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MARBLE TECHNICIAN

Assessment Package

National Vocational
Certificate Level 2

Version 1 - July 2020



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Assessment Package

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Instruction Sheet for the Candidate

Qualification	Marble Technician Level - 2
Competency Standard(s)	Develop Basic Computer operating Skills
Purpose of Assessment	Formative Assessment

Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard you are required to complete the following within the given time frame (for practical demonstration & assessment): <ol style="list-style-type: none"> 1. Operate MS word 2. Operate MS Excel 3. Operate MS Power Point 4. Perform Browsing 5. Print Document
Time: 4 Hours	<p>During a practical assessment, under observation by an assessor, you are required to</p> <p>A. Perform Microsoft basic commands in MS word</p> <ol style="list-style-type: none"> 1. Open File 2. Format a file <ol style="list-style-type: none"> a. Font (Type/size/bold/Italic) b. Header Footer c. Page number d. Insert pics / table/hyperlink 3. Save a File 4. Save a folder <p>B. Perform basic commands in Microsoft MS Excel</p> <ol style="list-style-type: none"> 1. Open a worksheet 2. Sum functions 3. If functions 4. Basic calculations 5. Table and graphs 6. Save a worksheet/folder <p>C. Prepare Microsoft power point presentation with basic commands</p> <ol style="list-style-type: none"> 1. Make a power point file 2. Insert pics/table/hyperlink 3. Design a theme for slides 4. Save a power point file <p>D. Perform browsing on the internet as per needs</p> <ol style="list-style-type: none"> 1. Perform search online on new trends in the market with the help of internet <p>E. Print Document</p> <ol style="list-style-type: none"> 1. Select Printer 2. Select page setup. 3. Print relevant pages
Minimum Evidence Required	

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Marble Technician Level - 2
Competency Standards	Develop basic computer operating skills
Assessment Task	<ol style="list-style-type: none"> 1. Operate MS word 2. Operate MS Excel 3. Operate MS Power Point. 4. Perform Browsing. 5. Print Document

I can.....

Performance Criteria	Yes	No
A. Perform Microsoft basic commands in MS word		
1. Open File	<input type="checkbox"/>	<input type="checkbox"/>
2. Format a file	<input type="checkbox"/>	<input type="checkbox"/>
a. Font (Type/size/bold/Italic)	<input type="checkbox"/>	<input type="checkbox"/>
b. Header Footer	<input type="checkbox"/>	<input type="checkbox"/>
c. Page number	<input type="checkbox"/>	<input type="checkbox"/>
d. Insert pics / table/hyperlink	<input type="checkbox"/>	<input type="checkbox"/>
3. Save a File	<input type="checkbox"/>	<input type="checkbox"/>
4. Save a folder	<input type="checkbox"/>	<input type="checkbox"/>
B. Perform basic commands in Microsoft MS Excel		
1. Open a worksheet	<input type="checkbox"/>	<input type="checkbox"/>
2. Sum functions	<input type="checkbox"/>	<input type="checkbox"/>
3. If functions	<input type="checkbox"/>	<input type="checkbox"/>
4. Basic calculations	<input type="checkbox"/>	<input type="checkbox"/>
5. Table and graphs	<input type="checkbox"/>	<input type="checkbox"/>
6. Save a worksheet/folder	<input type="checkbox"/>	<input type="checkbox"/>
C. Prepare Microsoft power point presentation with basic commands		
1. Make a power point file	<input type="checkbox"/>	<input type="checkbox"/>
2. Insert pics/table/hyperlink	<input type="checkbox"/>	<input type="checkbox"/>
3. Design a theme for slides	<input type="checkbox"/>	<input type="checkbox"/>
4. Save a power point file	<input type="checkbox"/>	<input type="checkbox"/>
D. Perform browsing on the internet as per needs		
1. Perform search online on new trends in the market with the help of internet	<input type="checkbox"/>	<input type="checkbox"/>
E. Print Document		
1. Select Printer	<input type="checkbox"/>	<input type="checkbox"/>

2. Select page setup	<input type="checkbox"/>	<input type="checkbox"/>
3. Print relevant pages	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____

Assessor's

Signature _____

Date: _____

Assessors Judgment Guide

Qualification	Marble Technician Level - 2
Competency Standard(s)	Develop Basic Computer operating Skills
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	<ol style="list-style-type: none"> 1. Operate MS word 2. Operate MS Excel 3. Operate MS Power Point 4. Perform Browsing. 5. Print Document 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
A. Perform Microsoft basic commands in MS word				
1. Open File				
2. Format a file				
a. Font (Type/size/bold/Italic)				
b. Header Footer				
c. Page number				
d. Insert pics / table/hyperlink				
3. Save a File				
4. Save a folder				
B. Perform basic commands in Microsoft MS Excel				
1. Open a worksheet				
2. Sum functions				
3. If functions				
4. Basic calculations				
5. Table and graphs				
6. Save a worksheet/folder				
C. Prepare Microsoft power point presentation with basic commands				
1. Make a power point file				
2. Insert pics/table/hyperlink				
3. Design a theme for slides				
4. Save a power point file				
D. Perform browsing on the internet as per needs				
1. Perform search online on new trends in the market with the help of internet				
E. Print Document				
1. Select Printer				
2. Select page setup				
3. Print relevant pages				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Marble Technician Level - 2
Competency Standard(s)	Develop Basic Computer operating Skills
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

	Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	Satisfactory	Not Satisfactory
1.	Name various parts of a computer set _____		
2.	What is the uses of MS word? _____		
3.	What MS Excel is used for? _____		
4.	What is MS Power Point? _____		
5.	Name various search engines _____		

Feedback to the Candidate

Candidate's Signature _____ Assessor's Signature

Instruction Sheet for the Candidate

Qualification	Marble Technician Level - 2
Competency Standard(s)	Construct Geometrical Figures
Purpose of Assessment	Formative Assessment

Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	<p>To meet this standard you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> 1. Take Measurement 2. Draw different types of triangles. 3. Draw all six types of quadrilaterals 4. Draw Circle and its parts 5. Draw polygons, 6. Draw Ellipses (major axis = 10 cm, minor axis = 8 cm with four methods. 7. Draw Parabola (major axis = 10 cm and minor axis = 8 cm with Three methods.
Time: 5 Hours	<p>During a practical assessment, under observation by an assessor, you are required to</p> <ol style="list-style-type: none"> 1. Take Measurement <ul style="list-style-type: none"> • Identify measuring Instruments • Mark the job as per drawing 2. Draw different types of triangles. <ul style="list-style-type: none"> • Draw equilateral triangle of side length 8 cm. • Draw isosceles triangle with base 5 cm and height = 6 cm • Draw scalene triangle of lengths 2", 1.5", 1". • Draw acute angled triangle. • Draw right angles triangle. • Draw obtuse angled triangle. 3. Draw all six types of quadrilaterals <ul style="list-style-type: none"> • Draw square of side length 2". • Draw rectangle with length 5 cm and width= 3 cm • Draw rhombus of side length=2 cm & internal angle= 45° • Draw parallelogram of length 6 cm, width= 3 cm & internal angle= 45° • Draw trapezoid of parallel sides' length 4 cm & 6 cm spaced at a distance of 3 cm. • Draw trapezium of side lengths 5 cm, 4 cm, 6 cm & 3 cm. 4. Draw Circle and its parts <ul style="list-style-type: none"> • Draw circle of diameter 2 Cm. • Draw semi-circle of diameter 2 Cm, • Draw segment of circle of diameter 2 Cm, • Draw sector of circle. • Draw zone of circle of diameter 2 Cm. 5. Draw polygons. <ul style="list-style-type: none"> • Draw a regular pentagon of side length = 4 cm. • Draw hexagon inscribes in a circle of 6 Cm diameter. • Draw hexagon circumscribed about a circle of 6 Cm diameter. 6. Draw Ellipses (major axis = 10 cm, minor axis = 8 cm with four methods. <ul style="list-style-type: none"> • Draw ellipse by four centers method. • Draw ellipse by basic method. • Draw ellipse by parallelogram method. • Draw ellipse by off-set method in concentric circles.
Minimum Evidence Required	

7. Draw Parabola (major axis = 10 cm and minor axis = 8 cm with Three methods.

- Draw parabola by basic method.
- Draw parabola by tangent method.
- Draw parabola by rectangle method

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Marble Technician Level - 2
Competency Standards	Construct Geometrical Figures
Assessment Task	1. Take Measurement 2. Draw different types of triangles. 3. Draw all six types of quadrilaterals 4. Draw Circle and its parts 5. Draw polygons, 6. Draw Ellipses 7. Draw Parabola

I can.....

Performance Criteria	Yes	No
1. Take Measurement		
• Identify measuring Instruments	<input type="checkbox"/>	<input type="checkbox"/>
• Mark the job as per drawing	<input type="checkbox"/>	<input type="checkbox"/>
2. Draw different types of triangles.		
• Draw equilateral triangle of side length 8 cm.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw isosceles triangle with base 5 cm and height = 6 cm	<input type="checkbox"/>	<input type="checkbox"/>
• Draw scalene triangle of lengths 2", 1.5", 1".	<input type="checkbox"/>	<input type="checkbox"/>
• Draw acute angled triangle.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw right angles triangle.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw obtuse angled triangle.	<input type="checkbox"/>	<input type="checkbox"/>
3. Draw all six types of quadrilaterals		
• Draw square of side length 2".	<input type="checkbox"/>	<input type="checkbox"/>
• Draw rectangle with length 5 cm and width= 3 cm	<input type="checkbox"/>	<input type="checkbox"/>
• Draw rhombus of side length=2 cm & internal angle= 45 ⁰	<input type="checkbox"/>	<input type="checkbox"/>
• Draw parallelogram of length 6 cm, width= 3 cm & internal angle= 45 ⁰	<input type="checkbox"/>	<input type="checkbox"/>
• Draw trapezoid of parallel sides' length 4 & 6 cm spaced at a distance of 3 cm.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw trapezium of side lengths 5 cm, 4 cm, 6 cm & 3 cm.	<input type="checkbox"/>	<input type="checkbox"/>
4. Draw Circle and its parts		
• Draw circle of diameter 2 Cm.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw semi-circle of diameter 2 Cm,	<input type="checkbox"/>	<input type="checkbox"/>
• Draw segment of circle of diameter 2 Cm,	<input type="checkbox"/>	<input type="checkbox"/>
• Draw sector of circle.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw zone of circle of diameter 2 Cm.	<input type="checkbox"/>	<input type="checkbox"/>
5. Draw polygons.		
• Draw a regular pentagon of side length = 4 cm.	<input type="checkbox"/>	<input type="checkbox"/>

• Draw hexagon inscribes in a circle of 6 Cm diameter.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw hexagon circumscribed about a circle of 6 Cm diameter.	<input type="checkbox"/>	<input type="checkbox"/>
6. Draw Ellipses (major axis = 10 cm, minor axis = 8 cm with four methods.		
• Draw ellipse by four centers method.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw ellipse by basic method.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw ellipse by parallelogram method.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw ellipse by off-set method in concentric circles.	<input type="checkbox"/>	<input type="checkbox"/>
7. Draw Parabola (major axis = 10 cm and minor axis = 8 cm with Three methods.		
• Draw parabola by basic method.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw parabola by tangent method.	<input type="checkbox"/>	<input type="checkbox"/>
• Draw parabola by rectangle method	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	Marble Technician Level - 2
Competency Standard(s)	Construct Geometrical Figures
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	1. Take Measurement 2. Draw different types of triangles. 3. Draw all six types of quadrilaterals 4. Draw Circle and its parts 5. Draw polygons, 6. Draw Ellipses. 7. Draw Parabola.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1. Take Measurement				
• Identify measuring Instruments				
• Mark the job as per drawing				
2. Draw different types of triangles.				
• Draw equilateral triangle of side length 8 cm.				
• Draw isosceles triangle with base 5 cm and height = 6 cm				
• Draw scalene triangle of lengths 2", 1.5", 1".				
• Draw acute angled triangle.				
• Draw right angles triangle.				
• Draw obtuse angled triangle.				
3. Draw all six types of quadrilaterals				
• Draw square of side length 2".				
• Draw rectangle with length 5 cm and width= 3 cm				
• Draw rhombus of side length=2 cm & internal angle= 45°				
• Draw parallelogram of length 6 cm, width= 3 cm & internal angle= 45°				
• Draw trapezoid of parallel sides' length 4 & 6 cm spaced at a distance of 3 cm.				
• Draw trapezium of side lengths 5 cm, 4 cm, 6 cm & 3 cm.				
4. Draw Circle and its parts				
• Draw circle of diameter 2 Cm.				
• Draw semi-circle of diameter 2 Cm,				
• Draw segment of circle of diameter 2 Cm,				
• Draw sector of circle.				
• Draw zone of circle of diameter 2 Cm.				
5. Draw polygons.				
• Draw a regular pentagon of side length = 4 cm.				
• Draw hexagon inscribes in a circle of 6 Cm diameter.				
• Draw hexagon circumscribed about a circle of 6 Cm diameter.				
6. Draw Ellipses (major axis = 10 cm, minor axis = 8 cm with four methods.				
• Draw ellipse by four centers method.				
• Draw ellipse by basic method.				
• Draw ellipse by parallelogram method.				
• Draw ellipse by off-set method in concentric circles.				
7. Draw Parabola (major axis = 10 cm and minor axis = 8 cm with Three methods.				
• Draw parabola by basic method.				
• Draw parabola by tangent method.				
• Draw parabola by rectangle method				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Marble Technician Level - 2
Competency Standard(s)	Construct Geometrical Figures
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

	Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	Satisfactory	Not Satisfactory
1.	Name different Drawing Instruments/equipment		
2.	What is interconversion of Scales?		
3.	Name various Types of measuring Instruments		
4.	Define Triangle		
5.	Name various types Triangles		
6.	What is a Quadrilateral name its types?		
7.	Define Circle, semi-circle and segment of circle,		
8.	Define sector of a circle and zone of a circle.		
9.	What is Polygon, name its types?		
10.	Differentiate between Ellipse and Parabola.		

Feedback to the Candidate

Candidate's Signature _____ Assessor's Signature _____

Instruction Sheet for the Candidate

Qualification	Marble Technician Level - 2
Competency Standard(s)	Prepare Workplace/Housekeeping
Purpose of Assessment	Formative Assessment

Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	<p>To meet this standard you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> 1. Arrange Stones (Color, Size, Grade) 2. Regulate drainage of polluted water 3. Identify location for dumping marble waste 4. Prepare log sheet for general maintenance 5. Maintain Inventory 6. Ensure clear travel path 7. Store slabs (size, color, grade) 8. Load Marble Slabs
Time: 3 Hours	<p>During a practical assessment, under observation by an assessor, you are required to</p> <ol style="list-style-type: none"> 1. Perform safe Unloading of Marble Stone. 2. Mark stone as per (color, size and grade 3. Regulated flow of polluted water to the tank. 4. Dispose-off the marble waste from work place 5. Estimate quantity of marble waste. 6. Estimate weight of raw materials and size of finished stock. 7. Mark the width of travel path. 8. Identify store for Slabs. 9. Store the marble tiles according to color, size and grade 10. Identify parking location for vehicle to be loaded. 11. Load marble Slab/Tiles Safely in vehicle.
Minimum Evidence Required	

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Marble Technician Level - 2
Competency Standards	Prepare Workplace/Housekeeping
Assessment Task	<ol style="list-style-type: none"> 1. Arrange Stones (Color, Size, Grade) 2. Regulate drainage of polluted water 3. Identify location for dumping marble waste 4. Prepare log sheet for general maintenance 5. Maintain Inventory 6. Ensure clear travel path 7. Store slabs (size, color, and grade). 8. Load Marble Slabs

I can.....

Performance Criteria	Yes	No
1. Perform safe Unloading of Marble Stone.	<input type="checkbox"/>	<input type="checkbox"/>
2. Mark stone as per (color, size and grade)	<input type="checkbox"/>	<input type="checkbox"/>
3. Regulated flow of polluted water to the tank.	<input type="checkbox"/>	<input type="checkbox"/>
4. Dispose-off the marble waste from work place	<input type="checkbox"/>	<input type="checkbox"/>
5. Estimate quantity of marble waste.	<input type="checkbox"/>	<input type="checkbox"/>
6. Estimate weight of raw materials and size of finished stock.	<input type="checkbox"/>	<input type="checkbox"/>
7. Mark the width of travel path.	<input type="checkbox"/>	<input type="checkbox"/>
8. Identify store for Slabs.	<input type="checkbox"/>	<input type="checkbox"/>
9. Store the marble tiles according to color, size and grade	<input type="checkbox"/>	<input type="checkbox"/>
10. Identify parking location for vehicle to be loaded.	<input type="checkbox"/>	<input type="checkbox"/>
11. Load marble Slab/Tiles Safely in vehicle.	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	Marble Technician Level - 2
Competency Standard(s)	Prepare Workplace/Housekeeping
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	<ol style="list-style-type: none"> 1. Arrange Stones (Color, Size, Grade) 2. Regulate drainage of polluted water 3. Identify location for dumping marble waste 4. Prepare log sheet for general maintenance 5. Maintain Inventory 6. Ensure clear travel path 7. Store slabs (size, color, and grade). 8. Load Marble Slabs 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Perform safe Unloading of Marble Stone.			
2.	Mark stone as per (color, size and grade			
3.	Regulated flow of polluted water to the tank.			
4.	Dispose-off the marble waste from work place			
5.	Estimate quantity of marble waste.			
6.	Estimate weight of raw materials and size of finished stock.			
7.	Mark the width of travel path.			
8.	Identify store for Slabs.			
9.	Store the marble tiles according to color, size and grade			
10.	Identify parking location for vehicle to be loaded.			
11.	Load marble Slab/Tiles Safely in vehicle.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Marble Technician Level - 2
Competency Standard(s)	Prepare Workplace/Housekeeping
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

	Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	Satisfactory	Not Satisfactory
1.	What is the Cleaning Techniques of stone yard? _____		
2.	Name different categories and grade of Marble stones _____		
3.	What is Recycling of Harm polluted water? _____		
4.	Why log sheet or Work order is Important. _____		
5.	Why Inventory management of materials are important _____		
6.	What is travel path? _____		
7.	_____ _____		
8.	_____ _____		
9.	_____ _____		

Feedback to the Candidate

Candidate's Signature _____ Assessor's Signature _____

Instruction Sheet for the Candidate

Qualification	Marble Technician Level - 2
Competency Standard(s)	<ol style="list-style-type: none"> 1. Develop Basic Computer operating Skills 2. Construct Geometrical Figures 3. Prepare Workplace/Housekeeping
Purpose of Assessment	Summative Assessment

Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard you are required to complete the following within the given time frame (for practical demonstration & assessment): <ol style="list-style-type: none"> 1. Make MS Word Table like in Annexure-A, and then shift it into MS Excel to Calculate Total price of each part and Grand total. 2. Knowledge Assessment
Time: 3 Hours	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<ol style="list-style-type: none"> 1. Open File in MS Word. 2. Open INSERT menu, TABLE, Insert Table with 7 Columns & 10 Rows. 3. Select Arial Font Type. 4. Select size 14 bold for Heading and 11 for body. 5. Insert all the text data in the Table except the last column on the right. 6. Select the shape from INSERT menu one by one 7. Save the document 8. Select all the Table along with top heading. 9. Open MS Excel sheet and past the word table in it. 10. Rearrange the Columns and Rows in Excel sheet. 11. Insert multiplication formula in last column to calculate total cost of each part 12. Select Sum functions for last Column of the Table. 13. Calculate the total cost. 14. Save the document 15. Print the document and submit to Assessor



Annexure-A



Instructions for Candidate

1. Make the following Table in MS Word, Fill all the data and Insert the Shapes as available in the MS word Software.
2. Open this Table in MS Excel to calculate total price of each part and Grand total.

Marble Cutting List/Work Order

Part Name	Shape	Length x Width	Thickness	Quantity	Cost/item in Rs/	Total Price
Rectangle		18 x 9 Inches	1 Inch	150	232	???
Square		9 x 9 Inches	1 Inch	250	134	???
Isosceles Triangle		5 Inches each side	1 Inch	300	97	???
Right angle triangle		2", 3", 4"	1 Inch	335	87	???
Hexagon		Each side 3 inches	1 Inch	453	92	???
Parallelogram		18 x 9 Inches 80 degree	1 Inch	234	137	???
Pentagon		Each side 3 inches	1 Inch	455	93	???
Grand Total						?????

Instruction for Machine Operator

- Perform safe loading/unloading of Marble.
- Regulated flow of water
- Clean work place.
- Clear travel path.
- Store the marble tiles/slab according to size and grade

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Marble Technician Level - 2
Competency Standards	1. Develop Basic Computer operating Skills 2. Construct Geometrical Figures 3. Prepare Workplace/Housekeeping
Assessment Task	Make MS Word Table like in Annexure-A , and then shift it into MS Excel to Calculate Total price of each part and Grand total.

I can.....

Performance Criteria	Yes	No
1. Open File in MS Word.	<input type="checkbox"/>	<input type="checkbox"/>
2. Open INSERT, TABLE, Insert Table with 7 Columns & 10 Rows.	<input type="checkbox"/>	<input type="checkbox"/>
3. Select Arial Font Type.	<input type="checkbox"/>	<input type="checkbox"/>
4. Select size 14 bold for Heading and 11 for body.	<input type="checkbox"/>	<input type="checkbox"/>
5. Insert all the text data in the Table except the last column on the right.	<input type="checkbox"/>	<input type="checkbox"/>
6. Select the shape from INSERT menu one by one	<input type="checkbox"/>	<input type="checkbox"/>
7. Save the document	<input type="checkbox"/>	<input type="checkbox"/>
8. Select all the Table along with top heading.	<input type="checkbox"/>	<input type="checkbox"/>
9. Open MS Excel sheet and past the word table in it.	<input type="checkbox"/>	<input type="checkbox"/>
10. Rearrange the Columns and Rows in Excel sheet.	<input type="checkbox"/>	<input type="checkbox"/>
11. Insert multiplication formula in last column to calculate total cost of each part	<input type="checkbox"/>	<input type="checkbox"/>
12. Select Sum functions for last Column of the Table.	<input type="checkbox"/>	<input type="checkbox"/>
13. Calculate the total cost.	<input type="checkbox"/>	<input type="checkbox"/>
14. Save the document	<input type="checkbox"/>	<input type="checkbox"/>
15. Print the document and submit to Assessor	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____

Assessor's

Signature _____

Date: _____

Assessors Judgment Guide

Qualification	Marble Technician Level - 2
Competency Standard(s)	1. Develop Basic Computer operating Skills 2. Construct Geometrical Figures 3. Prepare Workplace/Housekeeping
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	Make MS Word Table like in Annexure-A , and then shift it into MS Excel to Calculate Total price of each part and Grand total.		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Open File in MS Word.			
2. Open INSERT, TABLE, Insert Table with 7 Columns & 10 Rows.			
3. Select Arial Font Type.			
4. Select size 14 bold for Heading and 11 for body.			
5. Insert all the text data in the Table except the last column on the right.			
6. Select the shape from INSERT menu one by one			
7. Save the document			
8. Select all the Table along with top heading.			
9. Open MS Excel sheet and past the word table in it.			
10. Rearrange the Columns and Rows in Excel sheet.			
11. Insert multiplication formula in last column to calculate total cost of each part			
12. Select Sum functions for last Column of the Table.			
13. Calculate the total cost.			
14. Save the document			
15. Print the document and submit to Assessor			
Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Marble Technician Level - 2
Competency Standard(s)	1. Develop Basic Computer operating Skills 2. Construct Geometrical Figures 3. Prepare Workplace/Housekeeping
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.


	Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	Satisfactory	Not Satisfactory
1.	Name any five MS Word commands		
2.	Name any three Auto Sum commands in MS Excel.		
3.	Define a rectangle.		
4.	What is a parallelogram?		
5.	Define Right angle Triangle.		
6.	How much sides a Pentagon has?		
7.	What is a Hexagon?		
8.	Define Parabola		
9.	What is Log Sheet or Work order?		
10.	What is Travel Path?		


Feedback to the Candidate


Candidate's Signature _____ Assessor's Signature

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