Assessor s script

The Assessor: After hearing the definition of NC II -? CSS, we can say that it is very important. It has its own importance and benefits like for example, work. Nowadays, if we would like to apply on a company, it will serve as your weapon in applying. NC II - CSS is accredited on foreign countries. NC II -? CSS is important because it will give you additional knowledge and an advantage to challenges. The Assessor: Moving on, we are now going to tackle the Core Competencies of NC II - CSS. There are 4 Units of Competencies. These are: Install Computer Systems and Network Diagnose Computer Systems and Network

Configure Computer Systems and Network Maintain Computer Systems and Network Installing Computer Systems and Network - This module will teach you how to install a single boot or a dual boot SO in one computer unit. Diagnose Computer Systems and Network -? This will teach you how to diagnose computer systems and network. It involves Assembly/Disassembly of a system where in you will be observe if you obey the safety precautions and the proper handling of the parts of a system. Configuring Computer Systems and Network - This module will teach you how to configure computer systems and network.

In this part also allows you to teach file sharing through network. In this part, you will do the cabling and what is the right pattern of cabling should be used. Maintain Computer Systems and Network - This module will teach you how to maintain Computer systems and network. In this part, you will beinterview. The Interview involves the different malfunctions or errors encountered in maintaining a computer. The Assessor: What are the things we should prepare? We have to prepare the following: Application Form Test

Package Attendance Sheet Self-Assessment Guide Competency Assessment Result Summary Tools and Equipment

The Assessor: The Application Form was given to you ahead of this assessment. I will give it to you for you to recheck if you missed something. The assessor will now distribute the Application Form to its respective applicant. The Assessor will now guide the candidate on filling up the Application Form. The Assessor: Use BLACK INK only. The first thing you should to do is to sign the Applicant's Signature. After that is the date that you have accomplished the form. Under that is the Name Of School where the assessment center is located, Address location of the school and the Title of Assessment you have applied for.

In this case you will put, NC II - Computer Hardware Servicing. Under that is the Qualifications. It has two options which is Full Qualification of COCO. Tick the Full Qualification. Next is the Client Type. Tick the DUVET Graduating Student. The Profile part consists of the Surname, First Name and Middle Name. Use Capital Letters only. Mailing Address consists of Number/ Street, Bargain, District, City, Province, Region and Zip Code. Fill up your Mother's Name, Father's Name and Sex. Check the Male Box if you are a boy and if girl, check the Female Box. Next is the Civil Status. Check ONE only.

Contact Numbers, Highest Educational Attainment, check College Level. Birthrate, You should write in following format MM/AD/W and your Birthplace. Do not put the hospital but the CITY you were born. Put your Work Experience if you have. Name of the Company, Position, Inclusive Dates, Monthly Salary, Status of Appointment and Number of Years Working. Next is

the Other Training/Seminars Attended. The seminars that you should mention are on NATIONAL QUALIFICATION-RELATED. Next is Licenser Examinations that you had passed and Lastly The Competency Assessment's that you have passed.

The Assessor: Under the Application Form is the, Admission Slip. Please cut the Admission Slip and Pass the Application Form to me. The assessor will collect the Application Form and leave the Admission Slip to the candidates. The assessor will now verify the information written on the Application Form. If there are still information lacking, you will give it back to the candidate and let him fill up the missing information. If verification is done and no error is sighted, the assessor will now explain the proper procedures in filling up the information on the Admission Slip.

The Assessor: Do not write anything on the Reference Number. Leave it blank. Write your name on the Name of Applicant Field. Next is you Contact Number or Telephone Number. The Assessment you applied for is NC II - CSS (Computer Hardware Servicing. The Official Receipt Number was given to you after you settle the payment for this assessment. Please indicate the date where you pay to the Date Issued side. On, the lower right portion of the slip, Write your name in PRINT and put your signature above it. Lastly, the date of your assessment should be indicated. The Assessor: Any questions?

If there are no questions, you can now proceed on checking of attendance. The Assessor: will now check your attendance. The assessor will now distribute the attendance to the candidates. The Assessor: Let me remind

you this, you can use blank ink only. Each attendance sheet will only accommodate 10 persons each. Each person will fill up 3 attendance sheets. The number you have filled up on the attendance should be similar or the same to the corresponding attendance sheets. Let the candidates sign on the attendance sheet, compare the signatures of candidates on admission slip against the signature on the attendance sheet.

The Assessor: Here with me is the Self-Assessment Guide. This is an indication that you know and can perform all units of competency enumerated in this qualification. If you checked " No" at least one of these questions indicates that you are not competent. In every end qualifications, fill up the Candidate's Name and the Date. Please read the instructions carefully and answer all the questions outlined in the document. Use black ink only. The Assessor: If you need assistance, I will be more than Willing to assist you. The self-assessment guide was given to the candidate by the processing officer of the assessment center.

The competency assessor explains and guides the candidate in accomplishing the Self-Assessment Guide. After the candidate is through with accomplishing the Self-Assessment Guide, you will review the answers and will give feedback to the candidates. The Assessor: Now, you are now going to fill up the Test Package and the Competency Assessment Result. Fill out the following fields, the Name of the Candidate, Date of Assessment and name Of Assessment Center. Avoid erasures and use black ink only. The assessor will now double check the fields of the candidates and let them ill out the lacking information and verifies it.

The competency assessor orients/briefs the candidates. The assessor should explain the following. The Assessor: What are the tools and equipment used in the assessment? In networking, you will use Crimping Tool, U TOP Cable and an RUG-45. You will be given ; o (2) RUG-ass. In Installing Computer System, you will use a CD and Computer Unit. Lastly, in Diagnose Computer System and Network, you will use a Computer System and a screw. Please handle the tools and equipment with care. If you unfortunately broke a tool or equipment, you will replace it with a new one.

The Assessor: As the in-charge person here, will set my Rules and Policies during Assessment Procedure. These are the rules: The candidate can only left the assessment room if he or she has the consent of the assessor. No talking during assessment hours. Observe Silence. The Assessor: Do you have any clarifications? If none, you can now designate different qualifications to the candidate. The Assessor: Candidate 1, 2 and 3 will do the Installing Computer Systems and Network. Candidate 4, 5 and 6 will do the Diagnose Computer and Systems and Network. Candidate 7, 8 and 9 will do the Configure Computer

System s and Network and lastly, Candidate 10 will do the Maintain Computer Systems and Network. You now instruct Candidate 1 to enter the assessment room. (to be followed by Candidate 2, 3 etc.). Provide the candidate with all materials, tools and equipment required to complete the tasks. At this point, you give the Specific Instructions to the candidate clear and slowly. The Assessor: From this point, I will give you the Specific Instructions. The Assessor: Using the materials, tools and equipment, you are

required to perform the tasks within hours. I will be observing you while you are performing the tasks.

The Assessor: After your demonstration, I will ask you questions related to your demonstration. The Assessor: You may call me when there is a need for me to translate or explain items for clarification. The Assessor: After the questioning portion, I will give you feedback about your performance. The Assessor: Any questions/clarifications? If there are no more questions, you may start now. While the candidate performs the activity you must remind or observe the candidate if he obey the safety precautions in doing a certain task. F one candidate is done on the task you designated, designate him a new ask.

The Assessor: You were (give the strong points of the candidate followed by the weak points) If the candidate was found to be competent say: The Assessor: You performed the tasks within the standard requirements of the Qualification. Note: Present the CARS or the Competency Assessment Result to the candidate to affix his signature on the candidate's signature portion. This is a proof that he accepts your assessment decision. If the candidate was found not yet competent say: The Assessor: am sorry. You were not able to perform within the standard requirements of the Qualification.

You have to review/practice the activities related to the competency requirements of the Qualification further. The Assessor: You can only comeback if there is another schedule of assessment for you to reassess or when you feel confident enough that you have acquired the competence. Do not worry you will only be reassessed on the part of activity that you were

found not yet competent. Proof that he accepts your assessment decision.

Complete the rating sheets and other documents and submit there to the

Manager of the Assessment Center The Assessor: Now you know the results,

What are the requirements in lamming your NC II -? CSS Certificate?