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| **REPUBLIC OF THE PHILIPPINES****DEPARTMENT OF TRANSPORTATION**LOGOBLUR**MARITIME INDUSTRY AUTHORITY** | **EVALUATION CHECKLIST FOR THE ACCREDITATION OF ASSESSMENT CENTER****ANNEX B – PRACTICAL ASSESSMENT SCENARIO VALIDATION FORM** |

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| Name of Company or Corporation: | Contact Number: | Company Address:  |
| Date & Time Commenced of Inspection: | Date & Time Completed Inspection: |
| Company E-mail: | MARINA Control Number:  |
| Date of Initial Inspection: | Date of Final Inspection: |

|  |  |
| --- | --- |
| **Level of Responsibility:** |  |
| **Practical Assessment Set No.:** |  |
| **Practical Assessment Scenario No.:** |  |
| **Practical Assessment Scenario Title:** |  |
| *Note: In case a particular criterion is not applicable, please indicate N.A. in “Explanation” column.* |

| **Criteria and Description** | **Indicators** | **Self-Assessment***(To be filled up by the AC with the explanation indicating that all requirements are acceptable* | **Documentary Review***(To be filled up by the assigned BOE)* | **Inspection***(To be filled up by the assigned BOE)* |
| --- | --- | --- | --- | --- |
| **Explanation of Compliance** | **Acceptable** | **Not Acceptable** | **Explanation** | **Acceptable** | **Not Acceptable** | **Explanation** |
| 1 | **Practical Assessment Scenario Title***Refers to the descriptive name of the scenario which is related to onboard task or operation.* | * Relevant to the competence and KUP to be assessed
 |  |  |  |  |  |  |  |
| * Realistic based on actual onboard operation or task
 |  |  |  |  |  |  |  |
| 2 | **Duration***Refers to the estimated time in the execution of the exercise for each phase to complete the entire scenario.* | * Adequate for the following phases of the assessment vis-à-vis assessor to candidate ratio, number of the equipment in workstation, and number of candidates:
* Briefing
* Assessment proper
* Debriefing
 |  |  |  |  |  |  |  |
| 3 | **Function***Refers to the function/s in the STCW Code which is/are covered in the scenario.* | * Appropriate based on the applicable table of competence, STCW Code
 |  |  |  |  |  |  |  |
| 4 | **Competence***Refers to the competence/s in the STCW Code which is/are intended to be assessed in the scenario.* | * Appropriate based on the applicable table of competence, STCW Code
 |  |  |  |  |  |  |  |
| 5 | **KUP***Refers to the knowledge, understanding and proficiency in the STCW Code that serves as basis in the design of the scenario.* | * Correspond to the competence as basis of practical assessment
 |  |  |  |  |  |  |  |
| * Appropriate for practical assessment
 |  |  |  |  |  |  |  |
| 6 | **Assessment Outcomes***Refers to the results expected to be demonstrated in the assessment through the scenario created which should be as close as possible to onboard operation and tasks.* | * Clearly stated; that is, specific, measurable, attainable, realistic and time-bound (SMART)
 |  |  |  |  |  |  |  |
| * Relate as closely as possible to actual shipboard operation and tasks
 |  |  |  |  |  |  |  |
| * Consistent with the scenario description
 |  |  |  |  |  |  |  |
| * Appropriate to the level of responsibility to be assessed
 |  |  |  |  |  |  |  |
| * Aligned with the stated competence and KUP
 |  |  |  |  |  |  |  |
| 7 | **Equipment Needed***Refers to the laboratory equipment or simulator that will be used in the assessment, including its specification, operational capabilities and limitations, if any.* | * Appropriate to the onboard operation and task to be assessed
 |  |  |  |  |  |  |  |
| * Sufficient quantity taking into account the candidate-to-equipment ratio, based on:
* the maximum intake per batch;
* the number of candidate per group *(if scenario is to be executed by a team)*
 |  |  |  |  |  |  |  |
| * Appropriate ships particulars or ships and machinery particulars
 |  |  |  |  |  |  |  |
| *If using a simulator, satisfies with the General Performance Standards for Simulators used in Assessment of Competence in section A-I/12 part 1 paragraph 2 of the STCW Code, as follows:* |  |  |  |  |  |  |  |
| * Capable of satisfying the specified assessment outcomes;
 |  |  |  |  |  |  |  |
| * Capable of simulating the operational capabilities of the shipboard equipment concerned to a level of physical realism appropriate to the assessment outcomes and include the capabilities, limitations and possible errors of such equipment;
 |  |  |  |  |  |  |  |
| * Have sufficient behavioral realism to allow the candidate to exhibit the skills appropriate to the assessment outcomes;
 |  |  |  |  |  |  |  |
| * Provide an interface through which a candidate can interact with the equipment and simulated scenario;
 |  |  |  |  |  |  |  |
| * Provide a controlled operating environment, capable of producing a variety of conditions, which may include emergency, hazardous or unusual situations relevant to the assessment outcomes; and
 |  |  |  |  |  |  |  |
| * Permit an Assessor to control, monitor and record exercises for the effective assessment of the performance of the candidates
 |  |  |  |  |  |  |  |
| 8 | **Scenario Description** *Refers to the detailed situation, event or incident that occur onboard ship used as means to allow the candidate to demonstrate his/her competence on the task based on established performance criteria and standards.* | * Emulate actual situations normally encountered onboard ship such as environmental conditions, climatic conditions, operational challenges, among others
 |  |  |  |  |  |  |  |
| * Appropriate to the assessment outcomes
 |  |  |  |  |  |  |  |
| * Sequence of events including time allocation for each event is clearly stated
 |  |  |  |  |  |  |  |
| * Geographical location or sea area
 |  |  |  |  |  |  |  |
| 9 | **Initial Conditions***Refers to the condition of the environment, the equipment and values of parameters at which the candidate will use as starting point in performing the given task.* | * Appropriate to the scenario
 |  |  |  |  |  |  |  |
| * Relevant and complete information are clearly stated
 |  |  |  |  |  |  |  |
| * Provide the candidate a mental picture of the initial situation
 |  |  |  |  |  |  |  |
| 10 | **Assessor’s Actions***Refers to the step-by-step activities the Assessor will undertake in administering the practical assessment.*  | * Assessor’s actions for the briefing, monitoring and debriefing are clearly defined and stated
 |  |  |  |  |  |  |  |
| 11 | **Briefing***Refers to the first phase of practical assessment where the Assessor introduces to the candidate all pertinent information prior to the assessment proper.*  | * *Briefing Plan covers the following key elements:*
* outcome of the exercise
 |  |  |  |  |  |  |  |
| * performance criteria and standards
 |  |  |  |  |  |  |  |
| * simulation scenario including relevant parameters, initial conditions, limits, etc.
 |  |  |  |  |  |  |  |
| * incidents and events that are likely to occur
 |  |  |  |  |  |  |  |
| * grading, appeal and re-sit procedures
 |  |  |  |  |  |  |  |
| * ground rules
 |  |  |  |  |  |  |  |
| * Clearly define roles of Assessor and Candidate with regards to the competence being assessed
 |  |  |  |  |  |  |  |
| * Candidate’s Copy are made available of for all candidates and are sufficient
 |  |  |  |  |  |  |  |
| 12 | **Candidate’s Actions***Refers to the activities the candidate is expected to undertake while undergoing the practical assessment.* | * Actions are aligned and consistent with the outcome and criteria of the assessment exercise to be performed
 |  |  |  |  |  |  |  |
| 13 | **Monitoring***Refers to the activities the Assessor undertakes to keep track of the progress the candidate’s actions while performing the given task.*  | *Covers the following key elements:** balanced interaction between Assessor and Candidate
 |  |  |  |  |  |  |  |
| * using available functional monitoring equipment for audio and visual observational process
 |  |  |  |  |  |  |  |
| * the role of purposeful intervention in creating a “real atmosphere”
 |  |  |  |  |  |  |  |
| * analyzing monitored and recorded parameters
 |  |  |  |  |  |  |  |
| * avoidance of excessive intervention, stress and “gaming atmosphere”
 |  |  |  |  |  |  |  |
| * *Assessment Exercise includes monitoring of other critical parameters like:*
* communication
 |  |  |  |  |  |  |  |
| * orders
 |  |  |  |  |  |  |  |
| * instructions and guidance
 |  |  |  |  |  |  |  |
| * deviation from standard operating procedures
 |  |  |  |  |  |  |  |
| * behavior and interaction with team members
 |  |  |  |  |  |  |  |
| * observations regarding the functioning of the team
 |  |  |  |  |  |  |  |
| 14 | **Debriefing***Refers to the last and final phase of practical assessment where the Assessor declares the conclusion of the assessment and announces its outcome.*  | The planned debriefing includes the following:* Used a tactful and diplomatic approach
 |  |  |  |  |  |  |  |
| * Explained the results of the assessment using supporting data, recordings and observations
 |  |  |  |  |  |  |  |
| * Explicitly state whether the candidate passed or failed the assessment
 |  |  |  |  |  |  |  |
| * Explanation of appeals and re-sit procedures
 |  |  |  |  |  |  |  |
| 15 | **Performance Criteria***Refers to the description of the quality of candidate’s performance in accordance with the assessment outcome.*  | * Quality of the performance is clearly identified and explicitly stated
 |  |  |  |  |  |  |  |
| * Valid; aligned with the competence, Criteria for evaluating Competence and assessment outcomes
 |  |  |  |  |  |  |  |
| * Safety-critical criteria are clearly identified
 |  |  |  |  |  |  |  |
| * Are made available to the candidates
 |  |  |  |  |  |  |  |
| 16 | **Performance Standards***Refers to the measure of an acceptable performance level of each criteria.*  | * Appropriate to every performance criterion
 |  |  |  |  |  |  |  |
| * Verifiable
 |  |  |  |  |  |  |  |
| * Appropriate to the specifications of the equipment being used
 |  |  |  |  |  |  |  |
| 17 | **Scoring and Grading System***Refers to the overall means to determine passing or failure from the assessment.* | * Appropriate to the task and performance outcomes
 |  |  |  |  |  |  |  |
| * Clear criteria for passing or failing
 |  |  |  |  |  |  |  |
| * Verifiable marking scheme
 |  |  |  |  |  |  |  |
| 18 | **Failure State***Refers to particular parameters or situations which if it occurs while the assessment is ongoing, shall automatically render the assessment as failure.* | * Indicates safety and effectiveness as prime criteria
 |  |  |  |  |  |  |  |
| * Critical performance or factor other than safety and effectiveness are clearly identified
 |  |  |  |  |  |  |  |

**Suggestions for improvement of the assessment scenario:**

**Agreed improvement of the exercise:**

**Note - The following items may not be verified during documentary review therefore attention MUST be given during inspection:**

1. duration to determine its adequacy for the *briefing, assessment proper and debriefing* of the assessment vis-à-vis assessor to candidate ratio, number of the equipment in workstation, and number of candidates;
2. monitoring and debriefing MUST be performed by the designated Assessor in the presence of assigned MARINA Designated Evaluator and MUST be checked and recorded; and
3. marking scheme.

**EVALUATED BY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Signature Over Printed NameTeam Leader |  | Signature Over Printed NameBOMDO / BOMEO |  | Signature Over Printed NameBOMDO / BOMEO |
|  **Team Members:** |  |  |  |  |  |
|  | (Signature Over Printed Name) |  | (Signature Over Printed Name) |  | (Signature Over Printed Name) |
| **CONFORME**:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Over Printed NameCompany Representative |