

COMPETENCE-BASED ASSESSMENT GUIDELINES, 2023 - 2024

I. BACKGROUND OF THE CONDUCT OF TECHNICAL SECONDARY SCHOOLS PRACTICAL 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 for every candidate. 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, candidates' lists and assessment forms cannot be changed after they have been distributed to Examinations centers by NESAS.
7. One hour before the assessment starts, the candidate is given the Integrated Situation with the specific task(s) for he/her self-preparation.
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 oral questions provided by the assessment project developer serve as sample. Assessors can ask and record any other question related to task during the entire assessment process. The 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 allocate Schools to the respective assessment 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.

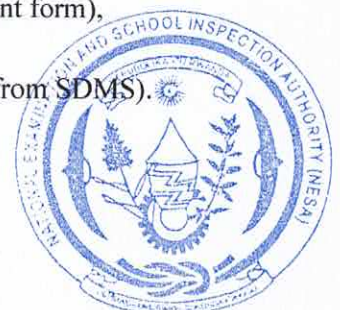
2.4. The Examinations environment

- 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 conducted by a panel composed of three appointed assessors who work independently or under the supervision of the Trade Assessment Coordinator.
2. All the assessors are Subject Trainers (Modules Tutors) delegated by NESAs from their respective Schools. The formation of panels must respect the principle of mixing Trainers from different schools, for each trade. Apart from these marginal trades (SPE, ART, SCE, MUS, CTO, and OFM) and schools with special needs candidates (HVP Gatagara/Nyanza and IFS/Nyarugenge), no Trainer is allowed to assess the students of his/her School. However, NESAs shall complement these panels with external practitioners.
3. The Trade Assessment Coordinator is appointed by NESAs.
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 (Generated from SDMS).



5. All the forms must be filed properly at the examinations center and signed by the panelists, the Trade Assessment Coordinator, and the Head of Center

3.2. The Trade Assessment Coordinator (TAC)

For each trade at the examinations center, with more than one panel (**2 panels and above**), there is one Trade Assessment Coordinator chosen on basis of the area of specialization. The TAC has 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 assessors from different TSS schools/industrial practitioners.

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 the provided integrated assessment project.
4. To fill properly all the required information in all the assessment forms.
5. To ensure the assessment procedures for each candidate are followed for each assessment criteria (Process, Product, Relevance, Safety and Hygiene, Right attitudes). The oral questions should be used during the process, and not be considered as a final interview.
6. To sign on all pages of each assessment form.



7. 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 School Headteacher)
- The Deputy Head of Examinations center (the Deputy School Headteacher in charge of Studies);
- 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 NESAs 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.
- e) Communicates the list of required materials to all Assessors prior to the starting of examinations.

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) elaborates a comprehensive utilization report (financial report) of the funds received.



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.

2. Points (P) on each **critterion** (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*)

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

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

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

4. 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*)

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

5. 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)

1. The candidates to be assessed are all TSS trainees at Level 5 and Private Candidates admitted to sit National Examinations.
2. The Candidate must possess a valid school card and/or National Identification card.
3. A school candidate is required to wear accepted school uniform
4. No candidate can leave the place of assessment without the permission of panelists.
5. 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:

1. 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 NESA. The reports to be submitted are the following:
 - a) Final reports of assessment activities (Center, Assessors, Sector, District, NESA 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) The funds utilization report (Financial report)

VII. DISTRICT REPRESENTATIVES

The **DDE, DEO, SDMS Support Staff, and SEI's** are fully involved in the whole process of integrated assessment at different examination centers under their jurisdiction. They are required to:

- a) ensure the establishment of the practical examination centers across the district and the transfer of some candidates to other districts under NESA guidance;
- b) establish the list of assessors and ensure their deployment within the district or out of the district under NESA guidance;
- c) supervise all the activities related to the organization of the assessment schedule and its implementation;
- d) advise all involved parties on the good practices that can help to smoothly conduct the assessment;
- e) prepare technical reports to NESA for all the assessment activities in the established channels.

Done at Kigali...31.05.../2024



Dr. Bernard BAHATI
Director General-NESA

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

Assessor name:			Trainee's names		
.....			(1, 2, 3, 4)		
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

