

NATIONAL INTEGRATED ASSESSMENT FOR LEVEL V CANDIDATES, 2021 – 2022 GUIDELINES

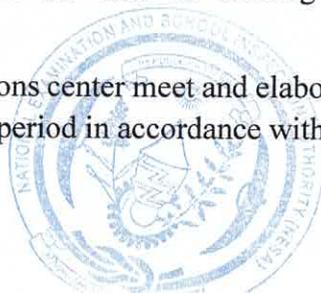
I. BACKGROUND OF THE CONDUCT OF INTEGRATED ASSESSMENT AS PART OF TVET NATIONAL EXAMINATIONS

1. The National practical examinations are scheduled during working hours of working days (Monday to Friday).
2. The examinations are conducted by using official Integrated Assessment projects provided by the National Examinations and School Inspection Authority (NESAS).
3. The Integrated Assessment is an individual work. No group works are allowed.
4. Candidates must choose and work on the task(s) among the proposed ones by respecting the instructions provided by integrated assessment developers.
5. Each integrated assessment has its own official duration (time).
6. The Integrated situation and/or task, candidate's assessment form and oral question items cannot be changed after they have been distributed to Examinations centers by NESAS.
7. The Integrated Situation and tasks excluding the candidate's assessment form and oral question items must be given to the candidate one (1) hour before the examinations process starts.
8. Candidates with special needs must be granted special consideration during the conduct of integrated assessment.
9. The Integrated Assessment must be done **EXCLUSIVELY** within the Examination Centers established by NESAS
10. If the assessment is to last more than five (5) hours, candidates must be granted a-one (1) hour break.
11. With regards to the oral questions, the members of the panel should ask a candidate at list one (1) question of each assessment criterion. The number of asked questions must be recorded on the candidate's assessment form.

II. PRACTICAL EXAMINATIONS CENTER

2.1. The Center Assessment Schedule

- a. NESAS determines the examinations center for each trade and allocates candidates to the respective Examination Centers at least one month before the date of starting the examinations.
- b. Representatives from the schools hosted in the same examinations center meet and elaborate a specific schedule which is followed during the examinations period in accordance with the



examinations timeline determined by NESAs. The Deputy School Manager in Charge of Studies of the School chosen as an Examinations center is the reporter of that activity.

- c. The established schedule is shared among Assessors and NESAs Representatives, validated and reported one day before the starting of examinations to NESAs Coordination Team.

2.2. Inclusiveness

- a. Records of candidates with special needs should be kept and their impairment specified at each Examinations center.
- b. Candidates with special needs must be provided with necessary support.

2.3. Equipment, Tools and other Materials

- a. The Examinations center should have appropriate equipment, tools and other necessary materials in good conditions.
- b. All the materials (reusable and consumables), tools, and equipment for assessment must be checked at least five (5) days before the assessment process starts.

2.4. The Examinations environment

- a. The Examinations environment must be conducive (Hazard control, cleanliness, safety and, security) both for assessors and candidates.
- b. The examinations center should provide a briefing room wherein candidates wait before they undertake the assessment.
- c. The examinations center should provide a secured room wherein all assessment evidences are kept.
- d. The predetermined conditions related to each Integrated Assessment for each trade must be considered as a set standard for the examinations to take place.

III. ASSESSMENT PROCESS

3.1. General considerations

1. The integrated assessment is directed by a panel which is composed by three assessors
2. All Assessors must be Subject Trainers/Specialists/Expert (Modules Tutors) delegated by their respective Schools/Industry and other competent Institutions. The formation of panels shall respect the principle of mixing assessors from different institutions in each trade.
3. For each Trade/Sub-sector in the Examination Center, one Trade/Sub-sector Assessment Coordinator is designated to monitor the assessment activities among the related panels.
4. Assessors must use the following assessment forms:
 - A single assessment form for each panelist (Candidate's Assessment form),
 - A Synthetic form for each candidate.
 - A Summary form/list for each trade from each school.
5. All the forms must be filed properly at the examinations center and signed by three assessors and the Head of Center



3.2. The Trade Assessment Coordinator

For each trade at the examinations center, there is one Trade Assessment Coordinator chosen on basis of the area of specialization with the following responsibilities:

1. To ensure that the equipment, tools, and other materials are available at the Examination Center on time.
2. To ensure that the predetermined conditions are set-up at the Examination Center before the beginning of each assessment.
3. To ensure that the candidates of the trade he/she is assigned to monitor are ready for examinations.
4. To collaborate with the head of the assessment center to ensure a smooth conduct of assessment.
5. To collaborate with the Examination Center facilitators to ensure that the established schedule of activities in the examinations center is respected.
6. To monitor the panels' activity within the assigned trade.
7. To ensure that all the assessment tools are properly used.
8. To produce the daily reports of assessment activities.
9. Collaborate with the Deputy School Manager in charge of Studies with regards to the provision of assessment tools such as:
 - a) Integrated situations to be given to the candidates;
 - b) Assessment forms to be given to panelists during the assessment;
 - c) Summary/list of candidates for each trade;
 - d) Attendance sheets for all the candidates;
 - e) Attendance sheets for all the panelists.

3.3. Assessment Panel

Each panel must be composed of three internal assessors or two external assessors plus one (1) internal assessor (Subject Trainer) per trade based on the area of specialization.

The following are responsibilities of the panelists:

1. To hold on to good values and conduct of being an Assessor.
2. To stick on the assessment timeline based on the number of candidates to be assessed by a panel per day
3. To assess each candidate on provided integrated assessment project.
4. To fill properly all the required information in all the assessment forms.
5. To sign on all pages of each assessment form.
6. To collaborate with the Trade Assessment Coordinator to elaborate a daily report to be handed over to the Head of Examinations Center.



3.4. Examinations Center Facilitators

A Practical examinations center has three (3) Facilitations:

- The Head of Examinations center
- The Deputy Head of Examinations center;
- The School Bursar

3.4.1. The Head of Examinations center

The Head of Examinations Centre:

- a) Oversees and monitors all the assessment activities and ensures a smooth collaboration among all the individuals involved in the examinations process at the examinations center.
- b) Coordinates and facilitates the communication between the examinations center, the District authorities and NESA Representative.
- c) Facilitates the transfer of examinations related funds and ensures its proper use.
- d) Ensures that the reporting of examinations activities is done in the right way.

3.4.2. The Deputy Head of Examinations Center

The Deputy Head of Examinations Center:

- a) Participate actively in the elaboration of the schedule of activities followed at the examinations center;
- b) Ensures the smooth and timely provision of all necessary assessment materials and resources;
- c) Ensures the smooth coordination of the assessment process;
- d) Keeps safe all the assessment evidences at the examinations center.

3.4.3. The School Bursar

The School School Bursar:

- a) facilitate all activities related to financial management of the provided funds
- b) ensures the filing of all financial support documents;
- c) produces a comprehensive financial report on the funds received.
- d) submit the financial report on the last day of examination



IV. SCORING AND POINTS CALCULATION

1. In the assessment forms, assessment criteria have specific indicators with elements to be assessed. They are marked either with **Y** or **N** which have the following meaning:

Y means **Yes** and it is equivalent to **1 point**. It indicates that the candidate performed the element of competence at the expected level.

N means **No** and it is equivalent to **0 point**. It indicates that the candidate has not performed the element of competence at the expected level.

- Points (P) on each **criterion (C)** is equal to the number of Y divided by the **total number of elements in all indicators (NEI)** multiply by the **percentage (C%)** assigned to the criterion based on the case scenario in the table below by the NEI. Computation of points is up to two (2) decimal places. (*Annex 1*)

$$P = [Y/NEI*(C%)]/NEI$$

- The initial result given by one assessor is equal to the sum of all criteria points.

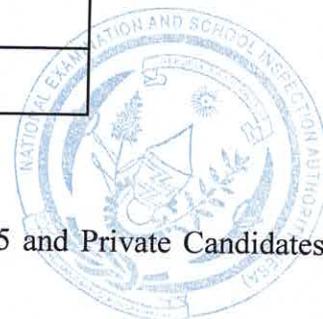
$$\text{Result} = \text{QPC} + \text{QPD} + \text{REL} (+ \text{SAF} + \text{HYG}) + \text{OQ}$$

- The final result (FR) is the average of the results given by the three panelists (Assessors) panel of assessors. FR computation is up to two (2) decimal places. (*Annex 2*)

$$\text{FR} = (\text{Ass1Res} + \text{Ass2Res} + \text{Ass3Res})/3$$

- Below is the table showing the scoring scale:

Assessment Criteria	(5 Criteria +Oral questioning) Percentage
Quality of Process (QPC)	90%
Quality of Product (QPD)	100%
Relevance (REL)	90%
Safety (SAF)	100%
Hygiene (HYG)	100%
Average/100



V. THE CANDIDATES (ASSEESSEES)

- The candidates to be assessed are all TVET trainees at Level 5 and Private Candidates registered to sit for National Examinations.
- The Candidate must possess a valid school card and/or National Identification card.
- A school candidate is required to wear accepted school uniform
- No candidate can leave the place of assessment without the permission of panelists.
- The candidate must sign the attendance list before and after the practical assessment.

VI. NESA REPRESENTATIVE AT DISTRICT LEVEL

NESA Representative at District level has the following responsibilities:

- To ensure the overall coordination of practical examinations centers within the assigned District.

2. To ensure that all necessary tools, equipment, and consumables are available in the examinations centers within the District.
3. To collect and consolidate reports from examinations centers within the assigned District on daily basis.
4. To maintain active collaboration with the Heads of Examination Centers and Trade Assessment Coordinators within the District.
5. To Compile the reports from the examinations centers within the District and submit them to NESAS. The reports to be submitted are the following:
 - a) Final reports of assessment activities (Center, Assessors, Sector, District, NESAS Representative);
 - b) Synthetic forms for each trade;
 - c) Summary forms for each trade;
 - d) All Candidates assessment forms/single forms;
 - e) Attendance lists of both candidates and assessors;
 - f) Financial report

Done at Kigali...*21*.../...*06*.../2022



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Annex 1: Sample Single Assessment Form Scoring – One (1) Assessor / One (1) Candidate

Assessor name:			Trainee's names		
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S/No	Criteria	Indicator (NEI)	Y or N	Score (S)	Points (P)
1	Quality of Process (30%)			(Y/NEI)	((S*(C%))/NEI)
		Indicator 1			
		Element 1	Y	14/17	24.71/30
		Element 2	Y		
		Element 3	N		
		Element 4	Y		
		Indicator 2			
		Element 1	Y		
		Element 2	Y		
		Element 3	Y		
		Indicator 3			
		Element 1	Y		
		Element 2	Y		
		Element 3	Y		
		Element 4	Y		
		Indicator 4			
		Element 1	Y		
		Element 2	Y		
		Element 3	N		
		Indicator 5			
		Element 1	Y		
		Element 2	N		
		Element 3	Y		
2	Quality of Product (30%)				
		Indicator 1		10/12	25.00/30
		Element 1	Y		
		Element 2	Y		
		Indicator 2			
		Element 1	Y		
		Element 2	Y		
		Element 3	N		
		Indicator 3			
		Element 1	Y		
		Element 2	Y		
		Element 3	Y		
		Indicator 4			
		Element 1	Y		
		Element 2	N		
		Indicator 5			
		Element 1	Y		
		Element 2	Y		



S/No	Criteria	Indicator (NIE)	Y or N	Score (S)	Points (P)
				(Y/NEI)	((S*(C%))/NEI)
3	Relevance (10%)				
		Indicator 1		5/6	8.33/10
		Element 1	Y		
		Element 2	N		
		Element 3	Y		
		Indicator 2			
		Element 1	Y		
		Element 2	Y		
		Indicator 3			
		Element 1	Y		
		Element 2	Y		
4	Safety (10%)				
		Indicator 1		6/6	10.00/10
		Element 1	Y		
		Element 2	N		
		Indicator 2			
		Element 1	Y		
		Element 2	Y		
		Indicator 3			
		Element 1	Y		
		Element 2	Y		
5	Hygiene (10%)				
		Indicator 1		4/5	8.00/10
		Element 1	Y		
		Element 2	Y		
		Element 3	Y		
		Indicator 2			
		Element 1	Y		
		Element 2	N		
6	Oral questioning (10%)				
	Criteria 1: Process	QNo	Y	2/5	4.00/10
	Criteria 2: Product	QNo	N		
	Criteria 3: Relevance	QNo	N		
	Criteria 4: Safety	QNo	Y		
	Criteria 5: Hygiene	QNo	N		
	RESULT /100				80.04



Annex 2: Sample of Final Result (FR) Computation
Average of Scores from three (3) Assessors

S/No	Criteria	Assessor name (1)	Assessor name (2)	Assessor name (3)	Average
1	Quality of Process (30%)	24.71	26.01	23.67	24.8
2	Quality of Product (30%)	25	22.34	29.2	25.51
3	Relevance (10%)	8.33	7.6	8.75	8.23
4	Safety (10%)	10	8.67	9.45	9.37
5	Hygiene (10%)	8	8.5	9.02	8.51
6	Oral questioning (10%)	4	5.6	4.5	4.7
	Final result/100	80.04	78.72	84.59	81.12

