NOTE ON PERFORMANCE TESTING

Performance Profile Sheet(s) are included in a format that can be easily photocopied for each trainee. This examination is designed to measure competency in the tasks taught in each module.

Please note the number of tasks to be tested while teaching each module. Each trainee should be tested on all the tasks listed on the Performance Profile Sheet(s). Before performance testing, the instructor should brief the trainees on:

• Test objectives and criteria
• Safety precautions
• Procedures for each task to be tested

The instructor administering the performance testing should also do the following:

• Ensure that all of the needed equipment is available and operating properly.
• Set up the testing stations.
• Organize and administer the test in a way that allows for optimal performance.
• Complete the Performance Profile Sheet(s) for each trainee by assigning a pass/fail score for each listed task. Include the testing date and start and end times for each task in the rating boxes.
• Monitor adherence to all safety regulations and precautions.
• Provide adequate supervision to prevent injuries.
• Take immediate and effective action to remedy any emergency.

Performance Testing

If Performance Testing is done as part of the NCCER Standardized Craft Training Program, the following conditions must be met:

1. The Craft Instructor must hold valid NCCER instructor certification.
2. The training must be delivered through an Accredited Training Sponsor recognized by NCCER.
3. The specific performance testing must be completed successfully.
4. The results of the testing must be recorded and submitted to the local Accredited Training Sponsor for approval through NCCER's Registry system or submitted through the Testing System.

Certified Credential

If the sponsor is working through an NCCER-Accredited Assessment Center, candidates who successfully pass performance testing may be eligible for a Certified credential. A number of NCCER’s Performance Profiles cross over to NCCER’s Assessment Performance Verifications and may be completed simultaneously. Note that two other important conditions are required for the Certified credential:

1. Candidates must first pass the associated written assessment.
2. An NCCER-Accredited Assessment Administrator must sign off on the Performance Verification before it is submitted to NCCER.
Module Number: 03201 has no Performance Profile Sheet; performance testing is not required for this module.
Module Number: 04303 has no Performance Profile Sheet; performance testing is not required for this module.
# Performance Profile Sheet

Craft: Sheet Metal Level 3  
Module: 04308  
Module Title: Using Construction Drawings in Sheet Metal

**TRAINEE NAME:** ____________________________________  
**TRAINING PROGRAM SPONSOR:** ___________________________  
**INSTRUCTOR:** ___________________________

## Rating Levels:
(1) Passed: performed task  
(2) Failed: did not perform task  
Be sure to list the date the testing for each task was completed.

## Recognition:
When testing for the NCCER Training Program, record performance testing results and submit them to your Training Program Sponsor through the Registry System.

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>TASK</th>
<th>RATING</th>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Using an architect’s scale, state the actual dimensions of a given drawing component.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Perform an equipment and material takeoff and prepare the takeoff forms.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Performance Profile Sheet

Craft: Sheet Metal Level 3
Module: 04305
Module Title: Sheet Metal Job Specifications

TRAINEE NAME: ____________________________________
TRAINING PROGRAM SPONSOR: ________________________
INSTRUCTOR: ________________________

Rating Levels:
(1) Passed: performed task
(2) Failed: did not perform task
Be sure to list the date the testing for each task was completed.

Recognition:
When testing for the NCCER Training Program, record performance testing results and submit them to your Training Program Sponsor through the Registry System.

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>TASK</th>
<th>RATING</th>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compare and analyze equipment specifications and several submittals to determine if one or more items meet the specifications.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Performance Profile Sheet

Craft: Sheet Metal Level 3
Module: 04402
Module Title: Air Testing and Balancing

TRAINEE NAME: ___________________________________________________
TRAINING PROGRAM SPONSOR: _________________________________
INSTRUCTOR: _________________________________________________

Rating Levels:
(1) Passed: performed task
(2) Failed: did not perform task
Be sure to list the date the testing for each task was completed.

Recognition:
When testing for the NCCER Training Program, record performance testing results and submit them to your Training Program Sponsor through the Registry System.

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>TASK</th>
<th>RATING</th>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2</td>
<td>Measure airflow at grilles and diffusers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Adjust dampers in branch supply ducts and at air terminals to balance airflow.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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# Performance Profile Sheet

**Craft:** Mechanical Insulating  
**Module Six:** 19202  
**Module Title:** Blanket Insulation for Ducts

---

**Trainee Name:** ____________________________________________________________

**Training Program Sponsor:** _________________________________________________

**Instructor:** ________________________________________________________________

**Rating Levels:**  
(1) Passed: performed task  
(2) Failed: did not perform task  
Be sure to list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Training Program, record performance testing results and submit them to your Training Program Sponsor through the Registry System.

---

<table>
<thead>
<tr>
<th>Objective</th>
<th>Task</th>
<th>Rating</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1. Cut and install two pieces of fiberglass blanket insulation on ductwork using the staple stitch method and seal the butt laps with tape.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2. Seal butt laps on fiberglass blanket insulation using mastic.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3. Seal butt laps on fiberglass blanket insulation using adhesive.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>4. Insulate a section of ductwork that includes a run-out.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Mechanical Insulating — Module 19202 V2 Performance Profile
## PERFORMANCE PROFILE SHEET

**Craft:** Mechanical Insulating  
**Module Seven:** 19203  
**Module Title:** Board Insulation for Ducts

**TRAINEE NAME:** ________________________________

**TRAINING PROGRAM SPONSOR:** ________________________________

**INSTRUCTOR:** ________________________________

**Rating Levels:**  (1) Passed: performed task  (2) Failed: did not perform task

Be sure to list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Training Program, record performance testing results and submit them to your Training Program Sponsor through the Registry System.

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>TASK</th>
<th>RATING</th>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1. Apply insulation weld pins to ductwork.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2. Apply fiberglass board insulation to straight duct and seal all joints with tape.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3. Kerf, lay out, and install board insulation for a rectangular branch duct.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Mechanical Insulating — Module 19203 V2 Performance Profile