6 The assessment will be done as per the standards of students.
- 7 SSC concerned should develop matrix of weightage of content against each rubrics for Practical assessment and also within the unit for each outcomes.
- 8 The students are to be assessed on the basis of rubrics of Marks Distribution mentioned above or as per detailed assessment sheets provided by the SSC concerned.
- 9 On the first-page-end of award list the assessor concerned will indicate his/her Full name, Mail id & mobile no. positively.
- 10 In case any student is found absent on the prescribed date of practical examination, he/she may get assessed in the next day's batch with other students. It may happen that the student / parent will coordinate with the school Principals, to attend assessment in the **NEXT** school. The Principal needs to coordinate with Board and the assessor further for the same. Thus, Head of the Institution/ Vocational Coordinator will ensure that no candidate is deprived of taking/appearing in the practical examination since **no further chance will be provided for practical assessment as per rules at any cost, after completion of all the scheduled assessments.**
- 11 **Emphasis should be given to the students' preparations based on hands-on-skill for job role.**
- 12 The examination centers for practical assessment can be in the same schools or another school/station as per policy of the concerned School Education Board.
- 13 Details of sheets to be prepared:

Sheet description	No. of Originals	Signed by	Counter signed (with Seal) by	Copies with
Assessment sheet	1	Assessor	N.A.	SSC Assessor – to SSC
Pro-forma Bill (Annexure – 1)	2	Assessor	Principal / In-charge / Internal Examiner (Trainer)	i. SSC Assessor – to SSC ii. Samagra Shiksha, Himachal Pradesh
Award sheet (Annexure – 2)	2	Assessor	N.A.	i. SSC Assessor – to SSC ii. Samagra Shiksha, Himachal Pradesh
Attendance sheet (Annexure – 3)	3	Assessor	Principal / In-charge / Internal Examiner (Trainer)	i. SSC Assessor – to SSC ii. Samagra Shiksha, Himachal Pradesh iii. Principal – Copy
Index Sheet (Annexure – 4)	1	SSC	N.A.	i. Samagra Shiksha, Himachal Pradesh
Assessor Details (Annexure – 5)	1	SSC	N.A.	i. Samagra Shiksha, Himachal Pradesh

14 Scanned copies of set of documents (in following order) in **cloud storage, with a validity of 90 days (at least) to access** to be submitted to Samagra Shiksha,, Himachal Pradesh, latest by **25th April 2019** at rmsabbranchhp@gmail.com; vocationalbranchhp@gmail.com and mark copy to spdssahp@gmail.com; Sureshthakurmsa@gmail.com and hpbosesecretary@gmail.com; hpboosesop1.26@gmail.com with subject line as **“Practical Assessments Results : CSS for VSHSE Himachal Pradesh – 2019”**:

- A. Annexure – 4 : Scanned Index Sheet + Soft copy of the excel file (for further analytical requirements of the Department)
- B. Annexure – 5 : Scanned Sheet + Soft copy of the excel file
- C. Annexure – 1 : Scanned Invoice (Refer to point number 16)
- D. Annexure – 3 : Scanned Attendance Sheets
- E. Annexure – 2 : Scanned Award Sheets

15 Original set of documents (in following order) to be submitted to Samagra Shiksha, Himachal Pradesh (address as follows), latest by **13th May 2019** in a sealed envelope, with **“Practical Assessments Results: CSS for VSHSE Himachal Pradesh – 2019”**, mentioned on top:

- A. Annexure – 4 : Index Sheet
- B. Annexure – 5 : Assessor Details sheet
- C. Annexure – 1 : Invoice (Refer to point number 16)
- D. Annexure – 3 : Attendance Sheet
- E. Annexure – 2 : Award Sheet

Address of Samagra Shiksha, Himachal Pradesh:

To

The State Project Director
Rashtriya Madhyamik Shiksha Abhiyan
DPEP Bhavan, Below Old Bus Stand
Directorate of Education Complex, Lalpani
Shimla-171001
Himachal Pradesh

Mr. Suresh Thakur
State Project Office (SSA/RMSA)
DPEP Bhawan, Lalpani, Shimla-1
Mobile : +91-9418037334; 7018509274
E-mail : vocationalbranchhp@gmail.com

16 Invoices should contain the entire set of information in the following format:

Academic Year	Sector	Students assessed of which Standard	Total Number of Schools	Total Number of Students Assessed

17 SSCs need to retain their copies for Award Sheets for necessary records in future



Annexure – 1

Pro-forma Bill : Assessments of Students under CSS for VSHSE, Himachal Pradesh : April 2019

Session	:	_____	
Sector	:	_____	
Class / Std.	:	_____	Level : _____
School Name (In capital)	:	_____	
School Code (UDISE)	:	_____	
Sector (In capital)	:	_____	
Date of Assessment	:	_____	
Name of Assessor (In capital)	:	_____	
Professional Qualification	:	_____	
Designation	:	_____	
Office address	:	_____	
	:	_____	
	:	_____	
Contact number	:	_____	
Name of Internal Examiner	:	_____	
Total number of students allowed to appear	:	_____ (In words: _____)	
Total number of students assessed	:	_____ (In words: _____)	
Total number students absent	:	_____ (In words: _____)	

(Please enclose attendance sheets of students, duly signed by candidates, and counter-signed by Assessors, School Principal and Internal Examiner)

DECLARATION BY ASSESSOR

THE ABOVE DETAIL IS CORRECT AS PER MY KNOWLEDGE AND BELIEF. THE NUMBER OF STUDENTS INDICATED ABOVE IS ASSESSED BY ME AT THE RELEVANT CENTRE.

Signature of Assessor :
Date :
Place :

DECLARATION BY PRINCIPAL / IN-CHARGE / INTERNAL EXAMINER

I HAVE RECEIVED THE ATTENDANCE SHEET. THE ASSESSMENTS WERE CONDUCTED UNDER SUPERVISION OF THE UNDERSIGNED.

Signature of Principal / In-Charge / Internal Examiner (with seal) :

Date :

Place :



Annexure – 2
Award List for Practical Assessment under CSS for VSHSE Himachal Pradesh: April 2019
Himachal Pradesh Board of School Education

Name of School :

School UDISE Code :

Sector :

Sl. No.	Name of the Student	Class (Std.)	Curriculum Level on which assessed	Student ID / Registration No.	Father's Name	External Assessment – Hands on Skill Marks (30) (SSC to fill)	External Assessment – Portfolio Marks (10) (SSC to fill)	External Assessment – Viva Marks (10) (SSC to fill)	External Assessment Total Marks (50) (SSC to fill)	External Assessment Total Marks in Words (SSC to fill)

Name of the External Assessor

Signature of External Assessor

Date

Place



Attendance sheet for Practical Assessment under CSS for VSHSE Himachal Pradesh: April 2019
Himachal Pradesh Board of School Education

Level:

[illegible]

Sign. Of Principal / In-Charge / Internal Examiner (with seal):



Index Sheet for Practical Assessment under CSS for VSHSE Himachal Pradesh: April 2019
Himachal Pradesh Board of School Education

Level: _____

[illegible]

Date:



Annexure – 5
Assessor Details for Practical Assessment under CSS for VSHSE Himachal Pradesh: April 2019

Name of the Sector Skill Council: _____

Sector: _____

Sl. No.	School name	School UDISE Code	District	Name of Assessor, who conducted the assessment	Details of Final Assessor, who has conducted the assessments				
					Domicile State	Highest Education Qualification	Professional Credentials		
							Total Years of Experience	Recent Industry / Profession	Whether SSC certified / approved assessor (Y/N)

Stamp and Signature of the Authorized Signatory of SSC:

Name of the Authorized Signatory of SSC:

Date