Pre Assessment

This form should be filled on completion of an Pre-Assessment, signed by the Assessor's and Co-ordinator and Submitted to the NVQ Assessment Division,NAITA Rajagiriya.

Date of Pre-Assessment | Y | | M | | D | | Ref.No |

Occupation ……

Name & Address of the Training Centre

……..……..
……..……..

National Competency Standard Code

			S				.	

1. Information on candidates

NUMBER OF CANDIDATES			
Summoned for Pre-Assessment :	Present for Pre-Assessment:	Suitable for Final Assessment :	Not yet suitable for Final Assessment :

2. Facilities required for Final Assessment

Are adequate facilities available at the centre to conduct Final Assessment : Yes/ No
If the answer is "No" indicate the arrangements made/to be made **:** ……
……..……..
……..……
……..……..
……
Are tools, equipment and material required for the Final Assessments available : **Yes/ No**
If the answer is "No", Please list the items you requested from the Officer-in-charge of the Training Centre to be made available for the assessment.
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……..……..……
……..……..……

3. Final Assessment

Date(s) fixed for the Final Assessment :
Arrangements made to inform the candidates of the date(s) for the Final Assessment :
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……

4. Comments

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……..……

	Assessor 1	Assessor 2	Co - ordinator
Name			
Signature			
Designation			
Agency			
Date			

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Details of Pre Assessment Carried Out

Name & Address of the Training Centre :

Occupation :

National Competency Standard Code : | | | | S | | | | . | |

- Please enter the names and NIC / Passport of candidates present for Eligibility Interview in appropriate column
- For each candidate found suitable for Final Assessment, mark with "x" the respective unit(s) in which he/she will be assessed
- For each candidate not yet ready for assessment, draw a horizontal line in front of his/her name, across the Unit Numbers of National Competency Standard

	Candidates		National Competency Standards Unit Number																									
	Name	NIC / Passport	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1																												
2																												
3																												
4																												
5																												
6																												
7																												
8																												
9																												
10																												
Summary Total No. of candidates ready for Final Assessment																												
No. of candidates not yet ready for Final Assessment																												