



Jim. I have the original of this and the list of chief experts, presuming you would like me to pass it on to experts - please let me know! J. 20/8.

International Vocational Training Organisation
The International Youth Skills Competition for World Class Skills Standards



World Class Skills Standards:

Informing, checking, assessing, form filling



Basis

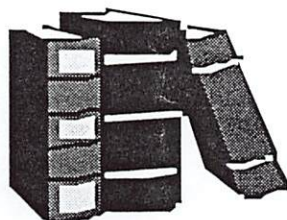
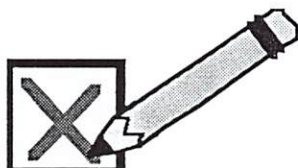
The bases for the assessment are the Competition Rules of 30 April 1999 and the relevant Technical Descriptions.

A correct assessment requires that:

- the assessment criteria are clearly defined before the beginning of the competition
- at the beginning of the competition all competitors are aware of the assessment scales to be applied
- experts and competitors use the same measuring instruments or instruments which have been inspected.

In addition to this, competitors receive detailed information in their own language on the test project (art. 3.1.4 Competition Rules). In particular:

- information on the assessment criteria
- information on safety regulations, including measures concerning non-compliance
- advice that the competitor is responsible for the safety of all machines and auxiliary material brought by him
- detailed information on which auxiliary material may be used and which not (templates, drawings/prints, patterns, gauges, etc.)
- before commencement of the competition the experts must make sure by sampling whether any unallowed auxiliary material is on hand or available in the drawers
- information on the earliest possible time for the competitor to enter or leave the workplace and under what conditions
- information on how and at what time the machines can be tested
- detailed information on all consequences which may result from inadmissible acts.



Technical descriptions (art.1.4 Competition Rules)

1) The technical descriptions, which are available to all members in the three official languages, will be under constant revision by the jury panels or special experts outside the jury panels for adaptation to the recent technical developments and then passed on to the General Secretariat.

2) After checking and adapting the proposals the General Secretariat will send them to all technical delegates to be examined and eventually approved at the next meeting of the Technical Committee.

3) Decisions and recommendations concerning the technical descriptions must be sent to the members one year before their effective date.



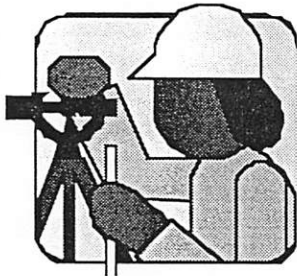
Assessment (art. 3.2 Competition Rules)

1) The completed competition test projects are assessed in accordance with the IVTO's assessment system and on the basis of predetermined assessment criteria as laid down in the technical descriptions. The assessment criteria may not be changed without permission from the Technical Committee.

The juries are distributed in such a way that, for each position to be assessed, small groups (3 experts) are assigned.

2) Marks awarded on a 0 -10 scale by the experts for each part of the test project may be rounded out to a maximum of two decimal places. Numbers from 0.5 resp. 0.05 are rounded up and numbers up to 0.5 resp. 0.05 are rounded down.

3) In all trades test projects are assessed following set criteria (technical descriptions) and the results determined by the experts are converted by an EDP program to a standard average of 500 for each trade.

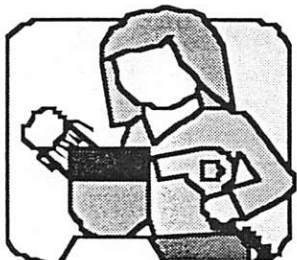


Objective assessments

Objective assessments produce unequivocal results. Before the competition it is necessary to define tolerances, differences and deviations to avoid any discussion later during the assessment.

Experts must define as many objective evaluations as possible with the aim of achieving a more accurate, objective and undisputed final result.

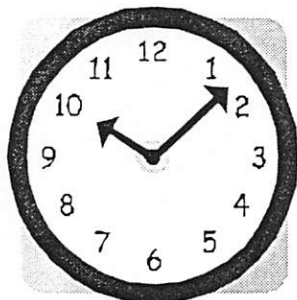
From this standpoint, the quantity of material used is not a subjective point; it can be precisely defined before the competition.



Subjective assessments

Example: It is obvious through experience that in the Hairdressing trades all evaluations are subjective. This means that many marks cannot be considered totally accurate. For this reason three experts will evaluate independently of each other and their average mark is then more accurate. In this case evaluation cards are used. The experts will not discuss among themselves before giving the marks but will raise the card with their marks.

If the difference between the highest and the lowest mark is more than two points, the expert with the highest deviation must justify his mark. Then the experts may give the final assessment.



When will it be assessed?

Test projects with modular structure will be assessed every day once the work is finished. Results will be handed out to the General Secretariat who will convert them before the next morning into a graphical representation which will also be made available to the Press.

In Montreal, for the rest of trades, the assessment will start on 14 November 1999 at 18:00; the competition will finish at 16:30.

Before the assessment it is necessary to ensure:

- the exchange of experiences among competitors and experts
- the packing of tools and auxiliary material



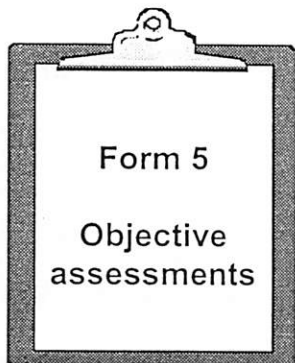
Forms

For a proper assessment you need forms 5, 5A and 6. In broad outline their function is the following:

- Form 5: sheet for objective assessments
- Form 5A: sheet for subjective assessments
- Form 6: sheet for final assessment of each candidate.

(Art.3.2.6) Forms 5 and 5A must be verified and signed by the responsible experts; form 6 must be verified and signed by all experts. All corrections must additionally be signed by two independent experts. The General Secretariat will return to the chief expert any forms which have not been properly processed. After the signature of the experts and chief experts the results are valid; no modifications may be requested.

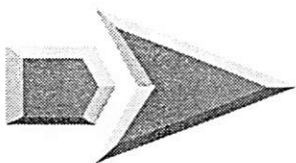
If doubts arise after delivery of the forms the matter must be discussed with the corresponding jury president who will consult the experts if necessary. For quality assurance reasons results will be entered and processed in two computers at the same time. The chief expert will supervise the input of the results in the computers, check the results and sign them.



Form 5

Please place the sample sheet on the table and proceed through the following steps:

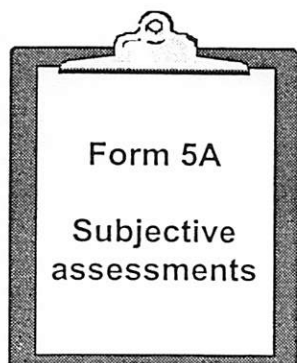
- When you use form 5, for each competitor write the sheet number at the top to the right.
- Fill in the trade number
- Add the number and name of the competitor and the member's code.
- Tick the corresponding item of the subdivision (A, B, C, ..). The subdivision data must correspond with those in the technical description (Item 7.3) and in form 6.
- Decide inside the jury panel how many positions will make up, say, item "A". Give a name to each position and write the theoretical value and, if applicable, the tolerances.
- You have a number of points for, say, item "A". The experts may distribute this number of points among the positions according to their technical knowledge without going over the number of points of form 6.
- Write the actual value in the corresponding column.
- In the last column fill in the points given and add them up. The total may not exceed the number of points for "A" in the technical description neither in form 6.



Attention: In the event you use a theoretical value with clear tolerances, the competitor will receive the corresponding number of points when he is inside the tolerances; if he is outside, the result is "zero"; write a dash (see sample)

Form 5A

Please place also this sample sheet on the table and fill in the top as in form 5.



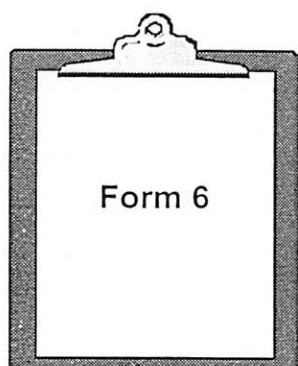
Marks for subjective assessments are given by groups of three experts. For this reason you find three evaluation fields under Experts Score 0-10. Each expert will have a number.

- Decide the position and name it
- Apply the weighting factor set in the technical description or form 6. The sum may not exceed the maximum number of points in form 6 for this subdivision.
- Describe the assessment position.
- Fill in the effective number of points in the column to the right. It will be calculated using the formula below in form 5A on the base of score 0-10. Please evaluate first in words or definitions and then read the points.



Attention: For the assessment experts will receive small cards with numbers from 0 to 10. They will inspect a position and decide independently the number of points. At a sign they show their assessments. If the difference between them is not over 2 points, assessments will be noted in the column "Experts Score". If the difference is more than 2 points, experts must discuss their marks and reach a maximum difference of two points.

For positions not to be assessed (f.i. parts not presented) the mark will be "zero" or (-).



Form 6

Form 6 is the final form for all assessments. Fill in the top as before.

Enter the results from forms 5 and 5A in the corresponding positions.

In the event of an assessment by daily modules, experts have to decide if they give the total points every day and after the fourth day they divide the grand total by four, or if they distribute the maximum number of points between the four days; depending on the type of test project it could be that not all measuring criteria are applied every day.

Attention: The competitors' ranking will not be modified; the conversion to the average of 500 points maintains the ranking but could influence the type of medals (ex aequo).

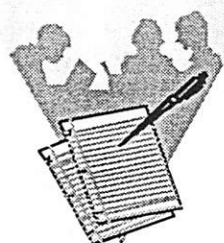


Suggestion:

In practice it is preferable that the experts give out their marks loudly and clearly and that the chief expert enters the numbers on the corresponding form. The experts must nevertheless check the numbers entered, because in the excitement and hurry errors can occur.

Chief experts must write down the numbers by hand to the following criteria, in order to avoid mistakes when entering them into the computer:

1. 2 3 4 5 6 7 8 9 0



Finally the experts and the chief expert will sign forms 5, 5A and 6. In this way they state, to have worked to the best of one's knowledge and belief.

After handing out forms 6 it is impossible to modify the marks. It is also impossible to accept any claim from the experts. If there are doubts about possible discrepancies, Chapter V of the Competition Rules will be applicable.



Form No:
Formular Nr:

No:
Nr: _____
Calculation Sheet
Bewertungsblatt

Montréal 1999

**For subjectiv markings
Für subjektive Wertungen**

Trade No:
Beruf Nr:

Competitor No:
Teilnehmer Nr:

Name:

Member:
Mitglied:

Subdivision:

A

B

C

D

F

F

G

H

[illegible]

Signature / Unterschrift

1. Expert / Experte	Member Mitglied	2. Expert / Experte	Member Mitglied	3. Expert / Experte	Member Mitglied

Score 0 - 10	Formula
Perfect = 10 points	$CP = \frac{\sum \text{Score} \times WF}{10 \times \text{Experts}}$
Very good = 9 points	
Good = 8 points	
Rather good = 7 points	
Sufficient = 6 points	
Medium = 5 points	
Weak = 4 points	
Insufficient = 3 points	
bad = 2 points	
very bad = 1 point	
Zero = 0 points	

$$\begin{array}{r} 34 \times 10^5 \\ \hline 10 \times 5 \end{array} \quad 6$$

Chief expert / Chefexperte:

Montréal, _____



IVTO

6

Form No:
Formular Nr:Marking Form
Bewertungsblatt

World Skills Competition

Montréal 1999

Trade No:
Beruf Nr:

1

Competitor No: Name:
Teilnehmer Nr: :Member:
Mitglied:

Assessment Criteria Bewertungskriterien		Weighting Maximale Punktzahl	Day 1 Tag 1	Day 2 Tag 2	Day 3 Tag 3	Day 4 Tag 4	Marks/ Bewert.
A	Function Funktion	25					
B	Main dimensions Hauptmasse	35					
C	Secondary dimensions Nebenmasse	10					
D	Precision of fittings Einpassgenauigkeit	10					
E	General impression Gesamteindruck	10					
F	Additional material Zusatzmaterial	10					
G							
H							
		100					

Signature / Unterschrift						
	1. Expert / Experte	Member Mitglied	2. Expert / Experte	Member Mitglied	3. Expert / Experte	Member Mitglied
A						
B						
C						
D						
E						
F						
G						
H						

Signature Jury-President:

Signature Chief expert / Chefexperte:

Montréal . _____



Form No: 7

International Vocational Training Organisation

The International Youth Skills Competition for World Class Skills Standards

Trade-Nr.: _____

Chief Expert: _____

Working hours during the competition

1st Day Date: _____	Official working hours	Scheduled working hours	Duties	Total working hours
	09:00 - 10:00	09:00 - 10:00	Familiarisation with competition work	0
	10:00 - 12:00	_____	_____	_____
	13:30 - 17:30	_____	_____	_____
			Daily Total	_____
2nd Day Date: _____	Official working hours	Scheduled working hours	Duties	Total working hours
	09:00 - 12:00	_____	_____	_____
	13:30 - 17:30	_____	_____	_____
			Daily Total	_____
3rd Day Date: _____	Official working hours	Scheduled working hours	Duties	Total working hours
	09:00 - 12:00	_____	_____	_____
	13:30 - 17:30	_____	_____	_____
			Daily Total	_____
4th Day Date: _____	Official working hours	Scheduled working hours	Duties	Total working hours
	09:00 - 12:00	_____	_____	_____
	13:30 - 15:45	_____	_____	_____
			Daily Total	_____
			Total working hours	<u>21 h</u>
	16:00 - 16:45 16:45 - 17:30 17:30	16:00 - 16:45 16:45 - 17:30 17:30	exchange of experience packing and shipping of tools assessment	