

CABINET MAKER

Assessment Package

National Vocational
Certificate Level 2

Version 1 - January 2020

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January, 2020
Islamabad, Pakistan

CABINET MAKER

Assessment Package

National Vocational
Certificate Level 2

Version 1 - January 2020



Instruction Sheet for the Candidate



Qualification	Cabinet Maker 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 Minimum Evidence Required	During a practical assessment, under observation by an assessor, you are required to A. Perform Microsoft basic commands in MS word <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 B. Perform basic commands in Microsoft MS Excel <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 C. Prepare Microsoft power point presentation with basic commands <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 D. Perform browsing on the internet as per needs <ol style="list-style-type: none"> 1. Perform search online on new trends in the market with the help of internet 1. Select Printer 2. Select page setup 3. Print relevant pages

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Cabinet Maker Level-2
Competency Standards	Develop basic computer operating skills
Assessment Task	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="text"/>	<input type="text"/>
3. Print relevant pages	<input type="text"/>	<input type="text"/>

Candidate's Signature_____

Signature_____

Assessor's

Date: _____

Assessors Judgment Guide

Qualification	Cabinet Maker 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	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	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	Cabinet Maker 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	Cabinet Maker Level-2
Competency Standard(s)	Interpret Basic Drawing & Design
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. Interpret drawing/design 2. Perform Interconversion of Scales 3. Interpret drawing symbols 4. Take Measurement 5. Interpret Hatching
Time: ½ Hour	<p>During a practical assessment, under observation by an assessor, you are required to</p> <ol style="list-style-type: none"> 1. Identify drawing/ design/cutting list/material list 2. Interpret the drawing/design 3. Identify various drawing views 4. Interpret cutting list 5. Interpret scales. 6. Identify various drawing symbols 7. Identify measuring tools 8. Perform measurement as per drawing 9. Mark the job as per drawing 10. Interpret section drawing 11. Identify hatching symbols
Minimum Evidence Required	

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Cabinet Maker Level-2
Competency Standards	Interpret Basic Drawing & Design
Assessment Task	<ol style="list-style-type: none"> 1. Interpret drawing/design 2. Perform Interconversion of Scales 3. Interpret drawing symbols 4. Take Measurement. 5. Interpret Hatching

I can.....

Performance Criteria	Yes	No
1. Identify drawing/ design/cutting list/material list	<input type="checkbox"/>	<input type="checkbox"/>
2. Interpret the drawing/design	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify various drawing views	<input type="checkbox"/>	<input type="checkbox"/>
4. Interpret cutting list	<input type="checkbox"/>	<input type="checkbox"/>
5. Interpret scales.	<input type="checkbox"/>	<input type="checkbox"/>
6. Identify various drawing symbols	<input type="checkbox"/>	<input type="checkbox"/>
7. Identify measuring tools	<input type="checkbox"/>	<input type="checkbox"/>
8. Perform measurement as per drawing	<input type="checkbox"/>	<input type="checkbox"/>
9. Mark the job as per drawing	<input type="checkbox"/>	<input type="checkbox"/>
10. Interpret section drawing	<input type="checkbox"/>	<input type="checkbox"/>
11. Identify hatching symbols	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____

Assessor's

Signature_____

Date: _____

Assessors Judgment Guide

Qualification	Cabinet Maker Level-2
Competency Standard(s)	Interpret Basic Drawing & Design
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	1. Interpret drawing/design 2. Perform Interconversion of Scales 3. Interpret drawing symbols 4. Take Measurement. 5. Interpret Hatching			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify drawing/ design/cutting list/material list			
2.	Interpret the drawing/design			
3.	Identify various drawing views			
4.	Interpret cutting list			
5.	Interpret scales.			
6.	Identify various drawing symbols			
7.	Identify measuring tools			
8.	Perform measurement as per drawing			
9.	Mark the job as per drawing			
10.	Interpret section drawing			
11.	Identify hatching symbols			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Cabinet Maker Level-2
Competency Standard(s)	Interpret Basic Drawing & Design
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> 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 Drawing instruments		
2.	What is cutting list?		
3.	How much millimeter is equal to an inch?		
4.	Name any three Lines used in drawing.		
5.	What is the purpose of Hatching symbols?		

Feedback to the Candidate
Candidate's Signature _____ Assessor's Signature _____



Instruction Sheet for the Candidate



Qualification	Cabinet Maker Level-2
Competency Standard(s)	Identify Machines & Its Attachments
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. Identify Machine and its sizes. 2. Identify components & Attachments 3. Identify capacities & capabilities of Machine 4. Identify basic tools and supplies associated with Machines 5. Maintain Inventory of Machines
Time: ½ Hour	<p>During a practical assessment, under observation by an assessor, you are required to</p> <ol style="list-style-type: none"> 1. Identify Wood working machines 2. Check specifications of Band Saw machine 3. Check specifications of Circular Saw machines 4. Check specifications of Wood Turning Lathe 5. Check specifications of Jointer/ Planner machines 6. Check specifications of Thicknesser machines 7. Check specifications of Sanding machines 8. Check specifications of Boring machines 9. Identify different components/attachments of relevant machine 10. Check capacity/ capability as per manufacturers specifications 11. Check standard tools/spares/consumable supplied with machines 12. Check number of machines as per record
Minimum Evidence Required	

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Cabinet Maker Level-2
Competency Standards	Identify Machines & Its Attachments
Assessment Task	<ol style="list-style-type: none"> 1. Identify Machine and its sizes. 2. Identify components & Attachments 3. Identify capacities & capabilities of Machine 4. Identify basic tools and supplies associated with Machines. 5. Maintain Inventory of Machines

I can.....

Performance Criteria	Yes	No
1. Identify Wood working machines	<input type="checkbox"/>	<input type="checkbox"/>
2. Check specifications of Band Saw machine	<input type="checkbox"/>	<input type="checkbox"/>
3. Check specifications of Circular Saw machines	<input type="checkbox"/>	<input type="checkbox"/>
4. Check specifications of Wood Turning Lathe	<input type="checkbox"/>	<input type="checkbox"/>
5. Check specifications of Jointer/ Planner machines	<input type="checkbox"/>	<input type="checkbox"/>
6. Check specifications of Thicknesser machines	<input type="checkbox"/>	<input type="checkbox"/>
7. Check specifications of Sanding machines	<input type="checkbox"/>	<input type="checkbox"/>
8. Check specifications of Boring machines	<input type="checkbox"/>	<input type="checkbox"/>
9. Identify different components/attachments of relevant machine	<input type="checkbox"/>	<input type="checkbox"/>
10. Check capacity/ capability as per manufacturers specifications	<input type="checkbox"/>	<input type="checkbox"/>
11. Check standard tools/spares/consumable supplied with machines	<input type="checkbox"/>	<input type="checkbox"/>
12. Check number of machines as per record	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____

Assessor's

Signature_____

Date: _____

Assessors Judgment Guide

Qualification	Cabinet Maker Level-2
Competency Standard(s)	Identify Machines & Its Attachments
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	1. Identify Machine and its sizes. 2. Identify components & Attachments 3. Identify capacities & capabilities of Machine 4. Identify basic tools and supplies associated with Machines. 5. Maintain Inventory of Machines			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify Wood working machines	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Check specifications of Band Saw machine	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Check specifications of Circular Saw machines	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Check specifications of Wood Turning Lathe	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Check specifications of Jointer/ Planner machines	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Check specifications of Thicknesser machines	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Check specifications of Sanding machines	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Check specifications of Boring machines	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Identify different components/attachments of relevant machine	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Check capacity/ capability as per manufacturers specifications	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Check standard tools/spares/consumable supplied with machines	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Check number of machines as per record	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input style="width: 20px; height: 15px;" type="checkbox"/>		Not Yet Competent <input style="width: 20px; height: 15px;" type="checkbox"/>		

Knowledge Assessment

Qualification	Cabinet Maker Level-2
Competency Standard(s)	Identify Machines & Its Attachments
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.	Differentiate between Band saw and circular saw machine		
2.	What is the function of Wood Turning Lathe?		
3.	Define Planner machine		
4.	What is the purpose of Jointer machine?		
5.	Define uses of Thicknesser machine		
6.	What is the function of sanding machine?		
7.	What is the purpose of Boring machines?		

Feedback to the Candidate
Candidate's Signature _____ Assessor's Signature _____



Instruction Sheet for the Candidate



Qualification	Cabinet Maker (Level-2)
Competency Standard(s)	1. Develop basic computer operating skills 2. Interpret Basic Drawing & Design 3. Identify Machines & Its Attachments
Purpose of Assessment	Summative Assessment

Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	<p>To meet this standard you are required to complete the following within Two hours' time frame (for practical demonstration & assessment):</p> <p>A. Make specifications list in MS. Word of 3 different wood working machines. Collect specifications by physical measurement or from operational manuals/Drawings.</p> <p>B. Develop a cutting list in MS Excel as in (Annexure- A) and use a Sum function to calculate total cost of the items.</p>
Time: 2 Hours	<p>During a practical assessment, under observation by an assessor, you are required to</p>
Minimum Evidence Required	<p>A. Specification List in MS Word.</p> <ul style="list-style-type: none"> ➤ Select any three woodworking machines. ➤ Arrange measuring tools and instruments. ➤ Collect specifications by physical measurement or from operational manuals/Drawings. ➤ Record minimum three specifications of each machine on paper. ➤ Open File in MS Word. ➤ Format file <ul style="list-style-type: none"> • Font Type: Arial • Font size: 12 bold for Heading and 11 for body. ➤ Prepare list of specifications in MS word. ➤ Save the document ➤ Print the document and submit to Assessor <p>B. Cutting list in MS Excel</p> <ul style="list-style-type: none"> ➤ Open a worksheet in MS Excel. ➤ Fill all the data ➤ Select Sum functions for last Column of the Table. ➤ Calculate the total cost. ➤ Save the document ➤ Print the document and submit to Assessor



Instruction Sheet for the Candidate



Annexure- A

CUTTING LIST

Overall Dimensions: 34"H x 35"W x 30"D

Part	Name	Qty.	Material	Width	Length	Cost in Rs
A	Top	1	3/4" plywood	30"	35"	250/-
B	Long End Panel	1	"	30"	30-3/4"	234/-
C	Short End Panel	1	"	30"	30"	230/-
D	Rail	1	"	16"	30"	125/-
E	Rail	1	"	15-1/4"	30"	120/-
F	Riser Blocks	6	3/4" solid wood	1-3/4"	30"	770/-
G1	Wide Spacer	1	3/4" plywood	5-1/4"	31-1/2"	95/-
G2	Narrow Spacer	1	3/4" plywood	4-1/4"	31-1/2"	90/-
H	T-Nut Blocks	4	3/4" plywood	1-1/2"	4"	55/-
J	Fillers	4	5/16" solid wood	1/2"	6-5/8"	454/-
K1	Legs	2	3/4" solid wood	3"	30-5/16"	545/-
K2	Legs	2	3/4" solid wood	3"	30-3/8"	500/-
L	Feet	4	3/4" solid wood	3/8"	2"	600/-
M	Rods	4	5/16" threaded rod		8"	375/-
N	Handle	1				247/-
Total Cost						???

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Cabinet Maker (Level-2)
Competency Standards	<ol style="list-style-type: none"> 1. Develop basic computer operating skills 2. Interpret Basic Drawing & Design. 3. Identify Machines & Its Attachments
Assessment Task	<p>A. Make specifications list in MS. Word of 3 different wood working machines. Collect specifications by physical measurement or from operational manuals/Drawings.</p> <p>B. Develop a cutting list in MS Excel as in (Annexure- A) and use a Sum function to calculate total cost of the items.</p>

I can.....

Performance Criteria	Yes	No
A. Specification List in MS Word.		
1. Select any three woodworking machines.	<input type="checkbox"/>	<input type="checkbox"/>
2. Arrange measuring tools and instruments.	<input type="checkbox"/>	<input type="checkbox"/>
3. Collect specifications by physical measurement or from operational manuals/Drawings.	<input type="checkbox"/>	<input type="checkbox"/>
4. Record minimum three specifications of each machine on paper.	<input type="checkbox"/>	<input type="checkbox"/>
5. Open File in MS Word.	<input type="checkbox"/>	<input type="checkbox"/>
6. Format file	<input type="checkbox"/>	<input type="checkbox"/>
• Font Type: Arial	<input type="checkbox"/>	<input type="checkbox"/>
• Font size: 12 bold for Heading and 11 for body.	<input type="checkbox"/>	<input type="checkbox"/>
7. Prepare list of specifications in MS word.	<input type="checkbox"/>	<input type="checkbox"/>
8. Save the document	<input type="checkbox"/>	<input type="checkbox"/>
9. Print the document and submit to Assessor	<input type="checkbox"/>	<input type="checkbox"/>
B. Cutting list in MS Excel		
1. Open a worksheet in MS Excel.	<input type="checkbox"/>	<input type="checkbox"/>
2. Fill all the data	<input type="checkbox"/>	<input type="checkbox"/>
3. Select Sum functions for last Column of the Table.	<input type="checkbox"/>	<input type="checkbox"/>
4. Calculate the total cost.	<input type="checkbox"/>	<input type="checkbox"/>
5. Save the document	<input type="checkbox"/>	<input type="checkbox"/>
6. Print the document and submit to Assessor	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	Cabinet Maker (Level-2)
Competency Standard(s)	1. Develop basic computer operating skills 2. Interpret Basic Drawing & Design. 3. Identify Machines & Its Attachments
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	<p>A. Make specifications list in MS. Word of 3 different wood working machines. Collect specifications by physical measurement or from operational manuals/Drawings.</p> <p>B. Develop a cutting list in MS Excel as in (Annexure- A) and use a Sum function to calculate total cost of the items.</p>				
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks	
A. Specification List in MS Word.					
1.	Select any three woodworking machines.				
2.	Arrange measuring tools and instruments.				
3.	Collect specifications by physical measurement or from operational manuals/Drawings.				
4.	Record minimum three specifications of each machine on paper.				
5.	Open File in MS Word.				
6.	Format file • Font Type: Arial • Font size: 12 bold for Heading and 11 for body.				
7.	Prepare list of specifications in MS word.				
8.	Save the document				
9.	Print the document and submit to Assessor				
B. Cutting list in MS Excel					
10.	Open a worksheet in MS Excel.				
11.	Fill all the data				
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	Cabinet Maker (Level-2)
Competency Standard(s)	1. Develop basic computer operating skills 2. Interpret Basic Drawing & Design 3. Identify Machines & Its Attachments
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> 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 Soft wear		
2.	Name various drawing views		
3.	What is cutting list?		
4.	Why hatching symbols are used?		
5.	Why section drawing is important?		
6.	How a machine is specify?		
7.	What are the main specifications of a Drill press?		
8.	Define Sanding machines		
9.	Differentiate between Band saw and circular saw machine.		

Feedback to the Candidate
Candidate's Signature_____ Assessor's Signature _____

National Vocational and Technical Training Commission (NAV TTC)

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