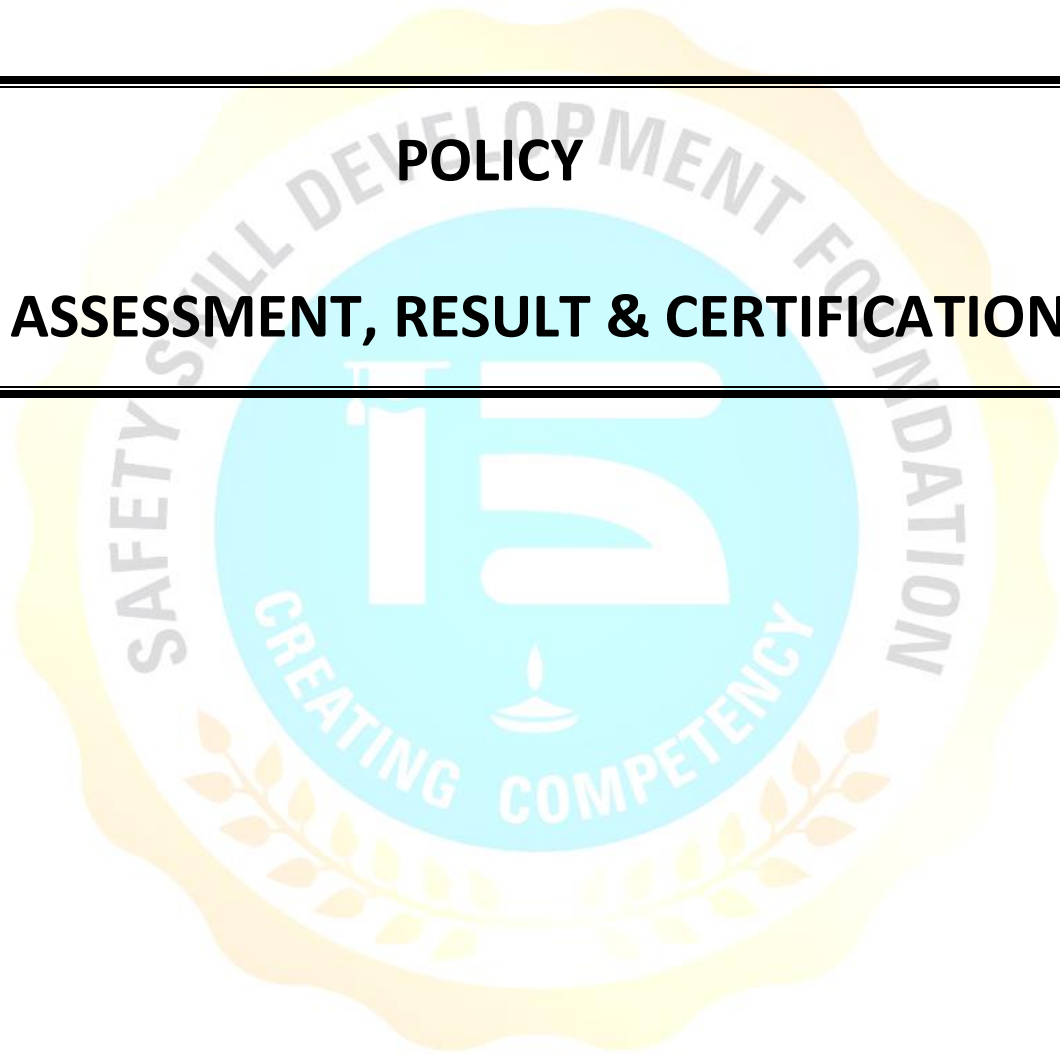

POLICY
ASSESSMENT, RESULT & CERTIFICATION



INDEX

S. NO	PARTICULARS	PAGE NO.
1.	INTRODUCTION	4
2.	OBJECTIVE	4
3.	SCOPE	4
4.	ROLES & RESPONSIBILITIES	4
5.	ASSESSMENT PRINCIPLE	5
6.	ASSESSMENT CRITERIA	5
7.	RESULTS & GRADINGS	7
8.	ONLINE ASSESSMENTS	8
9.	PUBLICATION OF RESULTS, CERTIFICATION & RECORDS MAINTENANCE	8
10	RE-ASSESSMENT	8
11	DISPUTES	8
12	SUMMARY	8

ACRONYMS

Abbreviation	Long Form
ABs / AAs	Assessment Agencies/ Bodies
SSDF	Safety Skill Development Foundation
NSDC	National Skill Development Corporation
NOS	National Occupational Standards
NSQF	National Skill Qualification Framework
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
QPs	Qualification Packs
RPL	Recognition Prior Learning
SIP	Skill India Portal
SSCs	Sector Skill Councils
TPs	Training Providers
TC	Training Center

RESULTS & ASSESSMENT POLICY

1. INTRODUCTION

The **Safety Skill Development Foundation (SSDF)** has been constituted as a “Not for Profit” organization registered under section 8 of company act 2013 and recognised as an Awarding Body under National Council for Vocational Education and Training (NCVET), Ministry of Skill Development & Entrepreneurship. SSDF was set up under the aegis of ASK-EHS Engineering & Consultants Private Limited with vision to create industry-need based skill ecosystem for safety professionals for industries by developing internationally acceptable National Occupational Standards (NOS), Training Delivery Systems, Assessment & Certification process in line with National Skill Qualification Framework (NSQF) of Government of India and in line with New Education Policy of Government of India, to meet skill demands of industries and keep the safety professional globally & technologically competent.

An effective, consistent, and quality-assured assessment enables the qualifications to gain recognition, credibility and value in an education and skills ecosystem. It is important that everyone involved in the assessment of candidates, undertaking qualifications, takes steps to ensure that the qualifications are trusted by learners and employers in a transparent way. Learners want the assurance that the assessment process & methodology is well defined, fair and that judgment of their competence and recognition is the same across all candidates. Employers want to be sure that holders of qualifications have been assessed & certified against all the outcomes in a transparent manner described in the qualification.

The Assessment & Certification policy enumerates the processes of assessment, result & certifications to be followed while assessing the candidates for different types of the schemes, results are published and certifications are done in a familiar & transparent way.

2. OBJECTIVE

The objective of this document is to define a standard criterion to be followed to evaluate the candidates as per the scheme & assessment methodology; result publication & certification are done in a fair, understandable and time bound manner.

3. SCOPE

The document covers assessment & certification strategy for followings: -

- a. Short Term Training (STT) Courses
- b. Recognition of Prior Learning (RPL)
- c. RPL with bridge course
- d. Training of Trainers (ToT) program
- e. Training of Assessors (ToA) program
- f. Grading and passing criteria for certification.
- g. Online Assessments

4. ROLES & RESPONSIBILITIES

S. No	Process Activity	Responsibility	
1.	Policy Formulation	Standards	
2.	Maintenance of Policy	Head Operations (Process Owner)	
3.	Changes & Approvals	CEO	aksingh@ssfindia.org

5. ASSESSMENT PRINCIPLES

- a. The assessment will always be carried out through an Assessment Agency affiliated with NCEVT & SSDF.
- b. Assessment will be carried out by certified assessors of SSDF. In case of non-availability of assessors due to any specific reason, assessment may be carried out through industry expert/SME after due approval from CEO.
- c. No result will be published without approval of SSDF as per SOP.
- d. Assessment records to be maintained by 5 years.

6. ASSESSMENT CRITERIA

- a. **Short Term Training (STT)**
 - i. Diagnostic or pre-assessments for selection of trainees and Formative assessment for measurement of learning progress of the candidates will be carried out by training provider.
 - ii. Summative assessment will be carried out by SSDF.
 - iii. Assessments can be carried out through pen & paper or online as per the facilities or as per pre-decided course arrangements.
 - iv. Assessments may be based on theory, practical, viva or a combination of two or a combination of all as per design of the course.
 - v. The weightage of formative assessment & summative assessment will be in a ratio of 30:60 for final results & gradings of the candidate.
 - vi. Duration of assessment will be as per duration defined in qualification pack.
- b. **Recognition of Prior Learning (RPL)**
 - i. Diagnostic or pre-assessments of the candidates will be carried out by a training provider for selection of candidates.
 - ii. Summative assessment will be carried out by SSDF.

- iii. Assessments can be carried out through pen & paper or online as per the facilities or as per pre-decided course arrangements.
- iv. Assessments may be based on theory, practical, viva or a combination of two or a combination of all as per design of the course.
- v. Results will be based on summative assessment for final results & gradings of the candidate.
- vi. Duration of assessment will be as per duration defined in qualification pack.

c. Recognition of Prior Learning (RPL) with Bridge Course

- i. Diagnostic or pre-assessments for selection of trainees and Formative assessment for measurement of learning progress of the candidates will be carried out by training provider.
- ii. Summative assessment will be carried out by SSDF.
- iii. Assessments can be carried out through pen & paper or online as per the facilities or as per pre-decided course arrangements.
- iv. Assessments may be based on theory, practical, viva or a combination of two or a combination of all as per design of the course.
- v. Results will be based on summative assessment for final results & gradings of the candidate.
- vi. Duration of assessment will be as per duration defined in qualification pack.

d. Training of Trainers (ToT)

- i. Pre-assessments will be carried out by SSDF for selection of trainees of the candidates. Only candidates meeting the ToT eligibility criteria will be considered for appearing the pre-assessment.
- ii. Formative assessment for measurement of learning progress of the candidates will be carried out by training provider.
- iii. Summative assessment will be carried out by SSDF.
- iv. Assessments can be carried out through pen & paper or online as per the facilities or as per pre-decided course arrangements.
- v. Assessments may be based on theory, practical, viva or a combination of two or a combination of all as per design of the course.
- vi. Results will be based on formative assessment and summative assessment for final results & gradings of the candidate in a ratio of 30:70 in order.
- vii. Duration of assessment will be two days as per guidelines of Training of Trainers.

e. Training of Assessors (ToA)

- i. Pre-assessments will be carried out by SSDF for selection of trainees of the candidates. Only candidates meeting the ToA eligibility criteria will be considered for appearing the pre-assessment.
- ii. Formative assessment for measurement of learning progress of the candidates will be carried out by training provider.
- iii. Summative assessment will be carried out by SSDF.
- iv. Assessments can be carried out through pen & paper or online as per the facilities or as per pre-decided course arrangements.
- v. Assessments may be based on theory, practical, viva or a combination of two or a combination of all as per design of the course.
- vi. Results will be based on formative assessment and summative assessment for final results & gradings of the candidate in a ratio of 30:70 in order.
- vii. Duration of assessment will be two days as per guidelines of Training of Assessors.

7. RESULTS & GRADINGS

The result score will be worked out for each candidate based on as defined earlier in the document. Results or grading of candidates will be based on final scores obtained by the candidate and as given below: -

- a. **STT / RPL/ RPL with Bridge**
 - i. A grade – 70% & above
 - ii. B grade – 60% & above
 - iii. C grade – 50% & above
 - iv. O Grade – 35% & above
 - v. Fail - Less than 35%

* Candidates need to obtain a minimum of 30% in each NOS/competency to pass. Any candidate not obtaining 30% in any NOS/competency will be declared un-successful despite obtaining more than 35% in overall scores.

- b. **ToT /ToA**
 - i. A grade – 80% & above
 - ii. B grade – 70% & above
 - iii. Fail - Less than 70%

* Candidates need to obtain a minimum of 50% in each NOS/competency for passing. Any candidate not obtaining 50% in any NOS/competency will be declared un-successful despite obtaining more than 70% in overall scores.

8. ONLINE ASSESSMENTS

Assessments of candidates can be arranged online assessments as per criteria defined by SSDF.

- a. The online test will be carried out with or without a proctor.
- b. The tests will be carried out at test centers or tech-based platforms created by SSDF.
- c. The online assessment may or may not include practical depending on course module.

9. PUBLICATION OF RESULTS, CERTIFICATION & RECORDS MAINTENANCE

- a. The results will be published only after approval of SSDF.
- b. Results will be sent to Training providers & candidates electronically.
- c. Results will be published within 15 days from the date of assessments.
- d. Certificate of the candidates will be as per NCEVT directions & design. In case of non NSQF course certificate will be as per design of SSDF.
- e. A soft copy of the certificate with a marks sheet will be provided to the candidate and training provider. Training provider to provide hard copy of certificates to candidates.
- f. Records of the results to be kept for 5 years from the date of publication of results.

10. RE-ASSESSMENT

In case of re-assessments, the same criteria for results, grading & publication will be followed.

11. CONFLICT RESOLUTION/DISPUTE

In case of any dispute or conflict, the decision of CEO, SSDF will be final & binding.

12. SUMMARY

An effective, consistent, and quality-assured & technology-based assessment system is key to credibility and value of skills ecosystem. The well-defined assessment process & methodology and judgment of competence across all candidates will bring value and much needed confidence by the industry towards certified candidates.

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