

~~and monastic shedras do not have uniform assessment system for Dzongkha. DSTS can be used to fill this gap.~~

~~7 MEDIA~~

~~Media organizations and individuals can hugely benefit from the use of DSTS in order to assess their Dzongkha language skills and enhance the usage of the national language in the country.~~

~~8 OTHER STAKEHOLDERS~~

~~The DSTS has a huge potential to benefit the Dzongkha training institutes and such other public and private entities in assessing the competency and proficiency of Dzongkha language and thereby promote Dzongkha standard and usage.~~

DSTS RULES AND REGULATIONS

1 DSTS AUTHORITY

- 1.1 Dzongkha Development Commission shall be the ultimate authority for objectives, policies, practices, rules, implementation, certification and all other matters pertaining to DSTS
- 1.2 Dzongkha Development Commission, upon approval from RCSC shall establish the DSTS section with one head and a minimum of two staff

2 DSTS SECTION

The DSTS Section shall have the responsibilities to:

- 2.1 Create policies, plans and activities of DSTS
- 2.2 Certify qualified experts for DSTS
- 2.3 Facilitate drafting and evaluation of test questions
- 2.4 Maintain the DSTS question bank with confidentiality
- 2.5 Maintain a question bank of at least 30 question sets at all times
- 2.6 Facilitate examination and evaluation
- 2.7 Issue and receive DSTS question and answer sheets
- 2.8 Oversee, register and certify the DSTS personnel
- 2.9 Interpret, implicate and nullify the certificate in breach of ToR
- 2.10 Process the entitlement of DSTS personnel based on financial rules and regulations of the Ministry of Finance
- 2.11 Provide support and advisory services to examiners and test takers as and when required
- 2.12 Coordinate events for DSTS results and certificates
- 2.13 Hold the copyright of all DSTS documents including old and new question and answer papers
- 2.14 Create resources for DSTS such as sample test questions and books
- 2.15 Promote and propagate DSTS through announcements, events, etc.

- 2.16 Plan to create and procure facilities for people with special needs to participate in DSTS in the future
- 2.17 Bear the responsibility of making and maintaining the DSTS seal
- 2.18 Endeavour to research, adopt test taker's feedback and use other appropriate assessment mechanisms for quality enhancement of the DSTS
- 2.19 Preserve all records of the test results for at least five years
- 2.20 Share information related to DSTS to stakeholders as and when required
- 2.21 Inspect question paper for accuracy and appropriateness
- 2.22 Select the question set from the question bank through a random process
- 2.23 Check if the DSTS questions are made according to the question structure
- 2.24. Return the questions to the question setters if there are problems, having examined the question paper carefully
- 2.25 Deliver and take receipt of written test papers to and from the written test examiners
- 2.26 Shall properly compile the scores from the answer sheets for listening and reading tests
- 2.27 Shall investigate thoroughly and resolve any complaints and disputes regarding DSTS tests

3 සේවකුලයාලයාග්‍රහණය

3.1 ස්වදේශිකතාවය

සේවකුලයාලයාග්‍රහණය යනු ව්‍යවස්ථාපිතව පවතින සේවකුලයාලයාග්‍රහණයකි.

3.1.1 සේවකුලයාලයාග්‍රහණය

සේවකුලයාලයාග්‍රහණය යනු සේවකුලයාලයාග්‍රහණයකි.

3.1.2 සේවකුලයාලයාග්‍රහණය

ස්වදේශිකතාවය යනු සේවකුලයාලයාග්‍රහණයකි.

3.1.3 සේවකුලයාලයාග්‍රහණය

සේවකුලයාලයාග්‍රහණය යනු සේවකුලයාලයාග්‍රහණයකි.

3.2 සේවකුලයාලයාග්‍රහණයේ ව්‍යවස්ථාපිත කොටස්

3.2.1 සේවකුලයාලයාග්‍රහණයේ ව්‍යවස්ථාපිත කොටස් සේවකුලයාලයාග්‍රහණයකි.

3.2.2 සේවකුලයාලයාග්‍රහණයේ ව්‍යවස්ථාපිත කොටස් සේවකුලයාලයාග්‍රහණයකි.

3.2.3 සේවකුලයාලයාග්‍රහණයේ ව්‍යවස්ථාපිත කොටස් සේවකුලයාලයාග්‍රහණයකි.

3 DSTS PERSONNEL

3.1 Core Principles

The DSTS personnel must possess the following important qualities:

3.1.1 Competence:

Able to carry out duties with professionalism

3.1.2 Integrity:

Committed to offer fair, transparent and accountable services

3.1.3 Character:

Willing to serve with good intention and honourable actions

3.2 Responsibilities of DSTS personnel

3.2.1 The DSTS personnel shall undertake training in cooperation with DSTS section as and when required, in order to update DSTS

3.2.2 The DSTS personnel shall make themselves available for meetings if required by DSTS Section

3.2.3 The DSTS personnel shall maintain secrecy of confidential matters

- ၃.၃.၃ ဧည့်သည်များအား ဝတ်စုံ၊ အိမ်ထောင်ရေး၊ အလုပ်အကိုင်၊ အကျန်းအဝမ်း၊ အခြားအခက်အခဲများကို ဖြေရှင်းပေးရန်အတွက် အကူအညီပေးခြင်း
- ၃.၃.၄ ဧည့်သည်များအား ဝတ်စုံ၊ အိမ်ထောင်ရေး၊ အလုပ်အကိုင်၊ အကျန်းအဝမ်း၊ အခြားအခက်အခဲများကို ဖြေရှင်းပေးရန်အတွက် အကူအညီပေးခြင်း
- ၃.၃.၆ ဧည့်သည်များအား ဧည့်သည်များ၏ အကျန်းအဝမ်း၊ အခြားအခက်အခဲများကို ဖြေရှင်းပေးရန်အတွက် အကူအညီပေးခြင်း
- ၃.၃.၈ ဧည့်သည်များအား ဧည့်သည်များ၏ အကျန်းအဝမ်း၊ အခြားအခက်အခဲများကို ဖြေရှင်းပေးရန်အတွက် အကူအညီပေးခြင်း
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- ၃.၃.၈ ဧည့်သည်များအား ဧည့်သည်များ၏ အကျန်းအဝမ်း၊ အခြားအခက်အခဲများကို ဖြေရှင်းပေးရန်အတွက် အကူအညီပေးခြင်း

၃.၃ ဒီဇိုင်းအစီအစဉ်

- ၃.၃.၁ ဧည့်သည်များ၏ ဒီဇိုင်းအစီအစဉ်
- ၃.၃.၁.၁ ဧည့်သည်များ၏ ဒီဇိုင်းအစီအစဉ်
- ၃.၃.၁.၂ ဧည့်သည်များ၏ ဒီဇိုင်းအစီအစဉ်
- ၃.၃.၁.၃ ဧည့်သည်များ၏ ဒီဇိုင်းအစီအစဉ်
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- ၃.၃.၁.၅ ဧည့်သည်များ၏ ဒီဇိုင်းအစီအစဉ်

- 3.2.4 The DSTS personnel shall be paid honorarium as approved by the Ministry of Finance
- 3.2.5 The DSTS personnel shall reapply for certification after every five years
- 3.2.6 DSTS personnel shall be chosen by DDC based on criteria in DSTS rules and regulations
- 3.2.7 DSTS personnel and DSTS section shall sign an agreement containing the roles and responsibilities, terms of confidentiality, conduct and entitlement
- 3.2.8 DSTS personnel shall treat and supervise all test takers equally

3.3 Question Setter

- 3.3.1 The DSTS question setter shall have the following qualification:
 - 3.3.1.1 Professional knowledge of Dzongkha
 - 3.3.1.2 Minimum of three years' experience in setting examination questions
 - 3.3.1.3 Completed training in DSTS
 - 3.3.1.4 Holder of valid certificate of DSTS question setter
 - 3.3.1.5 Good state of mind without the influence of alcohol or drugs

- 3.3.2 Be chosen by DSTS section based on the qualification in Article 3.3.1 given above
- 3.3.3 Set questions in accordance with the instructions of DSTS section without violating the DSTS rules and regulations
- 3.3.4 Sign a ToR including agreement of confidentiality with DSTS section
- 3.3.5 Be responsible for issuance, renewal or cancellation of the certificate of the question setter according to the circumstances

3.4 Chief of Examination

- 3.4.1 The Chief of Examination shall have the following qualification:
 - 3.4.1.1 Professional knowledge of Dzongkha
 - 3.4.1.2 Minimum of five years of experience in conducting examination
 - 3.4.1.3 Completed training in DSTS
 - 3.4.1.4 Holder of valid certificate of DSTS examiner
 - 3.4.1.5 Possesses good manner and leadership skills
 - 3.4.1.6 Good state of mind without the influence of alcohol or drugs
- 3.4.2 Notify the identified invigilators when to report

- 3.4.3 Conduct a meeting 45 minutes before the examination in order to brief the invigilators and distribute the tasks
- 3.4.4 The Chief of Examination shall constitute an Arbitration Committee comprising three invigilators led by the Chief of Examination
- 3.4.5 Shall ensure that the test starts on scheduled time
- 3.4.6 Shall formally receive the question papers from the DSTS section between 30 and 20 minutes before the examination
- 3.4.7 Shall open the sealed envelope containing question papers in front of the invigilators and test takers
- 3.4.8 Shall instruct the invigilators to place the question paper on the desk of test taker
- 3.4.9 Shall remind the test taker of the time after every 30 minutes
- 3.4.10 Shall settle disputes among test takers, if any, by convening the Arbitration Committee
- 3.4.11 Shall convene a meeting to compile question and answer sheets one hour after the completion of the examination
- 3.4.12 Shall enclose answer sheets in an envelope with his or her signature and DSTS seal, and submit them to DSTS section within one hour after completion of the examination
- 3.4.13 Shall verify the documents and entitlements for the invigilators

- 3.4.14 Shall submit examination report and deliberations of the meetings to DSTS section within one week after the examination

3.5 Examination Invigilator

- 3.5.1 The invigilator shall have the following qualification:
 - 3.5.1.1 Shall be competent in Dzongkha language
 - 3.5.1.2 Completed training in DSTS
 - 3.5.1.3 Holder of valid certificate of DSTS invigilator
 - 3.5.1.4 Good state of mind without the influence of alcohol or drugs
- 3.5.2 The invigilator shall be able to supervise the test taker through vigilant observation
- 3.5.3 The invigilator shall be able to carry out the registration and verification of test taker's identification
- 3.5.4 The invigilator shall report to test venue on time
- 3.5.5 The invigilator shall follow the instructions of the Chief of Examination
- 3.5.6 The invigilator shall carry out tasks such as ushering test takers, identity checks, distribution of papers, etc. in accordance with the instructions of the Chief of Examination
- 3.5.7 The invigilator shall vigilantly monitor during examination to make sure there is no violation of test conditions
- 3.5.8 The invigilator shall strictly refrain from helping test takers during the examination

- 3.5.9 The invigilator shall ensure all material/stationery is accounted for and handed over to the Chief of Examination within one hour after the examination is completed
- 3.5.10 The invigilator shall report any emergencies to the Chief of Examination
- 3.5.11 In case if the Chief of Examination is not present, one of the invigilators shall remind test takers of the time after every 30 minutes
- 3.5.12 The invigilator shall not bring any edible items to the examination hall
- 3.5.13 The invigilator shall not bring mobile phone and other electronic devices to the examination hall
- 3.5.14 The invigilator shall always show courteous and good manners to the test takers

3.6 Speaking Test Examiner

- 3.6.1 Speaking Test Examiner shall have the following qualification:
 - 3.6.1.1 Professional knowledge of Dzongkha
 - 3.6.1.2 Minimum of three years of experience in assessment and examination
 - 3.6.1.3 Completed training in DSTS
 - 3.6.1.4 Holder of valid certificate of DSTS examiner
 - 3.6.1.5 Good state of mind without the influence of alcohol or drugs

- 3.6.2 Examiner shall report to the test venue half an hour before the examination
- 3.6.3 Examiner shall greet the test taker before the actual test begins
- 3.6.4 Examiner shall make the test taker choose topics for monologue from the topic cards
- 3.6.5 Examiner shall wear formal dress
- 3.6.6 Examiner shall not carry any stationery, electronic gadgets and watches to the examination hall
- 3.6.7 Examiner shall deposit the belongings at the bag drop
- 3.6.8 Examiner shall record the speaking test
- 3.6.9 Examiner shall give clear instructions but avoid unnecessary talks
- 3.6.10 Examiner shall award marks as per the speaking band descriptors
- 3.6.11 Examiner shall end the exam on time
- 3.6.12 Examiner shall sign and submit the mark sheet and audio recording to the Chief of Examination upon completion of the examination
- 3.6.13 Examiner shall obey general rules and regulations of DSTS
- 3.6.14 Examiner shall submit the score sheet for speaking test to the Chief of Examination within one hour of the completion of speaking test

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3.7 Written Test Examiner

- 3.7.1 The Written Test Examiner shall have the following qualification:
 - 3.7.1.1 Professional knowledge of Dzongkha
 - 3.7.1.3 Minimum of three years of experience in assessment and examination
 - 3.7.1.3 Completed training in DSTS
 - 3.7.1.4 Holder of valid certificate of DSTS examiner
 - 3.7.1.5 Good state of mind without the influence of alcohol or drugs

- 3.7.2 The Written Test Examiner shall return the answer papers within two weeks of receiving it after having finished evaluation

- 3.7.3 The Written Test Examiner shall give scores based on the written test rubric

- 3.7.4 The Written Test Examiner, when returning written papers, shall submit the notes showing the reasons and evidences for how and why the score was given

- 3.7.5 The Written Test Examiners shall take receipt of written papers in a sealed envelope with DSTS seal and the signature of the Chief of Examination

- 3.7.6 The Written Test Examiners shall return all written papers along with mark sheets in an envelope signed by the Written Test examiner and DSTS section