

# **Vocational Training Institute Ltd -VTI LTD**

## **Internal Assessment Verification Toolkit**

### ***Examiners/Instructors Manual for Practical Examinations***

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## INTRODUCTION

The purpose of this document is to provide a comprehensive source of information for examiners and instructors regarding the mandatory practical examination for certification.

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## Table of Contents

<b>Glossary of Terms</b>	<b>4</b>
<b>Examination flow chart</b>	<b>5</b>
<b>Instructors orientation</b>	<b>6</b>
<b>Examiners orientation</b>	<b>7</b>
<b>Examiners etiquette</b>	<b>8</b>
<b>Emergencies</b>	<b>9</b>
<b>marking exam</b>	<b>10</b>
<b>condonation and refer policy</b>	<b>11</b>
<b>roles</b>	<b>12</b>
<b>project Defense criteria</b>	<b>16</b>
<b>guidelines for work book .portfolio etc</b>	<b>17</b>
<b>Evidence and its collection</b>	<b>19</b>
<b>Assessing and correction</b>	<b>21</b>
<b>Appendix 1-10</b>	<b>22</b>

## GLOSSARY OF TERMS

**Accreditation** – course and institute approval both by local authority and international examination body

**Apprentice** - An apprentice means a person who is engaged in an apprenticeship program and has registered an apprenticeship agreement with Apprenticeship.

**Accredited Program Candidate** - A student of an accredited program that has completed all of their technical /practical training in the trade with a passing grade of 60/70% or higher and is scheduled to write their practical examination required

**Component** - A component is a distinct subject on a practical examination that is made up of a series of tasks that a candidate is graded on. A candidate receives a total mark for each component that is made up of a grade assigned to each task within the component. Each component is worth 100 points.

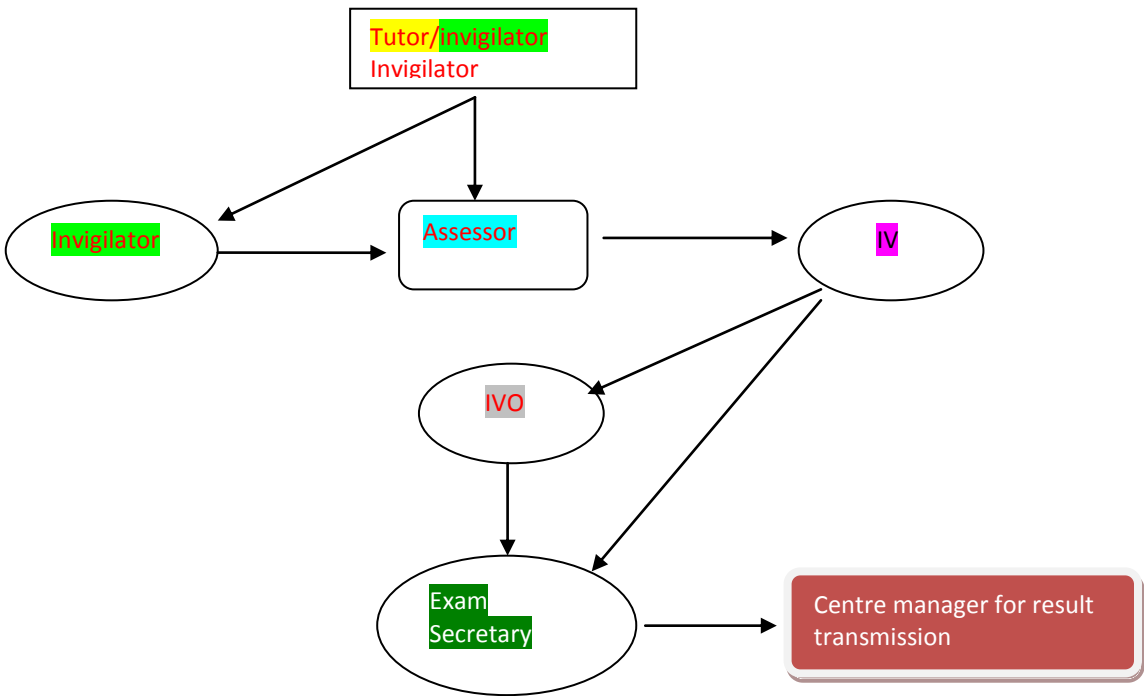
**Examiner** - An examiner is a person appointed to administer a practical examination. An examiner is a certified personnel in the trade and must be knowledgeable about the course/trade

**Instructor** - An instructor is a person who teaches an accredited program in a designated trade and holds a valid Certificate of Qualification in the designated trade they are teaching and has completed or is enrolled in a provincially recognized teaching certificate program.

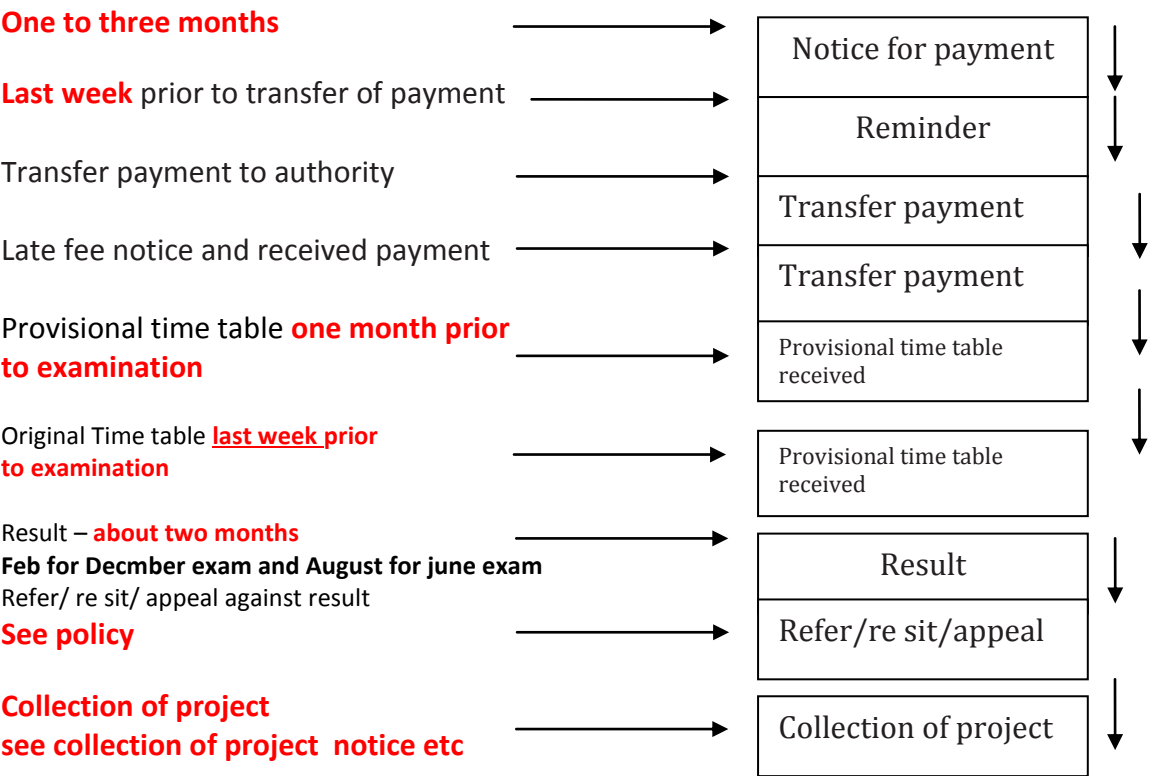
**Student** - A student means a person who is enrolled in an accredited program.

**Practical Task** - comprising together of [1] **Port folio / work book/assignment** [2] **Practical task-** is a distinct activity within a component on a practical examination. and .[3] **report writing**  
Each task includes stated criteria with a corresponding mark

# Examination flow chart



## Examination /assessment flow chart



## INSTRUCTORS ORIENTATION

### ***What are the roles and responsibilities of the training providers in examination administration?***

Responsible for the scheduling and administration of the examinations required  
To schedule practical examinations of no more than eight (8) candidates for full-day examinations and two (2) candidates for partial examinations.  
Informing candidates of any fees associated with the practical examination.  
among others

### ***What are the standards of professional behaviour and practice for instructors?***

To be present during the examination but the instructor must let the examiner do their work. Do not question the marking of the examiner.  
Do not discuss any candidates with the examiner or with any of the examination participants. Do not use any mobile devices in the examination area.

## EXAMINERS ORIENTATION

### ***What are the functions of an examiner?***

To provide direction.

To supervise and facilitate the practical examination with a maximum of eight (8) candidates for full-day examinations and two (2) candidates for partial examinations. Less than four (4) candidates may be scheduled with permission from office.

To mark the practical examination in accordance with the criteria established by the examination centre/vti ltd

### ***What would be considered reasonable cause to revoke the appointment of an examiner?***

Failure to attend the practical examination.

Failure to adhere to standards of assessing candidates,.

Failure to adhere to the standards of professional behavior among others .

### ***What if an examiner no longer wishes to continue as a practical examiner?***

The examiner will be required to place their resignation in writing to management of vti ltd

## **Examiner Etiquette**

### ***What are the standards for assessing candidates for examiners?***

Grade candidates based on the stated criteria for each component *not* on a specific marking style, see section *Documentation and Marking* for more information.

Do not teach or assist candidates with their practical examination.

Address practical examination safety concerns.

### ***What are the standards of professional behaviour for examiners?***

Dress in appropriate professional attire (i.e., no jeans, sandals or smocks). Do not bring food and beverages onto the examination area.

Do not use any mobile devices in the examination area.

Discussion regarding any of the candidates will not occur during the examination process or in the presence of any of the examination candidates.

Refrain from making any critical comments regarding the examination process, candidates or training institutions.

Keep in mind that candidates are students with limited practical experience. Do not verbalize personal opinions regarding the quality of the work, choice of models, school employees, at any point before, during or after the examination.

Do not solicit clients for personal business interests before, during or after the examination.

Follow the “Conflict of Interest Policy” of the institute-vti ltd:

Examiners are expected to conduct themselves in a professional manner at all times, adhering to the same principles of respect for human rights, diversity and dignity through courteous conduct, mutual respect, fairness and equality and positive communication.

### ***What happens if an examiner is ill or encounters an unforeseen emergency before the scheduled time for the practical examination?***

If the examiner is ill or encounters an unforeseen emergency, the examiner is responsible to immediately find a replacement from the list of practical examiners for the trade. It is recommended that all examiners become familiar with this list, and discuss back up arrangements with their work associates.

If a replacement *can* be found, the original examiner is responsible for calling the instructor at the training institution to inform him/her of the alternative arrangements *prior* to the examination start time.

If a replacement *cannot* be found, the examiner is responsible for calling the management prior to the scheduled examination time to inform that he or she is ill or had an unforeseen emergency, and that a replacement cannot be found. Management will assist to find alternative.

If necessary, the management -instructor will be responsible for cancelling the scheduled practical examination and informing all participants of the need to re-schedule the examination. In these circumstances the candidate's marks will not be affected.



## **Emergencies or Difficult Situations**

### ***What if an emergency situation occurs during the practical examination?***

Be sure to follow the protocol of the training provider for fire alarms and emergency evacuations.

If the examination room must be evacuated (i.e. fire alarm etc), the examiner will ask candidates to leave all materials.

When it is safe to return to the examination, the examiner will instruct the candidates to return to the examination room. The examiner has the discretion to offer a reasonable extension to complete the examination.

If candidates do not wish to return or cannot return to the examination, the examiner will inform candidates that they may re-schedule their examination.

### ***What if a candidate (or their model) has a medical issue during the examination?***

If a candidate (or their model) is unable to complete their examination due to a medical issue, the candidate should notify the examiner (if possible).

The examiner will ask the candidate to pack up all personal supplies at their station before leaving (if possible). The examiner will inform the candidate that he/she may be re-scheduled at the next available practical examination.

If the candidate has an emergency that requires immediate attention, the examiner will stop the examination, and make the appropriate arrangements for the candidate.

The examiner will inform the candidates that the examination time will be temporarily stopped until the emergency is over.

All other candidates may remain at their stations. A reasonable extension will be granted to allow all candidates to complete their examinations. If this is not possible, it is the responsibility of the instructor to ensure that the practical examination is re-scheduled at the earliest opportunity.

## **Marking/ Grading Examinations [ as per Marking scheme-see attached ]**

### ***What is the process for marking the practical exams?***

Examiners should ensure that they:

Carefully read the procedures and guidelines provided on the practical examination marking sheets for the trade.

Provide a mark for each task.

Provide the total for each component.

Tally the final score (percentages if required).

Clearly outline any recommendations or comments that relate to the work being assessed in the comments section. Please ensure that all comments are written legibly.

### ***What happens if a candidate does not complete a component of the examination?***

Please note that the pass mark is 60/70% or as appropriate for all components of the examination. [1] A mark must be given for all components of the examination. [2] All sections of the examination are mandatory. [3] Examiners are required to mark candidates on the stated **criteria for each task** within a component. [4] **Any incomplete work for a task will result in a mark of zero** being assigned for that specific task. [5] **Incomplete work may result in a failing mark.**

[6] As noted, the examiner may use discretion to allow all candidates additional time to complete a component.

## **Condonation ,Progress & refer ,Policy**

### **1. Passing a module/unit for the internal exam [full time only].**

i. In order to pass a module/unit and be awarded the transcript/credits, the following conditions must be met:

- a) A student must attempt all assessment elements in each semester;
- b) A minimum mark of 40% in skills and 50% in technology must be attained in the assessment component with the highest weighting;
- c) An overall total minimum weighted mean of 45% must be attained.

ii. A student who fails a module/unit will be given the opportunity to re-submit/re-sit any /refer failed elements at the next available opportunity. Any re-submitted/re-sat elements will be Capped at 50%.

iii. The final mark obtained for the module on resit will be the higher of the original mark or 45 % in skills and 55% in technology

iv. Re-sits will normally take place at the end of the following semester along with that semester's examinations

**2. Condonation** The Examination Supervisor may, at its discretion, condone a fail and award marks/credits in up to two modules where: The student obtains a mark of 35 - 39%[for skills] and 45 - 49%[for technology] and in the course concerned

### **3. Progression within the programme/course [full time only].**

In order to progress to the next year/level of the Programme the following Condition must be met: All two semestrial tests must be passed

### **4. Refer in Assignment/practical [full time & part time]**

- Refer in practical unit/s will be given to (a) student/s who has/have failed to pay his/her institute fees in time or/ [b) student/s for incomplete work/assignment/p-Folio / OR[c] to those absent and/ has/have failed TO produce medical evidence . Or [d] not equipped with Overall / Overcoat and Writing Instruments and other other requested examination materials . Or [e]did not for verification submit port folio/project/work book in prescribed time and

a VTI ltd local refer fee of Rs 100/= per student per sitting per assessment will be charged

## **5 . Exam Materials and its collection :**

All materials on project/assignment submitted for the examination Practical Assignments shall be the property of the student concerned.

- Arrangements have to be made to collect said immediately within a week after result unless informed by writing indicating the proposed date and time agreeable by both parties for its collections.

-VTI nor its management or both shall not be liable for any damage / lost, a week after result.

-The Assignments materials shall remain and be the property of VTI, a month after.

## Examiner Roles and Responsibilities in Examination Administration

### Prior to the Examination

1. Based on the examiner list provided by the management office, the examiner will be contacted by the *instructor* to set up a practical examination (i.e. time, date, location, parking etc.).
2. *Examiners* are to arrive in the examination room thirty (30) minutes prior to the scheduled start time for the examination. Examiners will remain on the examination floor for the scheduled duration of the examination (except for their lunch break).
3. On the day of the examination, the *examiner* will report to the receptionist/office for sign in requirements of the training institution and ask for the instructor/director.

### During the Examination

1. Once in the examination area, the *examiner* will verify the examination set up that the instructor has prepared for the examiner (numbers correspond to the stations for the candidate and the marking sheet).
2. The *examiner* will check photo identification for all clients ensuring that the identification matches the name on the marking sheet *and* that all mobile devices are turned off.  
**NOTE: Candidates without photo I.D./ bus pass will not be allowed to proceed.**
3. The *examiner* will introduce themselves to the candidates, give brief instructions on the procedures for the day and begin the examination.
4. The *examiner* must announce the time provided for each section, and if required, allow a reasonable amount of time for clean up between components of the examination. *Examiners* should provide a fifteen (15) minute warning before the scheduled end time for the examination. The examiner may use his or her discretion to determine if all candidates require a few additional minutes to complete a component of the examination.  
**NOTE: If time for one candidate is extended, it must be extended for all candidates.**
5. Once the examination session has started, candidates will not be allowed to leave the room unless there is an emergency or a necessary washroom break is required.

### After the Examination

1. once the examination is complete, the *examiner* will give the marking sheets to the *instructor*. The *instructor* will then transfer the marks from the marking sheet and all formalities to be completed as per assessment pack.

## **Roles and responsibilities in examination administration**

### **A Specialist teacher /tutor**

- 1] Undertakes preparation work, if necessary, for a particular examination.
- 2] for examinations comprising practical tests or the use of equipment such as a computer, familiarize with any equipment to be used is present in order to deal with machine faults including very clear snaps and photos/videos for proof and
- 3] Is in addition to the **invigilator**.

### **B. Invigilator**

- 1] Responsible for the conduct and integrity of all examinations, written, online and practical.
- 2] are responsible for
  - familiarizing themselves with external examination requirements including the *Regulations For the conduct of examinations*,
  - Accurately observing the time allotted for the examination
  - Reading out the 'rules to candidates' prior to commencing the examination
  - ensuring that all examination scripts are collected immediately after the examination and handed to the person responsible for dispatching them
  - ensuring compliance with all other regulations relating to the examination.

### **C. Assessor**

- 1] To assess candidates' performance and related knowledge in a range of tasks and to ensure that the competence/knowledge demonstrated meets the requirements of the qualification
- 2] .Is responsible for
  - ensuring that each candidate is aware of his/her responsibility in the collection and presentation of evidence
  - agreeing and recording an assessment plan with each candidate
  - Fully briefing candidates on the assessment process
  - following assessment guidance provided by External examining body and the centre
  - demonstrating commitment to anti-discriminatory practice and equal opportunities
  - observing candidates' performance in the workplace and/or in simulated conditions (where applicable) and/or conducting other forms of assessment in accordance with the requirements of the qualification
  - recording all questions used and answers given for the purposes of meeting the evidence requirements
  - judging the evidence and making assessment decisions against the standards
  - ensuring validity, authenticity, currency and sufficiency of evidence produced by candidates
  - providing candidates with prompt, accurate and constructive feedback
  - maintaining accurate records of candidates' achievement
  - confirming that candidates have demonstrated competence/knowledge and completing the required documentation
  - keeping themselves up to date with External examining body publications relating to the quality control of the qualification(s)
  - agreeing new assessment plans with candidates where further evidence is required
  - making themselves available for discussion with the internal verifier and/or external verifier
  - maintaining confidentiality for sensitive information.

#### **D Internal verifier**

1] Monitor the work of all assessors involved with a particular qualification, to ensure the accuracy and consistency of assessment activities and decisions.

2] Is responsible for

- ensuring that assessors follow the qualification assessment guidance provided
- establishing procedures, advising and supporting assessors to assist them in interpreting and applying the qualification requirements correctly and consistently
- Sampling, including by direct observation, assessment activities, methods and records to monitor consistency of assessment decisions
- sampling an increased ratio of assessment decisions by new assessors and being responsible, and accountable, for arranging the checking process
- providing assessors with prompt, accurate and constructive feedback on their assessment decisions
- maintaining up to date records of internal verification and sampling activities and ensuring that these are available for the external verifier
- undertaking an active role in raising issues of good

#### **E. Internal verifier co-ordinator**

- liaising with the assessment manager
- maintaining regular contact with the internal verifiers whose work s/he co-ordinates
- ensuring that internal verification is carried out efficiently and consistently across the qualifications(s)/sites with which s/he is involved

#### **F. Assessment manager**

NOTE: two or more roles may be undertaken by the same person, e.g. assessment manager and internal verifier.

The assessment manager is the person responsible for ensuring that the management, administrative and quality assurance systems for all External examining body qualifications are properly maintained throughout the centre

This role may be performed by the principal/head of centre/head of department, an internal verifier or some other person within the organization but they will need to

- have an appropriate background in assessment management, administration and quality assurance
- possess the necessary authority within the centre to ensure that management, administrative, assessment and internal verification procedures are implemented correctly and consistently across the centre as a whole
- have regular contact with the internal verifiers whose work s/he co-ordinates
- ensure only suitable staff are used in the assessment and internal verification processes in accordance with external examining body's requirements
- ensure staff involved in training, assessment and/or internal verification have access to and regularly participate in activities for continuous improvement
- ensure sufficient and effective support is available for confirming decisions of new/inexperienced assessors and internal verifiers
- ensure assessors and internal verifiers are able to apply equal opportunity principles to assessment
- ensure assessors and internal verifiers are familiar with the qualifications they are assessing or verifying and have sufficient knowledge to enable them to interpret the knowledge requirements, values and documentation
- ensure assessors and internal verifiers are familiar with the recording systems, documentation and procedures for assessment and internal verification quality assurance
- ensure assessors and internal verifiers understand their role and are supported and allowed sufficient time provide proof of candidates' identities where this is required

- ensure candidates' projects and prepared practical work are forwarded on time, where applicable
- liaise closely with other staff members to obtain, and provide external verifiers with, detailed information on the overall operation of the centre
- Co-ordinate visit arrangements for external verifiers, if appropriate
- ensure any corrective actions required by the External examining body external verifier or EXAM head office/branch office are implemented within the agreed timescales
- circulate all general correspondence between EXAM and the centre to all relevant people with the centre.

In addition to the above, the assessment manager is responsible for all the administrative duties specified

## **G. Examinations secretary**

### **Role**

Although the assessment manager has overall responsibility for the delivery of qualifications within the centre, a separate person can be appointed to be responsible for ensuring:

- Registrations/claims for certification are sent to us in accordance with specified procedures
- Printouts, where appropriate, sent by us of registration details are correct
- All interested parties are notified of assessment/examination dates well in advance
- There are appropriate security arrangements for written papers, assessment materials, etc
- Invigilators fully understand their role and responsibilities
- There is appropriate, suitably equipped, accommodation for examination purposes
- There is sufficient equipment, paper and or other appropriate materials for each examination
- Examinations and online testing are conducted in accordance with our regulations
- Appropriate records, results or other evidence of achievement are released to other centres or the candidate (as applicable) in cases where candidates transfer.

# Project/assignment/Dissertation Defense criteria

Actual preparations (30%) and execution-defence (70%).

As you near completion of your dissertation, a dissertation defense (final oral examination) will be scheduled. **Each student will receive an official terminal time table informing the time, date and venue of exam.**

## **Defense Note:**

Together with the project

Year1 : Duration: 15 minutes [90 % in creole/french and 10% in English]

Year 2: Duration: 15 minutes [80% in creole/French/ and 20 % in English]

Year 3 : Duration : 20 minutes [75% in creole/French and 25 % in English]

Year 4 : Duration : 25 minutes [ 50 % in creole/French and 50% in English]

Year 5 :Duration : 25 minutes [ 50 % in creole/French and 50% in English]

## **Instructions**

1. Be prepared. Be sure that you are confident in your research and the knowledge of the material. Practice in front of friends and relatives prior to your real defense.
2. Summarize each chapter of your thesis. Explain any obstacles or unexpected results that occurred. Visual aids are a huge help. Not only do they help the audience understand the material, they are great reminders for you to remember key points and important information. Good examples of visual aids include a power point presentation with graphs and charts.
3. Listen to questions. Once you have presented your thesis, the panel of professors is then allowed to ask any questions that they may have. They may ask about any part of your thesis from the initial proposal to your resources. There is usually no time limit put on this part of the defense.
4. Grasp what is being asked. Be sure that you understand each question before you answer it. This will eliminate any confusion and you will appear well prepared.
5. Be honest. If you do not know the answer to a question, simply reply by saying, "I do not know, but I will find the answer for you." Since you are in front of a group of professionals they more than likely know the answer and are simply testing your knowledge.
6. Await the results calmly. Once all questions have been answered you will be asked to step out of the room while the committee evaluates the defense and comes to a decision. This is the hardest part of all, simply awaiting your fate. You are then asked to come back in and you are given your overall evaluation and asked to make changes if necessary.



## Guide for work book / Port folio/assignment etc to be observed

### A. Guide for Port folio/assignment/work book to be observed

Introduce the practical task and assignment unit and guide line and Refer to external/internal examination instruction

### B. [I] Guideline preparing for the assessment portfolio

Two people are going to be involved in the assessment of the project or portfolio. One of these will be the trainer who is responsible for teaching the candidate.

As a trainer, you are responsible for helping the candidate to prepare the project or portfolio, and for agreeing where it will be kept to prevent accidental loss. You are also responsible for ensuring that the project or portfolio is completed to our requirements. If these conditions are not met, then the project or portfolio is not acceptable.

We recommend that you prepare for the assessment of projects and portfolios by ensuring that the structure of each piece of work follows a standard format. The actual format required may vary according to the specifications in the syllabus for each IVQ, but as a general guide all projects and portfolios should include:

- ✓ Candidate's details
- ✓ An index with section and page references
- ✓ Dividing pages and labels to identify different sections
- ✓ Page numbering
- ✓ Clear headings to help the reader
- ✓ Clear references to the skills being demonstrated in the work produced
- ✓ The candidate's **own** work.

Organising projects and portfolios in this way will also help your visiting verifier to review the work quickly and easily.

**For all projects and portfolios it is only necessary for the visiting verifier/assessor to see a representative sample. This should be about 10% of the total**, but should always include the best and weakest examples, and any projects or portfolios about which you are unclear as to whether or not to award a pass. The visiting verifier can give a second opinion.

When you become familiar with the procedures and with the assessment criteria, you may agree with your visiting verifier to send representative projects, portfolios to the visiting verifier by post. If you do this, you are responsible for any loss, so please use a secure method of despatch.

### [II] Assessing a project /portfolio/workbook/

**The trainer is responsible for assessing the portfolios /projects/workbook completed by students. You are the best person to do this job because:**

- ✓ You are the subject expert who has been giving guidance to the students and who can assess performance against the required standards.
- ✓ You know each candidate and can confirm that each project or portfolio is a collection of evidence that is a genuine reflection of a student's own work and abilities.

**Before you assess projects and portfolios it is important to**

- 1] make sure that each candidate understands what is required, and
- 2] the way in which the project or portfolio is to be presented.

**This must be made clear when each candidate starts work on a project or portfolio.**

**You must also make clear to candidates**

- the date by which the project or portfolio has to be completed, so that it can be handed in for assessment.
- This date will need to allow you enough time to assess projects and portfolios before the visiting verifier sees them.

## Notes on Evidence collection

The collection of high-quality evidence that clearly demonstrates candidate abilities and supports the awarding of marks, is an essential part of the assessment process.

Markers must be able to clearly link available candidate evidence to the marks they have awarded and demonstrate this in their recorded evidence.

### Candidate evidence

Candidates must produce valid evidence in order for accurate marking to take place. This means the evidence must contain information demonstrating their ability in the areas of performance that matter for the assessment. The evidence must be independently produced without feedback from the tutor.

Candidate evidence must be captured in a suitable format for remote moderation. Centres should also consider the practicalities of uploading this evidence to the Moderation Portal.

Candidate evidence must be retained and stored securely by the centre during the assessment window. Once the centre marking has been completed, the marks and a sample of candidate evidence are then submitted through the Moderation Portal to the moderator. The moderator may also request additional candidate samples, or any missing evidence as part of the moderation process. In these instances, centres must provide this information promptly. Any delay in moderators receiving the appropriate sample will have an impact on the moderation process and could result in candidate results being issued after the timetabled result date.

### Types of candidate evidence

The type of evidence will vary depending on the type of performance being judged, and it is important that it captures the aspects of performance that are valuable indicators of quality.

For some types of performance, the actions and interactions of the candidates are important to observe (e.g. interactions with children in a child care setting), whereas in others it is the quality of the final product (e.g. a meal in a hospitality setting).

The following table illustrates the types of evidence that could be produced for each Assessment Objective (AO). Please note that this is a guide only. Required forms of evidence are specified in the Assessment Packs for each qualification and are described as 'What you must produce for marking' and/or 'Additional evidence of your performance that must be captured for marking'.

### Supporting evidence

Tutors should ensure that any required additional supporting evidence including photographs or video can be easily matched to the correct candidate and task, are clear, well-lit and show the areas of particular interest in sufficient detail and clarity for assessment (i.e. taken at appropriate points in production, showing accuracy of measurements where appropriate).

For some specified assignments the ephemeral (fleeting) evidence is hard to capture through photographs and tutor notes alone. For these qualifications, a moderation visit will be specified to support high quality evidence collection.

### Planning evidence collection

In preparation for observations of practical work it is important that the collection of evidence is well planned so that the evidence collected is of a high standard and supports the awarding of marks.

Tutors should consider:

- identifying which specific aspects need to be observed and evidenced
- planning approaches to capturing evidence accurately
- ensuring that the appropriate resources for capturing evidence are available (relevant forms, photographic images, additional support needed for taking images etc.)
- planning for simultaneous start times where ephemeral evidence for all candidates will need to be viewed / recorded at the same time

- planning any critical points at which evidence must be captured e.g. where the practical task involves working on internal machine parts, which will then be covered over, making provision to capture relevant evidence before the coverings are added.

Planning should also consider local circumstances, and it is good practice to become experienced in collecting relevant evidence during formative assessments throughout the learning period. This evidence can additionally be used as feedback for candidates. Approaches that work, can then be used during the assignments.

### Authenticating Evidence

Tutors must authenticate all candidate evidence. To ensure authenticity, tutors must ensure that candidate work is completed under the specified supervised conditions and is securely stored between sessions.

A *Declaration of Authenticity* must be signed by each candidate and the tutor(s).

Failure to submit a completed form this will result in the work not being moderated and final results not being produced.

Some candidate evidence may support authenticity more than demonstrate the actual level of performance.

All candidates' notes should be retained until results are published to confirm authenticity. If a centre wishes to appeal, the notes could be of use in this instance.

There may therefore be evidence that the tutor will review in order to be able to sign the declaration of authenticity and which should be retained until results and appeals are complete, but does not need to be submitted for moderation.

### Standardisation

The internal standardisation process is as follows:

- Standardisation is required for each assessment and must include all **markers**.
- Standardisation must always take place using the complete candidate evidence (as it would be presented for moderation) from the current assignment.
- **Individually, markers** should mark in draft a common sample of candidates' evidence, using the Candidate Record Forms to record justification for marks, following the guidance in **marking scheme**
- The common sample should be chosen to give coverage of the range of performance expected, and to give examples of work that may be at the borderline between marking bands on the marking grid.
- Where there are discrepancies in marks given, markers should examine these collectively and come to a consensus in interpreting the marking grid. If there is any disagreement, the Lead Marker /IQA will have the final say. There should not be an 'agreement to disagree', a final mark must be agreed.
- Markers are encouraged to keep notes during standardisation and develop shared reference material to support them in maintaining the agreed standard throughout marking.
- Once the standard has been agreed, further common pieces of evidence should be marked to confirm closer agreement has been reached.

### **Assessing/ correction Days-time :**

1] Mondays to Thursdays from 2.30-4.00 pm-Saturdays from 13.00 to 16.00 hrs [max 5 students per trainer per day

[2] Planning to be copied to office and inserted in exam pack

[3] time table to be submitted to exam supervisor a week prior to scheduled exam and

[4] completed sheet to be submitted to office immediately after completion of [a] class and [unit][b] exam/assessment markings

**Marking scheme attached**

## Appendix 1

### Notice to collect Practical projects/Portfolio etc and it is the responsibility of the tutors/trainers to inform their respective students

**Date .....**

#### Student Responsibility and Collection of Materials

Please note that candidates are responsible for their own electrical and electronic accessories and for ensuring that any electrical devices and other accessories they take to the exam centre comply with health and safety requirements applicable in the country where the exam is taking place. VTI Ltd will not accept any liability in the event of any candidate's property being lost, stolen, or damaged either while in transit to and from the exam centre or at any time during the exam itself.

- All materials on project/assignment submitted for the examination Practical Assignments shall be the property of the student concerned.
- Arrangements have to be made to collect said immediately within a week after result unless informed by writing indicating the proposed date and time agreeable by both parties for its collections.
- VTI nor its management or both shall not be liable for any damage / lost, a week after result.
- The Assignments materials shall remain and be the property of VTI, a month after.

**-[c] The vti ltd nor its management or both shall not be liable for any damage / lost, a week after result.**

**- [d] The Assignments materials shall remain and be the property of VTI ,a month after.**

	Name of Student	Class	project unit /portfolio	Signature

## Appendix 2

### Class Defence notice sample

**Notice [1] to be given 4 times within two or more weeks prior to defence [2] with clear instructions and [3] recorded in student programme copy book**

Class

Date

Trainer name

Students are notified that the CLASS Defense will be held as follows

1	Date	Name	Time	Student sig

**Note – trainers are requested to keep a record and Sheet time table has to be submitted to office for record**

## Appendix 3

## Class Defence attendance sample

Class  
Trainer name

Date

1	Date	Name	Attendance	Student sig

Trainer "s signature



## Appendix 4

Class Defence markings sample –marking scheme attached

Class /Year

Course

Date

**Marking to be submitted to office with the sheet**

1	Date	Name	Topic/UNIT	Time	Total Marks obtained	Student sig

**Marking scheme [ Attached]**

Trainer's name

signature

## Appendix 6

**Notice** to students for **port folio/etc time table** [notice [1] to be given 4 times within two or more weeks prior to defence [2] with clear instructions and [3] recorded in student programme copy book ]

Unit

Students are notified that the following will be verified as follows

[illegible]

### Note

**[ 1] correction Days-time : Mondays to Thursdays from 2.30-4.00 pm-Saturdays from 13.00 to 16.00 hrs**  
**[max 5 students per trainer per day**

**] 2] Planning to be copied to office and inserted in exam pack**

**[3] time table to be submitted to exam supervisor a week prior to scheduled exam and**

**[4] completed sheet to be submitted to office immediately after completion of [a] class and [unit][b] exam/assessment**

## Appendix 7

**Sheet 1** class Practical port folio /assignment/work book correction

**Marking record Sheet 1 [should accompany with sheet 2 below]**

**Note [ 1 ] [ 1 ] correction Days-time : Mondays to Thursdays from 2.30-4.00 pm-Saturdays from 13.00 to 16.00 hrs [max 5 students per trainer per day [2] Planning to be copied to office and inserted in exam pack [3] time table to be submitted to exam supervisor a week prior to scheduled exam and [4] completed sheet to be submitted to office immediately after completion of [a] class and [unit][b] exam/assessment**

[illegible]

## Course

**unit**

year

**Trainers name**

**Trainers signature**

**date**

Appendix 8

Sheet 2 Full Port folio/worksheet/ Assignment correction record

Exact Course Title				Module				Unit		
SN	Chance [1] Date			[2]		[3]		Further last chance		
	Candidate name	P / A	PASS/ REFER	DATE	PASS/ REFER	DATE	PASS/ REFER	Further last chance date-reason *	DATE	PASS/ REFER

Courseunityear

Trainers nameTrainers signaturedate

## Appendix 9

### Sheet 3

#### Notice sample for Refer in port folio/work book/defence

[notice [1] to be given 4 times within two or more weeks prior to defense [2] with clear instructions and [3] recorded in student programme copy book ]

Class

Date

Trainer name

Students are notified that the refer will be held as follows

1	Date	Name	Time	Student sig

**Note – trainers are requested to keep a record and Sheet time table has to be submitted to office for record**

## Appendix 10

### Sample of workbook/port folio page 1

#### Vocational Training Institute Ltd Vacoas,Mauritius

Title of port folio/ project:

A port folio/ project /dissertation submitted in partial satisfaction of the Requirements for the

City & Guilds of London		
SN	Courses	tick
1	Auto Electronics inc. Sensors, motors, digital electronics and CAN BUS system*	
2	Level 2 Diploma in Engineering – Electrical and Electronic Tech * Level 3 Diploma in Engineering – Electrical and Electronic Engineering	
3	<b>a] Level 1 Certificate and Diploma in Vehicle Maintenance [new] [motor cycle maintenance</b>  <b>[b] Level 2 Diploma in Light Vehicle Maintenance &amp; Repair Principles (4290 12)*</b> With electric and electronic & Engine Management [NEW] /NC 4 automobile *  <b>[c] Level 3 Diploma in Light Vehicle Maintenance and Repair Principles (4290-13)*[NEW]</b>	

by

CONFEDERATION OF TOURISM & HOSPITALITY -CTH-UK		
4	<b>a- CTH Level 2 Award in Restaurant &amp; Bar Service -</b> <b>b. CTH Level 2 Award in Housekeeping</b> <b>c. CTH Level 2 Award in Front Office</b> <b>d. CTH Level 2 Award in Hospitality Practice</b> <b>e. . FOUNDATION DIPLOMA IN HOSPITALITY BUSINESS</b> <b>f. Diploma 2 in Culinary skills</b> <b>g. Level 2 Award in culinary skills</b>	
5	Computer studies [1] Word [2] Spreadsheet [3] Excel & [4] data base	

Name of Student

Year

ID/BIRTH DATE

Signature of student

Class /Dept

Trainer/ Supervisor's name

Trainer/ Supervisor's sig

Examination registration number if any

Page 2

Update cv of the student

Page 3

Acknowledgment

Page 4

## Declaration of originality

The signed declaration of originality is a component of every paper, thesis, and any other paper undertaken during the course of studies, including the respective electronic versions.

I student hereby confirm that I am the sole author of the written work here enclosed and that I have compiled it in my own words. Parts excepted are corrections of form and content by the supervisor.

**Title of work** (in block letters):

--

**Authored by** (in block letters):

*For papers written by groups the names of all authors are required.*

**Name(s):**

**First name(s):**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

With my signature I confirm that

I have committed none of the forms of plagiarism described in the information sheet.

I have documented all methods, data and processes truthfully.

I have not manipulated any data.

I have mentioned all persons who were significant facilitators of the work.

I am aware that the work may be screened electronically for plagiarism.

*For papers written by groups the names of all authors are required. Their signatures collectively guarantee the entire content of the written paper.*

Date

signature

**Page 5**

**Portfolio/project brief**

**Page 6**

**Project/port folio requirements as per course**

**Page 7**

**Development of questions /exigencies of port folio/work book /project**

**Page 8**

**Conclusion**

**Page 9**

**References**