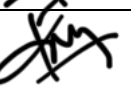
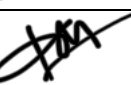


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Version	Date	Prepared by	Approved by	Changes
1.0	12/12/2025	Anna (CM) 	Kelly (CEO) 	Initial Release
1.1	5/5/2026	Anna (CM) 	Kelly (CEO) 	Added sub-scope to align with CSM and Annex A & B & C
1.2	25/5/2026	Anna (CM) 	Kelly (CEO) 	Added sub-scope to align with CSM and Annex A & B & C

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This Annex defines the standardised assessment rubrics used by ICM International Management Sdn Bhd to ensure objective, fair, consistent, and comparable determination of competence in compliance with ISO/IEC 17024:2012 Clause 8.

1. Purpose

The purpose of this Annex is to operationalise the assessment requirements defined in the Certification Scheme Manual Version 1.5 by providing clear, standardised rubrics aligned to:

- Annex A – Competency Matrix
- Annex B – Assessment Plan & Method
- Annex C – Syllabus Requirements
- Annex D – ISO/IEC 17024 Clause 8 Cross-Reference Matrix

2. Scope of Application

These rubrics apply to all certification scopes operated by ICM International Management Sdn Bhd:

- Aesthetic Professionals
 - Scalp Micropigmentation (SMP)
 - Paramedical Micropigmentation (Skin Camouflage & Restoration)
 - Stretch Mark Reduction & Skin Regeneration Treatment
 - Microneedling (Skin Needling) Therapy
 - Permanent Makeup (PMU)
 - Eyebrow Micropigmentation
 - Eyeliner Micropigmentation
 - Lip Blush
 - Pinky & Skin Brightening Treatment
 - Facial Contouring & Lifting Treatments (Non-Surgical)
 - Benign Skin Lesion Removal (Non-Medical)
 - Plasma Fibroblast Treatment (Non-Medical)
 - Plasma Pen Serum Infusion Therapy
- Aesthetic & Beauty Therapists
 - Beauty Therapy
 - Keratin Lash Lift
 - Eyelash Extension
 - Makeup Artistry
- Spa & Wellness Therapy Professionals
 - Massage Therapy

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- Hydro Rehabilitation Tutor Certificate
- Postnatal Care Therapy & Abdominal Binding
- Acupuncture Therapy
- Reflexology Therapy
- Cupping Therapy
- Depilation (Waxing) Treatment
- Body Contouring & Firming Treatments (Non-Surgical)
- Regenerative Hair Therapy Practitioner
- Certified Hair & Scalp Care Treatment
- Herbal Meridian Warming Therapy
- Certified Hairdressing Professional
- Aesthetic Device Practitioners
 - Radio Frequency (RF) Treatment Practitioner
 - Laser & Light Therapy Practitioner
 - High-Intensity Focus Ultrasound (HIFU) Practitioner
 - Multi-Modal Aesthetic Device Practitioner
- Nail Care & Nail Technology Professionals
 - Manicure & Pedicure Services
 - Nail Art Design
 - Nail Enhancement & Extensions
 - Advanced Nail Systems
- Patisserie & Bakery Professionals
- Culinary Arts Professionals
- Digital Content Creator & Social Media Professional
- Aviation & Drone Technology Professionals
 - Certified Drone Pilot Specialist
 - Certified Drone Maintenance Specialist

And are used across Levels 1 to 4 as defined in Annex A and Scheme Manual.

3. Assessment Components Covered

Assessment Component	Levels Applied	Reference
Written Knowledge Test	Level 1, Level 2	Annex B §2, §4
Practical Skill Assessment	Level 1–4 (if required)	Annex B §2–§5
Portfolio / Case Submission	Level 3, Level 4	Annex B §2–§5
Oral Interview / Viva Voce	Level 4	Annex B §2–§5

4. Written Knowledge Test Rubric (Level 1 & 2)

Applicable Levels:

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✓ Level 1 – Basic

✓ Level 2 – Intermediate

Assessment Objective:

To verify foundational and intermediate **knowledge competence** as defined in Annex A and derived from Annex C syllabus modules.

Criterion	Description	Evidence
Syllabus Coverage	Questions cover all syllabus domains	Exam blueprint
Technical Accuracy	Correct understanding of theory	Answer scripts
Safety Awareness	Knowledge of hygiene, risks & contraindications	MCQ / SAQ

Pass Mark: Minimum 60% (as per Scheme Manual v1.5 §7.2)

All written examinations are developed in accordance with the Question Bank Blueprint defined in Section 11, and scheme-specific distribution defined in Section 10.

5. Practical Skill Assessment Rubric (Level 1–4)

Applicable Levels:

✓ Level 1 – Basic

✓ Level 2 – Intermediate

✓ Level 3 – Advanced

✓ Level 4 – Expert (if required by scope)

Assessment Area	Performance Indicators	Alignment Reference
Preparation & Hygiene	PPE, sanitation, workstation setup	Annex C §1.3
Technical Execution	Correct sequence & technique accuracy	Annex A (skills)
Equipment Handling	Safe settings and correct usage	Annex C §1.5
Client Care	Comfort, communication and consent	Annex C §1.4
Safety Management	Contraindication checks, response	Annex C §1.6
Documentation	Accurate treatment records	Scheme §7

Scoring Method:

- Criteria-based scoring using checklist and rating scale
- No critical safety failure permitted

Pass Mark:

- Minimum 70% (Annex B §4)

Detailed marking rubrics per scope are defined in section 10.

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6. Portfolio / Case Submission Rubric (Level 3 & 4)

Applicable Levels:

- ✓ Level 3 – Advanced
- ✓ Level 4 – Expert

Assessment Objective:

To verify application, autonomy, problem-solving, and professional judgement, as required in Annex A Level 3–4 competencies.

Criterion	Evidence Required	Evaluation Focus
Case Relevance	Scope-aligned cases	Validity
Technical Accuracy	Before/after records	Competence
Analysis & outcomes	Treatment rationale & results	Judgement
Risk Management	Contraindications handling & response	Safety
Reflection	Learning and improvement	Professional maturity

Minimum Requirement:

- Level 3: Case portfolio as defined per scope
- Level 4: Advanced case analysis & leadership evidence

Pass Mark:

- Minimum **70%**

7. Oral Interview / Viva Voce Rubric (Level 4)

Applicable Level:

- ✓ Level 4 – Expert only

Assessment Objective:

To evaluate higher-order competence, professional judgement, leadership, and ethical decision-making.

Dimension	Focus Area
Decision Making	Complex and non-routine case handling
Risk & Ethics	Client safety, professional conduct and ethics
Scheme knowledge	Understanding of certification rules and requirements
Leadership	Training, supervision, protocol development
Professional judgement	Alignment with industry best practice

Pass Mark: Minimum **80%** (Annex B §4)

8. CONSISTENCY, VALIDITY & IMPARTIALITY CONTROLS

To ensure **fair and comparable assessments**:

- Standardised rubrics applied across all assessors

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- Double marking for Level 3 & 4 (where applicable)
- Annual moderation and statistical review
- Records retained for **minimum 6 years**

(Aligned with Annex B §7–§9 and Scheme Manual v1.5)

9. ISO/IEC 17024 Compliance Statement

The assessment rubrics defined in Annex E ensure that each competence requirement in Annex A is assessed through appropriate, standardised methods derived from Annex C syllabus and implemented through Annex B assessment plans, in full compliance with ISO/IEC 17024:2012 Clause 8.

10.1.1 Aesthetic Professionals - Scalp Micropigmentation (SMP)

10.1.1.1 Introduction

This section provides scheme-specific assessment rubrics for Scalp Micropigmentation.

10.1.1.2 Scoring Principles

All assessors shall:

- Use **objective criteria only**
- Avoid subjective bias
- Record evidence for each score
- Apply **same rubric across all candidates**

Scoring Scale (ALL LEVELS)

Score	Description
0	Not demonstrated
1	Poor / unsafe
2	Basic / inconsistent
3	Competent / acceptable
4	Good / consistent
5	Excellent (expert level control)

10.1.1.3 LEVEL 1 – BASIC RUBRICS

THEORY (MCQ – 50 Questions)

- Pass Mark: **60%**

Domain	Weight
Hygiene & Safety	30%
Anatomy Basics	20%
SMP Fundamentals	30%
Pigment Basics	20%

Auto-marked (no rubric required)

PRACTICAL RUBRIC (60%)

Assessment: Machine Handling & Dot Simulation

Criteria	Description	Marks
Hygiene Setup	Proper PPE, clean workstation	15
Machine Handling	Grip, angle, stability	15
Dot Consistency	Uniform size & spacing	25
Control	Depth & pressure control	20
Procedure Flow	Logical steps	5
Safety Awareness	Avoid contamination/errors	20

Total: 100 marks

Pass: ≥70%

10.1.1.4 LEVEL 2 – INTERMEDIATE RUBRICS

THEORY (Short Answer – 20 Questions)

- Pass: 60%

Examiner marking guide:

Answer Quality	Marks
Incorrect	0
Partial	1
Correct	2

PRACTICAL RUBRIC (60%)

Assessment: Basic SMP (Supervised)

Criteria	Description	Marks
Consultation	Basic client assessment	15
Hairline Design	Shape appropriateness	25
Dot Placement	Spacing & pattern	25
Density Control	Even layering	20
Hygiene Compliance	Throughout procedure	15

Total: 100

Pass: ≥70%

10.1.1.5 LEVEL 3 – ADVANCED RUBRICS

PORTFOLIO RUBRIC (40%)

3 Case Studies Required

Criteria	Description	Marks
Case Documentation	Complete records	25
Treatment Planning	Logical approach	25
Technical Outcome	Visible improvement	25
Before/After Quality	Clear evidence	15
Reflection	Self-evaluation	10

Total: 100

Pass: ≥70%

PRACTICAL RUBRIC (60%)

Full SMP Procedure

Criteria	Description	Marks
Hairline Design	Natural appearance	15
Blending	Seamless transition	30
Density Build	Proper layering	15
Machine Control	Depth, speed consistency	15
Aesthetic Outcome	Overall realism	15
Hygiene & Safety	Full compliance	10

Total: 100

Pass: ≥70%

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10.1.1.6 LEVEL 4 – EXPERT RUBRICS

PORTFOLIO RUBRIC (30%)

Complex Cases (Alopecia / Scar / Correction)

Criteria	Description	Marks
Case Complexity	Appropriate case selection	20
Planning Strategy	Advanced approach	30
Execution Outcome	High-quality result	30
Documentation	Professional records	20

Total: 100

Pass: ≥70%

VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Handles complications	25
Technical Knowledge	Depth of understanding	25
Decision Making	Justified reasoning	25
Communication	Clarity & professionalism	25

Total: 100

Pass: ≥70%

PRACTICAL RUBRIC (50%)

Advanced SMP + Correction Work

Criteria	Description	Marks
Advanced Design	Customised hairline	20
Correction Work	Fixing previous SMP	20
Pigment Control	Colour correction	20
Technical Execution	Precision & control	20
Final Outcome	Natural + balanced	10
Hygiene & Safety	Full compliance	10

Total: 100

Pass: ≥75%

10.1.1.7 CRITICAL ASSESSMENT RULES

- ✓ Candidate must pass **ALL components**
- ✓ No compensation between theory & practical
- ✓ Failure in safety-related criteria = automatic fail
- ✓ Reassessment required for failed components only

10.1.1.8 EXAMINER STANDARDISATION

All assessors must:

- Be approved under **SOP-ICM-003**
- Undergo calibration sessions
- Use **same marking sheets (controlled documents)**

10.1.1.9 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Hygiene & Safety	Practical	10.1.3, 10.1.4, 10.1.5, 10.1.6
Machine Control	Practical	10.1.3–10.1.6

Hairline Design	Practical	10.1.4–10.1.6
Blending	Practical	10.1.5
Complex Case Handling	Portfolio + Viva	10.1.6

All marking criteria in Annex E are standardised, measurable, and directly mapped to competency requirements defined in Annex C. Assessments are conducted in a consistent and objective manner to ensure validity, reliability, and fairness in accordance with ISO/IEC 17024.

10.1.2 Aesthetic Professionals – Paramedical Micropigmentation (Skin Camouflage & Restoration)

10.1.2.1 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe
2	Basic
3	Competent
4	Good
5	Excellent

10.1.2.2 LEVEL 1 RUBRICS

THEORY (MCQ – 50 Q)

Pass: 60%

Domains aligned to Annex B:

- Skin tone
- Safety
- Colour basics

PRACTICAL (60%)

Criteria	Marks
Hygiene Setup	15
Machine Handling	15
Pigment Blending	25
Control	20
Safety	25

Total: 100

Pass: ≥70%

10.1.2.3 LEVEL 2 RUBRICS

THEORY (Short Answer – 20 Q)

Answer	Marks
Incorrect	0
Partial	1
Correct	2

Pass: 60%

PRACTICAL (60%)

Criteria	Marks
Consultation	15
Colour Matching	25
Technique	25
Blending	20

Hygiene	15
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Total: 100 Pass: ≥70%

10.1.2.4 LEVEL 3 RUBRICS

PORTFOLIO (40%)

Criteria	Marks
Case Documentation	25
Planning	25
Outcome	25
Evidence	15
Reflection	10

Total: 100 Pass: ≥70%

PRACTICAL (60%)

Criteria	Marks
Technique	20
Blending	30
Accuracy	20
Aesthetic Result	20
Safety	10

Total: 100 Pass: ≥70%

10.1.2.5 LEVEL 4 RUBRICS

PORTFOLIO (30%)

Criteria	Marks
Complexity	20
Planning	30
Execution	30
Documentation	20

Total: 100 Pass: ≥70%

VIVA (20%)

Criteria	Marks
Risk Management	25
Knowledge	25
Decision Making	25
Communication	25

Total: 100 Pass: ≥70%

PRACTICAL (50%)

Criteria	Marks
Advanced Technique	25
Colour Correction	25
Precision	25
Outcome	15
Safety	10

Total: 100 Pass: ≥75%

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10.1.2.6 CRITICAL RULES

- ✓ Must pass ALL components
- ✓ No compensation
- ✓ Safety failure = automatic fail

All assessment criteria are standardised, measurable, and directly aligned to Annex C competencies and Annex B assessment structure, ensuring validity, reliability, and fairness in accordance with ISO/IEC 17024.

10.1.3 Aesthetic Professionals – Stretch Mark Reduction & Skin Regeneration

10.1.3.1 PURPOSE

This Annex defines the standardised assessment rubrics and marking criteria for Stretch Mark Reduction & Skin Regeneration certification assessments.

10.1.3.2 GENERAL MARKING PRINCIPLES

All assessors shall:

- ✓ Use objective criteria only
- ✓ Apply consistent marking methods
- ✓ Record evidence for scoring
- ✓ Ensure fairness and impartiality

10.1.3.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / inadequate
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.1.3.4 LEVEL 3 – ADVANCED RUBRICS

10.1.3.4.1 PORTFOLIO RUBRIC (40%)

Requirement: 3 case studies with before & after photos and treatment protocols.

Criteria	Description	Marks
Case Documentation	Complete records	20
Treatment Planning	Appropriate protocol selection	20
Technical Execution	Procedure quality	20
Outcome Improvement	Visible regeneration results	20
Reflection & Evaluation	Critical review	20

Total: 100

Pass: ≥70%

10.1.3.4.2 PRACTICAL RUBRIC (60%)

Assessment: Microneedling / regeneration protocol

Criteria	Description	Marks
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Consultation & Assessment	Skin analysis	15
Hygiene & Safety	PPE and infection control	20
Technique Accuracy	Needle control & consistency	25
Protocol Selection	Correct treatment application	20
Client Care	Comfort and communication	10
Documentation	Accurate records	10

Total: 100 **Pass: ≥70%**

10.1.3.5 LEVEL 4 – EXPERT RUBRICS

10.1.3.5.1 PORTFOLIO RUBRIC (30%)

Requirement: Complex cases (deep scars, post-lipo)

Criteria	Description	Marks
Complexity Handling	Appropriate advanced case	20
Treatment Strategy	Multi-modality planning	25
Technical Outcome	Improvement quality	25
Risk Management	Safe decision making	15
Documentation	Professional records	15

Total: 100 **Pass: ≥70%**

10.1.3.5.2 VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Treatment Planning	Protocol justification	25
Risk Management	Contraindication handling	25
Outcome Evaluation	Result interpretation	25
Professional Judgement	Ethical decision making	25

Total: 100 **Pass: ≥70%**

10.1.3.5.3 PRACTICAL RUBRIC (50%)

Assessment: Multi-modality treatment design

Criteria	Description	Marks
Skin Evaluation	Accurate assessment	15
Advanced Technique	Precision execution	25
Combination Modality Use	Integrated protocols	25
Safety & Hygiene	Full compliance	15
Technical Outcome	Overall regeneration result	20

Total: 100 **Pass: ≥75%**

10.1.3.6 CRITICAL ASSESSMENT RULES

- ✓ Candidate must pass all components
- ✓ No compensation between components
- ✓ Safety failure = automatic fail
- ✓ Reassessment only for failed component(s)

10.1.3.7 EXAMINER STANDARDISATION

All assessors shall:

- Be approved under SOP-ICM-003
- Attend calibration sessions
- Use controlled marking sheets

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10.1.3.8 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Skin Assessment	Practical	10.1.3.4, 10.1.3.5
Microneedling Technique	Practical	10.1.3.4
Regeneration Planning	Portfolio	10.1.3.4
Complex Case Management	Portfolio + Viva	10.1.3.5
Risk Management	Viva	10.1.3.5

All marking criteria in Annex E are standardised, measurable, and directly mapped to competency requirements defined in Annex C and Annex B assessment structure to ensure validity, reliability, fairness, and consistency in accordance with ISO/IEC 17024.

10.1.4 Aesthetic Professionals – Microneedling (Skin Needling) Therapy

10.1.4.1 PURPOSE

This Annex defines the standardised assessment rubrics and marking criteria for Microneedling (Skin Needling) Therapy certification.

10.1.4.2 GENERAL MARKING PRINCIPLES

All assessors shall:

- ✓ Apply objective assessment criteria
- ✓ Use consistent scoring methods
- ✓ Record assessment evidence
- ✓ Ensure fairness and impartiality

10.1.4.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / inadequate
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.1.4.4 LEVEL 3 – ADVANCED RUBRICS

10.1.4.4.1 PORTFOLIO RUBRIC (40%)

Requirement: 3 case studies (acne scars, pigmentation, skin texture)

Criteria	Description	Marks
Case Documentation	Complete records	20
Skin Assessment	Appropriate analysis	20
Treatment Planning	Needle depth & protocol selection	20
Technical Outcome	Visible improvement	20
Reflection & Evaluation	Professional judgement	20

Total: 100

Pass: ≥70%

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10.1.4.4.2 PRACTICAL RUBRIC (60%)

Assessment: Full microneedling procedure

Criteria	Description	Marks
Consultation & Skin Analysis	Accurate assessment	15
Hygiene & Infection Control	PPE and sterilisation	20
Needle Depth Selection	Appropriate parameter choice	20
Technique Execution	Safe and consistent needling	25
Client Care	Communication and comfort	10
Documentation	Treatment records	10

Total: 100

Pass: ≥70%

10.1.4.5 LEVEL 4 – EXPERT RUBRICS

10.1.4.5.1 PORTFOLIO RUBRIC (30%)

Requirement: Complex cases (deep acne scars, stretch marks, combination therapy)

Criteria	Description	Marks
Complexity Handling	Advanced case suitability	20
Treatment Strategy	Combination planning	25
Technical Outcome	Quality of results	25
Risk Management	Safe decision making	15
Documentation	Professional evidence	15

Total: 100

Pass: ≥70%

10.1.4.5.2 VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Complication handling	25
Contraindications	Clinical judgement	25
Treatment Planning	Protocol justification	25
Communication	Professional reasoning	25

Total: 100

Pass: ≥70%

10.1.4.5.3 PRACTICAL RUBRIC (50%)

Assessment: Advanced protocol execution

Criteria	Description	Marks
Advanced Skin Evaluation	Accurate analysis	15
Protocol Execution	Precision technique	25
Combination Therapy Integration	Multi-modality application	25
Safety & Hygiene	Full compliance	15
Technical Outcome	Overall skin improvement	20

Total: 100

Pass: ≥75%

10.1.4.6 CRITICAL ASSESSMENT RULES

- ✓ Candidate must pass all assessment components
- ✓ No compensation between components
- ✓ Safety-related failure = automatic fail
- ✓ Reassessment only for failed component(s)

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10.1.4.7 EXAMINER STANDARDISATION

All assessors shall:

- Be approved under SOP-ICM-003
- Attend calibration sessions
- Use controlled marking forms

10.1.4.8 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Skin Assessment	Practical	10.1.4.4, 10.1.4.5
Needle Depth Selection	Practical	10.1.4.4
Treatment Planning	Portfolio + Viva	10.1.4.4, 10.1.4.5
Complex Case Handling	Portfolio + Viva	10.1.4.5
Risk Management	Viva	10.1.4.5

All marking criteria in Annex E are standardised, measurable, and directly mapped to competency requirements defined in Annex C and Annex B assessment structure to ensure validity, reliability, fairness, and consistency in accordance with ISO/IEC 17024.

10.1.5 Aesthetic Professionals – Permanent Makeup (PMU)

10.1.5.1 PURPOSE

This Annex defines the standardised assessment rubrics and marking criteria for Permanent Makeup (PMU) certification.

10.1.5.2 GENERAL MARKING PRINCIPLES

All assessors shall:

- ✓ Apply objective criteria
- ✓ Use consistent scoring methods
- ✓ Record assessment evidence
- ✓ Ensure impartiality and fairness

10.1.5.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / inadequate
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.1.5.4 LEVEL 1 – BASIC RUBRICS

10.1.5.4.1 THEORY (MCQ – 50 Questions)

Domains:

- Anatomy

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- Hygiene
- Pigments
- Contraindications
- Basic mapping

Pass: 60%

10.1.5.4.2 PRACTICAL RUBRIC (60%)

Assessment: Basic supervised PMU skills

Criteria	Description	Marks
Hygiene Setup	PPE & workstation	15
Machine Setup	Equipment preparation	15
Hand Control	Stability & positioning	20
Brow Mapping	Basic symmetry	25
Safety Awareness	Infection prevention	25

Total: 100

Pass: ≥70%

10.1.5.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.1.5.5.1 THEORY (Short Answer – 20 Questions)

Answer Quality	Marks
Incorrect	0
Partial	1
Correct	2

Pass: 60%

10.1.5.5.2 PRACTICAL RUBRIC (60%)

Assessment: Eyebrow micropigmentation under supervision

Criteria	Description	Marks
Brow Mapping & Symmetry	Shape balance	25
Pigment Selection	Colour suitability	20
Machine Handling	Depth control	20
Technique Execution	Safe procedure	20
Client Care	Communication	15

Total: 100

Pass: ≥70%

10.1.5.6 LEVEL 3 – ADVANCED RUBRICS

10.1.5.6.1 PORTFOLIO RUBRIC (40%)

Requirement: 3 cases (ombre / combination / eyeliner)

Criteria	Description	Marks
Documentation	Complete records	20
Consultation Quality	Client assessment	20
Technical Execution	Procedure quality	25
Healing Results	Retention outcome	20
Reflection & Corrections	Improvement analysis	15

Total: 100

Pass: ≥70%

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10.1.5.6.2 PRACTICAL RUBRIC (60%)

Assessment: Independent eyebrow or eyeliner procedure

Criteria	Description	Marks
Consultation & Planning	Treatment suitability	15
Brow/Eyeliner Design	Symmetry & aesthetics	25
Technique Execution	Pigment implantation	25
Machine Control	Depth consistency	20
Hygiene & Safety	Full compliance	15

Total: 100

Pass: ≥70%

10.1.5.7 LEVEL 4 – EXPERT RUBRICS

10.1.5.7.1 PORTFOLIO RUBRIC (30%)

Requirement: Complex PMU cases

Criteria	Description	Marks
Case Complexity	Advanced suitability	20
Colour Correction Strategy	Technical planning	25
Multi-Area Integration	Facial harmony	20
Technical Outcome	Final result quality	20
Documentation	Professional evidence	15

Total: 100

Pass: ≥70%

10.1.5.7.2 VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Complication handling	25
Correction Knowledge	Advanced reasoning	25
Training Capability	Professional guidance	25
Communication	Professionalism	25

Total: 100

Pass: ≥70%

10.1.5.7.3 PRACTICAL RUBRIC (50%)

Assessment: Advanced lip blush or correction procedure

Criteria	Description	Marks
Advanced Design & Symmetry	Facial balance	20
Colour Theory Application	Pigment correction	25
Technique Precision	Lip implantation	25
Hygiene & Safety	Infection control	15
Technical Outcome	Final aesthetic result	15

Total: 100

Pass: ≥75%

10.1.5.8 CRITICAL ASSESSMENT RULES

- ✓ Candidate must pass all components
- ✓ No compensation between components
- ✓ Safety-related failure = automatic fail
- ✓ Reassessment only for failed component(s)

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10.1.5.9 EXAMINER STANDARDISATION

All assessors shall:

- Be approved under SOP-ICM-003
- Attend calibration sessions
- Use controlled marking forms

10.1.5.10 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Brow Mapping	Theory + Practical	10.1.5.4, 10.1.5.5
Pigment Selection	Theory + Practical	10.1.5.5
Eyeliner Procedure	Practical	10.1.5.6
Lip Blush	Practical	10.1.5.7
Colour Correction	Portfolio + Practical	10.1.5.7
Risk Management	Viva	10.1.5.7

All marking criteria in Annex E are standardised, measurable, and directly mapped to competency requirements defined in Annex C and Annex B assessment structure to ensure validity, reliability, fairness, and consistency in accordance with ISO/IEC 17024.

10.1.6 Aesthetic Professionals – Pinky & Skin Brightening Treatment

10.1.6.1 PURPOSE

This Annex defines the standardised assessment rubrics and marking criteria for Pinky & Skin Brightening Treatment certification.

10.1.6.2 GENERAL MARKING PRINCIPLES

All assessors shall:

- ✓ Use objective scoring criteria
- ✓ Apply standardised assessment methods
- ✓ Record assessment evidence
- ✓ Ensure fairness and impartiality

10.1.6.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / inadequate
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.1.6.4 LEVEL 1 – BASIC RUBRICS

10.1.6.4.1 THEORY (MCQ – 50 Questions)

Domains:

- Skin basics

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- Hygiene & safety
- Product knowledge
- Contraindications

Pass: 60%

10.1.6.4.2 PRACTICAL RUBRIC (60%)

Assessment: Basic peel-based brightening

Criteria	Description	Marks
Consultation	Basic assessment	15
Hygiene & Safety	PPE & preparation	20
Product Application	Correct peel handling	25
Technique Control	Safe execution	20
Client Care	Communication & aftercare	20

Total: 100

Pass: ≥70%

10.1.6.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.1.6.5.1 THEORY (Short Answer – 20 Questions)

Answer Quality	Marks
Incorrect	0
Partial	1
Correct	2

Pass: 60%

10.1.6.5.2 PRACTICAL RUBRIC (60%)

Assessment: Whitening + basic pinky treatment

Criteria	Description	Marks
Product Selection	Appropriate use	20
Technique Control	Consistency & safety	25
Client Monitoring	Skin response observation	20
Treatment Execution	Practical performance	20
Hygiene & Safety	Full compliance	15

Total: 100

Pass: ≥70%

10.1.6.6 LEVEL 3 – ADVANCED RUBRICS

10.1.6.6.1 PORTFOLIO RUBRIC (40%)

Requirement: 3 pinky treatment cases including lips

Criteria	Description	Marks
Documentation	Complete records	20
Treatment Planning	Appropriate protocols	20
Technical Execution	Technique precision	25
Healing & Results	Outcome quality	20
Reflection & Evaluation	Professional analysis	15

Total: 100

Pass: ≥70%

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10.1.6.6.2 PRACTICAL RUBRIC (60%)

Assessment: Advanced pinky treatment

Criteria	Description	Marks
Consultation & Planning	Treatment suitability	15
Technique Precision	Product control	25
Lip Treatment Handling	Sensitivity management	20
Skin Monitoring	Response observation	20
Hygiene & Safety	Full compliance	20

Total: 100 Pass: ≥70%

10.1.6.7 LEVEL 4 – EXPERT RUBRICS

10.1.6.7.1 PORTFOLIO RUBRIC (30%)

Requirement: Complex cases including complication handling

Criteria	Description	Marks
Complexity Handling	Advanced case suitability	20
Outcome Evaluation	Result quality	25
Complication Management	Safe corrective actions	25
Documentation	Professional evidence	15
Ethical Practice	Professional standards	15

Total: 100 Pass: ≥70%

10.1.6.7.2 VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Complication handling	25
Ethical Judgement	Professional boundaries	25
Training Capability	Practitioner supervision	25
Communication	Professional reasoning	25

Total: 100 Pass: ≥70%

10.1.6.7.3 PRACTICAL RUBRIC (50%)

Assessment: Full-scope treatment including intimate protocols

Criteria	Description	Marks
Advanced Technique Control	Precision & consistency	25
Intimate Area Protocol	Safety & professionalism	25
Product Selection	Correct protocol use	20
Client Safety	Monitoring & aftercare	15
Technical Outcome	Final treatment result	15

Total: 100 Pass: ≥75%

10.1.6.8 CRITICAL ASSESSMENT RULES

- ✓ Candidate must pass all assessment components
- ✓ No compensation between components
- ✓ Safety-related failure = automatic fail
- ✓ Reassessment only for failed component(s)

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10.1.6.9 EXAMINER STANDARDISATION

All assessors shall:

- Be approved under SOP-ICM-003
- Attend calibration sessions
- Use controlled marking forms

10.1.6.10 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Product Knowledge	Theory	E.4, E.5
Whitening Technique	Practical	E.4, E.5
Lip Brightening	Practical + Portfolio	E.6
Intimate Area Protocol	Practical + Viva	E.7
Risk Management	Viva	E.7

All marking criteria in Annex E are standardised, measurable, and directly mapped to competency requirements defined in Annex C and Annex B assessment structure to ensure validity, reliability, fairness, and consistency in accordance with ISO/IEC 17024.

10.1.7 Aesthetic Professionals – Facial Contouring & Lifting Treatment (Non-Surgical)

10.1.7.1 PURPOSE

This Annex defines the standardised marking criteria and assessment rubrics for Facial Contouring & Lifting Treatment certification.

10.1.7.2 GENERAL MARKING PRINCIPLES

All assessors shall:

- ✓ Apply objective assessment criteria
- ✓ Use standardised marking forms
- ✓ Record assessment evidence
- ✓ Ensure validity, fairness, and consistency

10.1.7.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / inadequate
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.1.7.4 LEVEL 2 – INTERMEDIATE RUBRICS

10.1.7.4.1 THEORY (Short Answer – 20 Questions)

Domains:

- Facial anatomy

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- Safety & contraindications
- Device basics
- Treatment principles

Marking Guide

Answer Quality	Marks
Incorrect	0
Partial	1
Correct	2

Pass: 60%

10.1.7.4.2 PRACTICAL RUBRIC (60%)

Assessment: Basic lifting treatment under supervision

Criteria	Description	Marks
Consultation	Client assessment & suitability	15
Device Setup	Correct preparation	20
Treatment Execution	Technique & flow	25
Safety Monitoring	Client observation	20
Hygiene & Professionalism	Infection control & conduct	20

Total: 100

Pass: ≥70%

10.1.7.5 LEVEL 3 – ADVANCED RUBRICS

10.1.7.5.1 PORTFOLIO RUBRIC (40%)

Requirement:

3 lifting treatment cases

Criteria	Description	Marks
Skin Assessment	Laxity evaluation accuracy	20
Treatment Planning	Appropriate protocol selection	20
Parameter Documentation	RF/HIFU settings recorded	20
Outcome Evaluation	Result assessment	20
Documentation Quality	Complete professional records	20

Total: 100

Pass: ≥70%

10.1.7.5.2 PRACTICAL RUBRIC (60%)

Assessment: Independent facial contouring procedure

Criteria	Description	Marks
Skin Assessment	Facial analysis accuracy	20
Parameter Adjustment	Correct device settings	25
Treatment Technique	Safe contouring execution	25
Suitability Decision	Appropriate treatment selection	15
Safety & Monitoring	Client protection	15

Total: 100

Pass: ≥70%

10.1.7.6 LEVEL 4 – EXPERT RUBRICS

10.1.7.6.1 PORTFOLIO RUBRIC (30%)

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Requirement: Complex multi-modality contouring cases

Criteria	Description	Marks
Case Complexity	Advanced treatment suitability	20
Multi-Modality Planning	RF + HIFU integration	25
Outcome Evaluation	Treatment effectiveness	20
Correction Strategy	Adjustment & optimisation	20
Documentation	Professional evidence	15

Total: 100 Pass: ≥70%

10.1.7.6.2 VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Complication prevention	25
Treatment Planning	Clinical reasoning	25
Device Selection	Appropriate modality choice	20
Contraindication Knowledge	Safety awareness	15
Training Capability	Supervision & communication	15

Total: 100 Pass: ≥70%

10.1.7.6.3 PRACTICAL RUBRIC (50%)

Assessment: Advanced contouring treatment

Criteria	Description	Marks
Multi-Modality Execution	RF/HIFU/manual integration	25
Complex Skin Handling	Advanced case management	20
Precision & Technique	Technical control	25
Safety Compliance	Full protocol adherence	15
Final Outcome	Lifting & contour result	15

Total: 100 Pass: ≥75%

10.1.7.7 CRITICAL ASSESSMENT RULES

- ✓ Candidate must pass all assessment components
- ✓ No compensation between theory, practical, portfolio, or viva
- ✓ Safety-related failure = automatic fail
- ✓ Reassessment only for failed components

10.1.7.8 EXAMINER STANDARDISATION

All assessors shall:

- Be approved under SOP-ICM-003
- Attend calibration sessions
- Use controlled assessment documents

10.1.7.9 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Facial Anatomy	Theory	10.1.7.4
Device Handling	Practical	10.1.7.4–10.1.7.6
Skin Assessment	Practical + Portfolio	10.1.7.5

Treatment Planning	Portfolio + Viva	10.1.7.6
Risk Management	Viva	10.1.7.6

All marking criteria in Annex E are standardised, measurable, and directly mapped to competency requirements defined in Annex C and Annex B assessment structure to ensure validity, reliability, fairness, and consistency in accordance with ISO/IEC 17024.

10.1.8 Aesthetic Professionals – Benign Skin Lesion Removal (Non-Medical)

10.1.8.1 PURPOSE

This Annex defines the standardised marking criteria and assessment rubrics for certification of practitioners performing benign skin lesion removal procedures.

10.1.8.2 GENERAL ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Validity
- ✓ Fairness
- ✓ Consistency
- ✓ Objectivity
- ✓ Traceability

All assessors shall use controlled assessment forms and standardised marking criteria.

10.1.8.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / inadequate
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.1.8.4 LEVEL 3 – ADVANCED RUBRICS

10.1.8.4.1 THEORY KNOWLEDGE TEST (30%)

Assessment Method: Short Answer Questions (20 Questions)

Assessment Domains:

- Skin lesion types
- Contraindications
- Infection control
- Device safety
- Referral principles

Marking Guide

Response Quality	Marks
Incorrect	0
Partial	1
Correct	2

Pass Mark: 60%

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10.1.8.4.2 PORTFOLIO RUBRIC (40%)

Requirement: 3 documented lesion removal cases

Criteria	Description	Marks
Consultation Records	Client assessment completeness	20
Procedure Documentation	Technique and settings	20
Before & After Evidence	Photo quality and progression	20
Healing Outcome	Monitoring and evaluation	20
Aftercare Documentation	Advice and follow-up	20

Total: 100 Pass: ≥70%

10.1.8.4.3 PRACTICAL RUBRIC (30%)

Assessment: Perform benign lesion removal procedure

Criteria	Description	Marks
Consultation	Client suitability screening	15
Hygiene & Sterilisation	Infection prevention	25
Device Handling	Safe operation	20
Removal Technique	Precision and control	25
Aftercare Advice	Client guidance	15

Total: 100 Pass: ≥70%

10.1.8.5 LEVEL 4 – EXPERT RUBRICS

10.1.8.5.1 PORTFOLIO RUBRIC (30%)

Requirement: Complex lesion cases

Criteria	Description	Marks
Case Complexity	Multiple/sensitive lesions	20
Risk Assessment	Contraindication screening	20
Complication Handling	Management approach	20
Referral Decisions	Appropriate referral judgement	20
Documentation Quality	Professional completeness	20

Total: 100 Pass: ≥70%

10.1.8.5.2 VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Safety awareness	25
Referral Judgement	Medical referral understanding	25
Device Selection	Appropriate technology choice	15
Contraindication Knowledge	Client safety	20
Training Capability	Supervision & protocol development	15

Total: 100 Pass: ≥70%

10.1.8.5.3 PRACTICAL RUBRIC (50%)

Assessment: Advanced lesion removal procedure

Criteria	Description	Marks
Advanced Technique	Precision lesion removal	25

Multiple Lesion Handling	Complex case execution	20
Risk Control	Safety & complication prevention	20
Device Mastery	Energy and precision control	20
Complication Response	Appropriate management approach	15

10.1.8.6 CRITICAL FAILURE CONDITIONS

Automatic failure applies where candidate:

- Attempts medical diagnosis
- Treats suspicious lesions
- Performs unsafe device handling
- Breaches infection control standards
- Fails to recognise referral requirements

10.1.8.7 REASSESSMENT RULES

- Reassessment permitted only for failed components
- Failed safety-critical sections require full reassessment
- Portfolio resubmission allowed within approved timeframe

10.1.8.8 EXAMINER STANDARDISATION

All assessors shall:

- Be approved under SOP-ICM-003
- Attend calibration sessions
- Use standardised marking forms
- Maintain competency records

10.1.8.9 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Lesion Knowledge	Theory	10.1.8.4
Device Handling	Practical	10.1.8.4–10.1.8.5
Infection Control	Practical	10.1.8.4
Referral Judgement	Viva	10.1.8.5
Complication Handling	Portfolio + Practical	10.1.8.5

All assessment rubrics within Annex E are competency-based, measurable, and directly aligned with Annex C competency requirements and Annex B assessment structure to ensure fairness, reliability, validity, and consistency in accordance with ISO/IEC 17024.

10.1.9 Aesthetic Professionals – Plasma Fibroblast

10.1.9.1 PURPOSE

This Annex defines the standardised assessment rubrics, scoring criteria, and competency evaluation requirements for Plasma Fibroblast certification.

10.1.9.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency

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✓ **Objectivity**

All examiners shall use controlled assessment forms and approved marking rubrics.

10.1.9.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / inadequate
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.1.9.4 LEVEL 3 – ADVANCED RUBRICS

10.1.9.4.1 THEORY KNOWLEDGE TEST (30%)

Assessment Method: Short Answer Questions (20 Questions)

Assessment Domains:

- Skin anatomy
- Contraindications
- Plasma device safety
- Treatment patterns
- Healing response

Marking Guide

Response Quality	Marks
Incorrect	0
Partial	1
Correct	2

Pass Mark: 60%

10.1.9.4.2 PORTFOLIO RUBRIC (40%)

Requirement: 3 documented treatment cases

Criteria	Description	Marks
Consultation Records	Client screening completeness	20
Treatment Parameters	Device settings & pattern	20
Before & After Evidence	Visual documentation	20
Healing Outcome	Treatment evaluation	20
Aftercare Documentation	Follow-up care records	20

Total: 100

Pass: ≥70%

10.1.9.4.3 PRACTICAL RUBRIC (30%)

Assessment: Live Plasma Fibroblast Demonstration

Criteria	Description	Marks
Consultation & Screening	Contraindication review	15
Hygiene & Infection Control	Sterility & safety	20

Device Setup	Correct preparation	15
Dot Pattern & Spacing	Precision and consistency	25
Energy Control	Safe plasma application	15
Aftercare Advice	Client guidance	10

Total: 100 **Pass: ≥70%**

10.1.9.5 LEVEL 4 – EXPERT RUBRICS

10.1.9.5.1 PORTFOLIO RUBRIC (30%)

Requirement: Complex plasma fibroblast cases

Criteria	Description	Marks
Case Complexity	Sensitive/advanced areas	20
Protocol Adjustment	Treatment customisation	20
Outcome Evaluation	Healing assessment	20
Risk Management	Prevention approach	20
Documentation Quality	Professional completeness	20

Total: 100 **Pass: ≥70%**

10.1.9.5.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Complication prevention	25
Referral Judgement	Scope limitation awareness	20
Contraindication Knowledge	Client safety understanding	20
Protocol Development	Treatment planning capability	20
Training & Supervision	Practitioner guidance	15

Total: 100 **Pass: ≥70%**

10.1.9.5.3 PRACTICAL RUBRIC (50%)

Assessment: Advanced Plasma Fibroblast Procedure

Criteria	Description	Marks
Advanced Pattern Design	Precision application	20
Sensitive Area Handling	Safety and control	20
Energy Adjustment	Appropriate settings	20
Risk-Controlled Execution	Safe treatment delivery	20
Skin Response Management	Monitoring & adjustment	10
Professional Practice	Hygiene & communication	10

Total: 100 **Pass: ≥75%**

10.1.9.6 CRITICAL FAILURE CONDITIONS

Automatic failure applies where candidate:

- Exceeds non-medical practice limits
- Applies unsafe plasma settings
- Treats suspicious skin abnormalities
- Demonstrates unsafe hygiene practice
- Causes avoidable skin injury through negligence

10.1.9.7 REASSESSMENT RULES

- Reassessment permitted only for failed components

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- Failed safety-critical sections require full reassessment
- Portfolio resubmission allowed within approved timeframe

10.1.9.8 EXAMINER STANDARDISATION

All assessors shall:

- Be approved under SOP-ICM-003
- Attend calibration activities
- Use standardised marking forms
- Maintain competency records

10.1.9.9 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Skin Anatomy Knowledge	Theory	10.1.9.4
Plasma Device Safety	Theory + Practical	10.1.9.4
Treatment Technique	Practical	10.1.9.4–10.1.9.5
Risk Management	Interview	10.1.9.5
Protocol Adjustment	Portfolio + Practical	10.1.9.5
Training Capability	Interview	10.1.9.5

All assessment rubrics within Annex E are competency-based, measurable, and directly aligned with Annex C competency requirements and Annex B assessment structures to ensure fairness, validity, reliability, and consistency in accordance with ISO/IEC 17024 requirements.

10.1.10 Aesthetic Professionals – Plasma Pen Serum Infusion Therapy

10.1.10.1 PURPOSE

This Annex defines the standardised assessment rubrics and marking criteria for Plasma Pen Serum Infusion Therapy certification.

10.1.10.2 GENERAL MARKING PRINCIPLES

All assessors shall:

- ✓ Apply objective assessment criteria
- ✓ Use consistent scoring methods
- ✓ Record assessment evidence
- ✓ Ensure fairness and impartiality

10.1.10.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / inadequate
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

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10.1.10.4 LEVEL 3 – ADVANCED RUBRICS

10.1.10.4.1 PORTFOLIO RUBRIC (40%)

Requirement: 3 case studies (pigmentation, acne scars, skin rejuvenation / texture improvement)

Criteria	Description	Marks
Case Documentation	Complete consultation and treatment records	20
Skin Assessment	Appropriate skin analysis and suitability assessment	20
Treatment Planning	Appropriate plasma pen settings and serum selection	20
Technical Outcome	Visible skin improvement and treatment consistency	20
Reflection & Evaluation	Professional judgement and outcome evaluation	20

Total: 100 Pass: ≥70%

10.1.10.4.2 PRACTICAL RUBRIC (60%)

Assessment: Full plasma pen serum infusion procedure

Criteria	Description	Marks
Consultation & Skin Analysis	Accurate assessment and contraindication checking	15
Hygiene & Infection Control	PPE, sterilization, and safe working practices	20
Plasma Pen Parameter Selection	Appropriate treatment settings and energy control	20
Technique Execution	Safe and consistent plasma pen application	25
Serum Application	Appropriate serum usage and application technique	10
Client Care	Communication, comfort, and professionalism	5
Documentation	Accurate treatment records and aftercare advice	5

Total: 100 Pass: ≥70%

10.1.10.5 LEVEL 4 – EXPERT RUBRICS

10.1.10.5.1 PORTFOLIO RUBRIC (30%)

Requirement: Complex cases (resistant pigmentation, acne scars, combination therapy)

Criteria	Description	Marks
Complexity Handling	Advanced case suitability and management	20
Treatment Strategy	Combination therapy and advanced protocol planning	25
Technical Outcome	Quality and consistency of treatment results	25
Risk Management	Safe professional decision-making	15
Documentation	Professional evidence and treatment justification	15

Total: 100 Pass: ≥70%

10.1.10.5.2 VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Complication prevention and handling	25
Contraindications	Professional clinical judgement	25
Treatment Planning	Protocol justification and customization	25
Communication	Professional reasoning and ethical explanation	25

Total: 100 Pass: ≥70%

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10.1.10.5.3 PRACTICAL RUBRIC (50%)

Assessment: Advanced plasma pen serum infusion protocol execution

Criteria	Description	Marks
Advanced Skin Evaluation	Accurate skin analysis and treatment suitability	15
Protocol Execution	Precision plasma pen technique and serum integration	25
Combination Therapy Integration	Multi-modality treatment application	20
Safety & Hygiene	Full compliance with infection control procedures	15
Technical Outcome	Overall skin improvement and treatment effectiveness	20
Complication Prevention	Safe execution and risk minimization	5

Total: 100 Pass: ≥75%

10.1.10.6 CRITICAL ASSESSMENT RULES

- ✓ Candidate must pass all assessment components
- ✓ No compensation between components
- ✓ Safety-related failure = automatic fail
- ✓ Reassessment only for failed component(s)

10.1.10.7 EXAMINER STANDARDISATION

All assessors shall:

- Be approved under SOP-ICM-003
- Attend calibration sessions
- Use controlled marking forms

10.1.10.8 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Skin Assessment	Practical	10.1.10.4, 10.1.10.5
Plasma Pen Parameter Selection	Practical	10.1.10.4
Treatment Planning	Portfolio + Viva	10.1.10.4, 10.1.10.5
Complex Case Handling	Portfolio + Viva	10.1.10.5
Risk Management	Viva	10.1.10.5
Serum Infusion Technique	Practical	10.1.10.4
Combination Therapy Integration	Portfolio + Practical	10.1.10.5

All marking criteria in Annex E are standardised, measurable, and directly mapped to competency requirements defined in Annex C and Annex B assessment structure to ensure validity, reliability, fairness, and consistency in accordance with ISO/IEC 17024.

10.2.1 Aesthetic & Beauty Therapists – Beauty Therapy

10.2.1.1 PURPOSE

This Annex defines the standardised assessment rubrics, scoring methodology, competency evaluation criteria, and examiner guidance for Beauty Therapy certification assessments.

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10.2.1.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Reliability
- ✓ Validity
- ✓ Consistency
- ✓ Objectivity

All examiners shall use standardised assessment forms.

10.2.1.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / inadequate
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.2.1.4 LEVEL 1 – BASIC RUBRICS

10.2.1.4.1 THEORY KNOWLEDGE TEST (40%)

Assessment Method: MCQ – 50 Questions

Domains:

- Safety & hygiene
- Skin care basics
- Facial steps
- Contraindications

Pass Mark: 60%

10.2.1.4.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Hygiene & Preparation	Safety and cleanliness	20
Client Preparation	Draping & comfort	15
Cleansing Technique	Product application	20
Massage Technique	Hand movement & flow	20
Mask Application	Correct use	15
Professionalism	Communication & conduct	10

Total: 100

Pass: ≥70%

10.2.1.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.2.1.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Skin types
- Skin conditions
- Electrotherapy basics

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- Treatment planning

Pass Mark: 60%

10.2.1.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Skin Analysis	Assessment accuracy	20
Treatment Planning	Product & procedure selection	20
Electrotherapy Safety	Device handling	20
Facial Technique	Treatment execution	20
Client Monitoring	Skin response observation	10
Professional Conduct	Hygiene & communication	10

Total: 100

Pass: ≥70%

10.2.1.6 LEVEL 3 – ADVANCED RUBRICS

10.2.1.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Case Variety	Different skin conditions	20
Treatment Planning	Protocol suitability	20
Outcome Evaluation	Results assessment	20
Documentation Quality	Completeness	20
Professional Judgement	Skin response adaptation	20

Total: 100

Pass: ≥70%

10.2.1.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Advanced Technique	Treatment precision	25
Skin Response Adjustment	Dynamic modification	20
Product Selection	Suitability	15
Hygiene & Safety	Infection control	15
Client Communication	Professional consultation	15
Overall Treatment Flow	Professional execution	10

Total: 100

Pass: ≥70%

10.2.1.7 LEVEL 4 – EXPERT RUBRICS

10.2.1.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Multi-Modality Design	Combined treatment approach	25
Complex Case Handling	Severity management	25
Treatment Outcome	Evaluation quality	20
Documentation	Professional records	15
Innovation & Adaptation	Clinical reasoning	15

Total: 100

Pass: ≥70%

10.2.1.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
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Treatment Planning	Advanced reasoning	25
Risk Assessment	Safety understanding	25
Training Capability	Supervision ability	20
Professional Ethics	Scope limitation awareness	15
Communication	Professional presentation	15

Total: 100 **Pass: ≥70%**

10.2.1.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Advanced Program Design	Treatment sequencing	20
Technical Precision	Accuracy and safety	25
Dynamic Adaptation	Skin response management	20
Multi-Modality Integration	Combined treatments	15
Client Safety	Risk management	10
Professionalism	Communication & hygiene	10

Total: 100 **Pass: ≥75%**

10.2.1.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Performs unsafe procedures
- Breaches hygiene standards
- Exceeds non-medical scope
- Uses electrotherapy unsafely
- Fails to identify contraindications

10.2.1.9 REASSESSMENT RULES

- Reassessment allowed for failed sections only
- Safety-critical failure requires full reassessment
- Portfolio may be resubmitted within approved timeframe

10.2.1.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Maintain competency records
- ✓ Attend standardisation sessions
- ✓ Use controlled assessment forms

10.2.1.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Skin Knowledge	Theory	10.2.1.4–10.2.1.5
Facial Skills	Practical	10.2.1.4–10.2.1.7
Electrotherapy	Practical	10.2.1.5
Advanced Planning	Portfolio	10.2.1.6–10.2.1.7
Risk Assessment	Interview	10.2.1.7
Training Capability	Interview	10.2.1.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

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10.2.2 Aesthetic & Beauty Therapists – Keratin Lash Lift

10.2.2.1 PURPOSE

This Annex defines the standardised assessment rubrics, scoring criteria, examiner guidance, and competency evaluation methodology for Keratin Lash Lift certification assessments.

10.2.2.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.2.2.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.2.2.4 LEVEL 1 – BASIC RUBRICS

10.2.2.4.1 THEORY TEST (60%)

Assessment Method: MCQ – 50 Questions

Domains:

- Lash anatomy
- Growth cycle
- Contraindications
- Hygiene & safety

Pass Mark: 60%

10.2.2.4.2 PRACTICAL RUBRIC (40%)

Criteria	Description	Marks
Hygiene & Setup	Cleanliness & preparation	20
Tool Handling	Safe usage	15
Lash Isolation	Separation accuracy	20
Rod Placement	Positioning	20
Eye Protection	Safety management	15
Professionalism	Client handling	10

Total: 100

Pass: ≥70%

10.2.2.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.2.2.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

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Domains:

- Lash analysis
- Rod selection
- Contraindications
- Solution timing

Pass Mark: 60%

10.2.2.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Lash Analysis	Assessment accuracy	15
Rod Selection	Suitability	15
Product Application	Correct procedure	20
Timing Control	Processing management	20
Eye Safety	Protection procedures	20
Professional Conduct	Hygiene & communication	10

Total: 100

Pass: ≥70%

10.2.2.6 LEVEL 3 – ADVANCED RUBRICS

10.2.2.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Case Variety	Different lash types	20
Before & After Quality	Visible improvement	20
Treatment Documentation	Completeness	20
Technique Adjustment	Eye shape adaptation	20
Outcome Evaluation	Professional judgement	20

Total: 100

Pass: ≥70%

10.2.2.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Technique Precision	Lash lift accuracy	25
Timing Control	Processing precision	20
Eye Shape Adaptation	Styling suitability	15
Hygiene & Safety	Infection control	15
Client Communication	Consultation	15
Overall Flow	Professional execution	10

Total: 100

Pass: ≥70%

10.2.2.7 LEVEL 4 – EXPERT RUBRICS

10.2.2.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Correction Cases	Complexity handling	25
Styling Enhancement	Advanced results	20
Treatment Planning	Strategy quality	20
Documentation	Professional records	15
Professional Judgement	Decision quality	20

Total: 100

Pass: ≥70%

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10.2.2.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Safety understanding	25
Correction Decisions	Technical reasoning	25
Training Capability	Supervision ability	20
Ethics & Scope	Professional awareness	15
Communication	Professional presentation	15

Total: 100 Pass: ≥70%

10.2.2.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Advanced Styling	Lash design quality	25
Correction Technique	Recovery procedures	20
Timing Precision	Chemical control	20
Eye Safety	Risk management	15
Professionalism	Communication & hygiene	10
Overall Outcome	Final lash appearance	10

Total: 100 Pass: ≥75%

10.2.2.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Causes unsafe eye exposure
- Uses products incorrectly
- Fails hygiene standards
- Performs unsafe chemical timing
- Damages natural lashes due to negligence

10.2.2.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission allowed within approved timeframe

10.2.2.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain competency records
- ✓ Use controlled assessment rubrics

10.2.2.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Lash Knowledge	Theory	10.2.2.4–10.2.2.5
Rod Placement	Practical	10.2.2.4–10.2.2.5
Timing Control	Practical	10.2.2.5–10.2.2.7
Styling Adjustment	Practical	10.2.2.6

Correction Cases	Portfolio	10.2.2.7
Training Capability	Interview	10.2.2.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.2.3 Aesthetic & Beauty Therapists – Eyelash Extension

10.2.3.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Eyelash Extension certification assessments.

10.2.3.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.2.3.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.2.3.4 LEVEL 1 – BASIC RUBRICS

10.2.3.4.1 THEORY TEST (60%)

Assessment Method: MCQ – 50 Questions

Domains:

- Lash anatomy
- Growth cycle
- Contraindications
- Adhesive basics
- Hygiene & safety

Pass Mark: 60%

10.2.3.4.2 PRACTICAL RUBRIC (40%)

Criteria	Description	Marks
Hygiene & Setup	Preparation & sanitation	20
Tool Handling	Tweezer & lash handling	15
Adhesive Control	Safe adhesive use	15
Lash Isolation	Basic isolation technique	20
Placement Accuracy	Controlled placement	20
Eye Safety	Protection procedures	10

Total: 100

Pass: ≥70%

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10.2.3.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.2.3.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Lash mapping
- Isolation principles
- Contraindications
- Adhesive control

Pass Mark: 60%

10.2.3.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Isolation Accuracy	Proper separation	20
Placement Technique	Lash direction & attachment	20
Adhesive Control	Product management	15
Lash Symmetry	Consistency	15
Hygiene & Safety	Eye protection	20
Professional Conduct	Client communication	10

Total: 100

Pass: ≥70%

10.2.3.6 LEVEL 3 – ADVANCED RUBRICS

10.2.3.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Case Variety	Different lash types	20
Lash Mapping Design	Styling suitability	20
Before & After Quality	Visible enhancement	20
Documentation	Treatment records	20
Retention Evaluation	Outcome analysis	20

Total: 100

Pass: ≥70%

10.2.3.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Volume Fan Technique	Fan creation quality	20
Lash Mapping Accuracy	Styling precision	20
Isolation Technique	Clean separation	15
Styling Suitability	Eye shape customisation	15
Retention Quality	Attachment quality	15
Hygiene & Safety	Infection prevention	15

Total: 100

Pass: ≥70%

10.2.3.7 LEVEL 4 – EXPERT RUBRICS

10.2.3.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Mega Volume Cases	Advanced styling quality	25
Correction Cases	Problem-solving ability	20

Removal Procedures	Safe removal competency	15
Lash Mapping Design	Advanced creativity	20
Documentation	Professional records	20

Total: 100 Pass: ≥70%

10.2.3.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Safety understanding	25
Correction Decisions	Technical reasoning	25
Adhesive Troubleshooting	Product management	20
Training Capability	Supervision competency	15
Professional Ethics	Scope awareness	15

Total: 100 Pass: ≥70%

10.2.3.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Mega Volume Styling	Advanced application	25
Hybrid Styling	Technique integration	20
Lash Correction	Problem-solving execution	15
Safe Removal	Removal technique	15
Lash Symmetry	Overall appearance	15
Hygiene & Safety	Professional safety control	10

Total: 100 Pass: ≥75%

10.2.3.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Causes unsafe eye exposure
- Uses adhesive unsafely
- Demonstrates poor hygiene
- Damages natural lashes due to negligence
- Performs unsafe removal procedures

10.2.3.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.2.3.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain competency evidence
- ✓ Use controlled rubrics only

10.2.3.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Lash Anatomy	Theory	10.2.3.4
Isolation Technique	Practical	10.2.3.4–10.2.3.5

Lash Mapping	Practical	10.2.3.5–10.2.3.6
Volume Styling	Practical	10.2.3.6
Correction Procedures	Portfolio + Interview	10.2.3.7
Mega Volume	Practical	10.2.3.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.2.4 Aesthetic & Beauty Therapists – Makeup Artistry

10.2.4.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Makeup Artistry certification assessments.

10.2.4.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.2.4.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.2.4.4 LEVEL 1 – BASIC RUBRICS

10.2.4.4.1 THEORY TEST (60%)

Assessment Method: MCQ – 50 Questions

Domains:

- Skin types
- Face shapes
- Basic products & tools
- Hygiene & sanitation
- Makeup preparation

Pass Mark: 60%

10.2.4.4.2 PRACTICAL RUBRIC (40%)

Criteria	Description	Marks
Hygiene & Setup	Workstation preparation	20
Skin Preparation	Cleansing & prep	15
Product Selection	Correct product usage	15
Foundation Application	Even application	20
Blending Technique	Smooth blending	20

Professional Conduct	Client communication	10
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Total: 100 Pass: ≥70%

10.2.4.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.2.4.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Skin analysis
- Colour matching
- Hygiene
- Client care
- Product selection

Pass Mark: 60%

10.2.4.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Foundation Matching	Shade accuracy	20
Blending Quality	Natural finish	20
Eye Makeup	Basic eye application	15
Lip Application	Symmetry & suitability	10
Hygiene & Safety	Sanitation practice	20
Client Care	Professional interaction	15

Total: 100 Pass: ≥70%

10.2.4.6 LEVEL 3 – ADVANCED RUBRICS

10.2.4.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Makeup Style Variety	Different looks	20
Face Shape Adaptation	Suitability	20
Before & After Quality	Visible enhancement	20
Product Selection	Appropriate usage	20
Documentation Quality	Professional records	20

Total: 100 Pass: ≥70%

10.2.4.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Bridal/Event Makeup	Overall execution	20
Advanced Eye Techniques	Smokey eye / cut crease	20
Contouring & Highlighting	Facial enhancement	15
Style Adaptation	Suitability to client	15
Blending & Finish	Professional quality	15
Hygiene & Safety	Infection prevention	15

Total: 100 Pass: ≥70%

10.2.4.7 LEVEL 4 – EXPERT RUBRICS

10.2.4.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Editorial Makeup	Creativity & execution	20

Stage Makeup	Lighting adaptation	20
Fashion Styling	Trend relevance	20
Creative Styling	Originality	20
Documentation	Professional presentation	20

Total: 100 **Pass: ≥70%**

10.2.4.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Style Decision-Making	Professional reasoning	25
Trend Interpretation	Industry awareness	20
Client Adaptation	Style suitability	20
Training Capability	Supervisory competency	20
Professional Ethics	Conduct & scope	15

Total: 100 **Pass: ≥70%**

10.2.4.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Creative Makeup	Advanced execution	25
Editorial / Stage Styling	Professional adaptation	20
Lighting Adaptation	Photography suitability	15
Styling Customisation	Creativity & relevance	15
Technical Precision	Symmetry & blending	15
Hygiene & Safety	Safe cosmetic application	10

Total: 100 **Pass: ≥75%**

10.2.4.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Demonstrates unsafe hygiene practices
- Causes cross-contamination
- Uses cosmetic products unsafely
- Fails to maintain professional conduct
- Applies inappropriate products to sensitive areas

10.2.4.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.2.4.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain competency evidence
- ✓ Use approved controlled rubrics only

10.2.4.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Skin Analysis	Theory	10.2.4.4–10.2.4.5
Foundation Matching	Practical	10.2.4.5

Bridal Makeup	Practical + Portfolio	10.2.4.6
Editorial Styling	Portfolio	10.2.4.7
Trend Interpretation	Interview	10.2.4.7
Creative Makeup	Practical	10.2.4.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements

10.3.1 Spa & Wellness Therapy Professionals – Massage Therapy

10.3.1.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Massage Therapy certification assessments.

10.3.1.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.3.1.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.3.1.4 LEVEL 1 – BASIC RUBRICS

10.3.1.4.1 THEORY TEST (50%)

Assessment Method: MCQ – 50 Questions

Domains:

- Basic anatomy
- Massage principles
- Client positioning
- Hygiene
- Therapist posture

Pass Mark: 60%

10.3.1.4.2 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Hygiene Practice	Sanitation & preparation	20
Client Positioning	Safety & comfort	15
Effleurage Technique	Stroke consistency	20
Hand Positioning	Technique accuracy	15

Therapist Posture	Body mechanics	15
Professional Conduct	Communication & care	15

Total: 100 **Pass: ≥70%**

10.3.1.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.1.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Full-body massage theory
- Technique understanding
- Consultation
- Contraindications
- Massage sequencing

Pass Mark: 60%

10.3.1.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Technique Variation	Proper massage methods	20
Massage Flow	Rhythm & sequencing	20
Client Comfort	Positioning & support	15
Pressure Control	Appropriate application	15
Hygiene & Safety	Professional standards	15
Consultation Skills	Client interaction	15

Total: 100 **Pass: ≥70%**

10.3.1.6 LEVEL 3 – ADVANCED RUBRICS

10.3.1.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Client Condition Analysis	Understanding of needs	20
Treatment Planning	Programme suitability	20
Technique Selection	Appropriate adaptation	20
Therapist Evaluation	Reflection & outcomes	20
Documentation Quality	Professional presentation	20

Total: 100 **Pass: ≥70%**

10.3.1.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Therapeutic Technique	Technical competency	20
Pressure Adaptation	Client suitability	20
Treatment Flow	Structure & sequencing	15
Client Condition Adjustment	Technique modification	15
Ergonomics & Safety	Therapist posture	15
Professional Conduct	Communication & care	15

Total: 100 **Pass: ≥70%**

10.3.1.7 LEVEL 4 – EXPERT RUBRICS

10.3.1.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
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Multi-Technique Integration	Programme complexity	20
Therapy Programme Design	Treatment planning	20
Therapeutic Adaptation	Customisation quality	20
Client Outcome Evaluation	Effectiveness review	20
Documentation Quality	Professional records	20

Total: 100 **Pass: ≥70%**

10.3.1.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Treatment Planning	Professional reasoning	25
Risk Management	Safety judgement	20
Technique Justification	Clinical reasoning	20
Training Capability	Supervisory competency	20
Professional Ethics	Scope compliance	15

Total: 100 **Pass: ≥70%**

10.3.1.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Deep Tissue Technique	Technical execution	20
Lymphatic Technique	Accuracy & control	20
Programme Customisation	Client adaptation	20
Pressure & Safety	Safe application	15
Treatment Flow	Professional sequencing	15
Professional Conduct	Communication & care	10

Total: 100 **Pass: ≥75%**

10.3.1.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Demonstrates unsafe massage techniques
- Causes client discomfort or injury risk
- Fails hygiene practices
- Operates outside non-medical scope
- Uses inappropriate pressure or unsafe body mechanics

10.3.1.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.3.1.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain competency evidence
- ✓ Use approved controlled rubrics only

10.3.1.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
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Anatomy Knowledge	Theory	10.3.1.4
Full Body Massage	Practical	10.3.1.5
Therapeutic Massage	Practical	10.3.1.6
Treatment Planning	Portfolio	10.3.1.6–10.3.1.7
Risk Management	Interview	10.3.1.7
Technique Integration	Practical	10.3.1.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.3.2 Spa & Wellness Therapy Professionals – Hydro Rehabilitation Tutor Certificate

10.3.2.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Hydrotherapy Treatment certification assessments.

10.3.2.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.3.2.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.3.2.4 LEVEL 1 – BASIC RUBRICS

10.3.2.4.1 THEORY TEST (50%)

Assessment Method: MCQ – 50 Questions

Domains:

- Hydrotherapy principles
- Water safety & risks
- Basic anatomy
- Hygiene
- Environmental control

Pass Mark: 60%

10.3.2.4.2 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
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Water Safety	Safe water procedures	20
Hygiene Practice	Environmental sanitation	15
Client Positioning	Safe support techniques	15
Exercise Demonstration	Basic hydrotherapy exercise	20
Therapist Supervision	Control & observation	15
Professional Conduct	Communication & care	15

Total: 100 **Pass: ≥70%**

10.3.2.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.2.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Session structure
- Client assessment
- Exercise modification
- Water support principles
- Safety compliance

Pass Mark: 60%

10.3.2.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Assessment	Evaluation competency	20
Session Sequencing	Exercise structure	20
Exercise Modification	Adaptation accuracy	15
Support Techniques	Safe client handling	15
Safety Compliance	Water safety standards	15
Professional Conduct	Communication & care	15

Total: 100 **Pass: ≥70%**

10.3.2.6 LEVEL 3 – ADVANCED RUBRICS

10.3.2.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Condition Analysis	Client evaluation	20
Programme Design	Treatment structure	20
Clinical Adaptation	Exercise modification	20
Risk Management	Safety planning	20
Documentation Quality	Professional records	20

Total: 100 **Pass: ≥70%**

10.3.2.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Movement Pattern Control	Technique precision	20
Condition-Based Adaptation	Appropriate modifications	20
Exercise Sequencing	Professional flow	15
Risk Control	Safety implementation	15
Client Monitoring	Response evaluation	15
Professional Conduct	Communication & care	15

Total: 100 **Pass: ≥70%**

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10.3.2.7 LEVEL 4 – EXPERT RUBRICS

10.3.2.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Rehabilitation Programme Design	Programme complexity	20
Multi-Condition Integration	Case management	20
Evidence-Based Practice	Technical justification	20
Risk Management	Safety optimisation	20
Documentation Quality	Professional reporting	20

Total: 100 **Pass: ≥70%**

10.3.2.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Clinical Reasoning	Decision-making ability	25
Programme Logic	Technical understanding	20
Leadership Capability	Supervisory competency	20
Risk & Safety	Professional judgement	20
Professional Ethics	Scope compliance	15

Total: 100 **Pass: ≥70%**

10.3.2.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Advanced Integration	Multi-technique execution	20
Precision Execution	Movement control	20
Rehabilitation Adaptation	Client-specific modification	20
Risk Management	Safety optimisation	15
Programme Delivery	Session effectiveness	15
Professional Conduct	Leadership & communication	10

Total: 100 **Pass: ≥75%**

10.3.2.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Demonstrates unsafe water handling
- Places client at drowning/slip risk
- Fails environmental safety checks
- Operates outside non-medical scope
- Demonstrates unsafe rehabilitation practices

10.3.2.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.3.2.10 EXAMINER REQUIREMENTS

All examiners shall:

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- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain hydrotherapy competency evidence
- ✓ Use approved controlled rubrics only

10.3.2.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Hydrotherapy Principles	Theory	10.3.2.4
Water Safety	Theory + Practical	10.3.2.4–10.3.2.5
Session Delivery	Practical	10.3.2.5
Programme Design	Portfolio	10.3.2.6–10.3.2.7
Clinical Reasoning	Interview	10.3.2.7
Rehabilitation Integration	Practical	10.3.2.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.3.3 Spa & Wellness Therapy Professionals – Postnatal Care & Abdominal Binding

10.3.3.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Postnatal Care & Abdominal Binding certification assessments.

10.3.3.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.3.3.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.3.3.4 LEVEL 1 – BASIC RUBRICS

10.3.3.4.1 THEORY TEST (40%)

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Assessment Method: MCQ – 50 Questions

Domains:

- Postnatal physiology
- Healing stages
- Basic abdominal anatomy
- Hygiene & infection control
- Compression safety

Pass Mark: 60%

10.3.3.4.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Assessment	Basic consultation competency	20
Hygiene Practice	Infection-control procedures	15
Material Preparation	Proper setup	15
Belly Binding Technique	Safe application	25
Compression Safety	Pressure control	15
Professional Conduct	Communication & care	10

Total: 100

Pass: ≥70%

10.3.3.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.3.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Recovery stages
- Binding principles
- Contraindications
- Massage integration
- Safety procedures

Pass Mark: 60%

10.3.3.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Postnatal Assessment	Recovery evaluation	20
Belly Binding Procedure	Structured application	25
Massage Integration	Technique coordination	15
Compression Control	Safety & comfort	15
Aftercare Advice	Client guidance	15
Professional Conduct	Communication & care	10

Total: 100

Pass: ≥70%

10.3.3.6 LEVEL 3 – ADVANCED RUBRICS

10.3.3.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Case Assessment	Client condition analysis	20
Treatment Planning	Programme structure	20
Technique Customisation	Binding adaptation	20

Recovery Monitoring	Progress evaluation	20
Documentation Quality	Professional records	20

Total: 100 Pass: ≥70%

10.3.3.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Complex Case Handling	Clinical adaptation	20
Binding Customisation	Technique suitability	20
Massage Integration	Flow & effectiveness	15
Client Safety	Contraindication control	15
Recovery Monitoring	Progress observation	15
Professional Conduct	Communication & professionalism	15

Total: 100 Pass: ≥70%

10.3.3.7 LEVEL 4 – EXPERT RUBRICS

10.3.3.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Complex Case Management	Advanced case handling	20
Programme Design	Integrated care planning	20
Evidence-Based Practice	Technical justification	20
Risk Management	Safety optimisation	20
Documentation Quality	Professional reporting	20

Total: 100 Pass: ≥70%

10.3.3.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Clinical Reasoning	Decision-making ability	25
Case Judgement	Advanced evaluation	20
Leadership Capability	Supervisory competency	20
Risk & Safety	Professional judgement	20
Professional Ethics	Scope compliance	15

Total: 100 Pass: ≥70%

10.3.3.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Complex Case Handling	Advanced adaptation	20
Integrated Therapy Approach	Multi-technique coordination	20
Compression Precision	Safety & effectiveness	15
Recovery Programme Delivery	Treatment flow	15
Risk Management	Client safety optimisation	15
Professional Conduct	Leadership & professionalism	15

Total: 100 Pass: ≥75%

10.3.3.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Applies unsafe abdominal compression
- Ignores contraindications
- Demonstrates unsafe postpartum handling

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- Operates outside non-medical scope
- Fails hygiene or infection-control procedures

10.3.3.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.3.3.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain postnatal care competency evidence
- ✓ Use approved controlled rubrics only

10.3.3.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Postnatal Physiology	Theory	10.3.3.4
Belly Binding Principles	Theory + Practical	10.3.3.4–10.3.3.5
Postnatal Assessment	Practical	10.3.3.4–10.3.3.6
Programme Design	Portfolio	10.3.3.6–10.3.3.7
Complex Case Judgement	Interview	10.3.3.7
Integrated Therapy Application	Practical	10.3.3.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.3.4 Spa & Wellness Therapy Professionals – Acupuncture Therapy

10.3.4.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Acupressure Therapy certification assessments.

10.3.4.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.3.4.3 SCORING SCALE

Score	Description
0	Not demonstrated

1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.3.4.4 LEVEL 1 – BASIC RUBRICS

10.3.4.4.1 THEORY TEST (60%)

Assessment Method: MCQ – 50 Questions

Domains:

- Meridian theory basics
- Pressure points
- Contraindications
- Hygiene & safety
- Ergonomics

Pass Mark: 60%

10.3.4.4.2 PRACTICAL RUBRIC (40%)

Criteria	Description	Marks
Point Identification	Accuracy of meridian points	25
Finger Positioning	Safe hand placement	20
Pressure Application	Basic pressure control	20
Therapist Posture	Ergonomic positioning	15
Hygiene Practice	Infection-control procedures	10
Professional Conduct	Communication & professionalism	10

Total: 100

Pass: ≥70%

10.3.4.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.4.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Meridian pathways
- Pressure techniques
- Session sequencing
- Consultation principles
- Contraindications

Pass Mark: 60%

10.3.4.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Consultation	Assessment competency	15
Point Selection	Appropriate point identification	20
Pressure Technique	Correct pressure control	20
Client Positioning	Comfort & alignment	15
Session Flow	Structured treatment sequence	20
Safety Compliance	Contraindication management	10

Total: 100

Pass: ≥70%

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10.3.4.6 LEVEL 3 – ADVANCED RUBRICS

10.3.4.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Case Assessment	Client condition analysis	20
Treatment Planning	Sequence development	20
Point Selection Rationale	Technical justification	20
Treatment Adaptation	Client-response modification	20
Documentation Quality	Professional records	20

Total: 100 Pass: ≥70%

10.3.4.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Condition-Based Treatment	Pain/stress/fatigue support	20
Sequence Development	Logical treatment flow	20
Technique Adaptation	Pressure modification	15
Safety Management	Contraindication awareness	15
Client Response Monitoring	Adjustment capability	15
Professional Conduct	Professionalism & communication	15

Total: 100 Pass: ≥70%

10.3.4.7 LEVEL 4 – EXPERT RUBRICS

10.3.4.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Complex Case Management	Multi-condition handling	20
Programme Design	Integrated treatment planning	20
Integration Strategy	Complementary therapy integration	20
Risk & Safety	Professional judgement	20
Documentation Quality	Professional reporting	20

Total: 100 Pass: ≥70%

10.3.4.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Clinical Reasoning	Decision-making capability	25
Treatment Planning	Programme logic	20
Safety Judgement	Risk awareness	20
Professional Competency	Ethics & scope control	20
Leadership Capability	Practitioner supervision	15

Total: 100 Pass: ≥70%

10.3.4.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Advanced Sequencing	Integrated treatment flow	20
Multi-Therapy Integration	Combination strategy	20
Technique Precision	Pressure & control	15
Client Safety	Risk management	15

Programme Delivery	Treatment effectiveness	15
Professional Conduct	Leadership & professionalism	15

Total: 100 Pass: ≥75%

10.3.4.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Applies unsafe pressure
- Uses prohibited invasive techniques
- Ignores contraindications
- Causes client injury
- Operates outside non-medical scope
- Demonstrates unsafe hygiene practices

10.3.4.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.3.4.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain competency evidence
- ✓ Use approved rubrics only
- ✓ Demonstrate acupuncture competency and professional ethics

10.3.4.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Meridian Theory	Theory	10.3.4.4
Point Identification	Practical	10.3.4.4
Client Consultation	Practical	10.3.4.5
Treatment Sequencing	Portfolio	10.3.4.6
Clinical Reasoning	Interview	10.3.4.7
Integrated Programme Design	Practical + Portfolio	10.3.4.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.3.5 Spa & Wellness Therapy Professionals – Reflexology Therapy

10.3.5.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Reflexology Therapy certification assessments.

10.3.5.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness

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- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.3.5.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.3.5.4 LEVEL 1 – BASIC RUBRICS

10.3.5.4.1 THEORY TEST (60%)

Assessment Method: MCQ – 50 Questions

Domains:

- Reflexology principles
- Reflex zones
- Contraindications
- Hygiene & safety
- Practitioner ergonomics

Pass Mark: 60%

10.3.5.4.2 PRACTICAL RUBRIC (40%)

Criteria	Description	Marks
Reflex Zone Identification	Accuracy of reflex points	25
Finger Walking Technique	Basic technique competency	20
Hand Positioning	Correct positioning	15
Pressure Application	Safe pressure control	15
Hygiene Practice	Infection-control procedures	15
Professional Conduct	Communication & professionalism	10

Total: 100

Pass: ≥70%

10.3.5.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.5.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Reflex zone mapping
- Pressure techniques
- Consultation principles
- Session sequencing
- Contraindications

Pass Mark: 60%

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10.3.5.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Consultation	Assessment competency	15
Reflex Point Application	Point accuracy	20
Pressure & Rhythm	Technique consistency	20
Client Positioning	Comfort & alignment	15
Session Flow	Structured sequence	20
Safety Compliance	Contraindication management	10

Total: 100 **Pass: ≥70%**

10.3.5.6 LEVEL 3 – ADVANCED RUBRICS

10.3.5.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Case Assessment	Client condition analysis	20
Treatment Planning	Reflexology sequencing	20
Reflex Point Selection	Technical justification	20
Treatment Adaptation	Client-response modification	20
Documentation Quality	Professional records	20

Total: 100 **Pass: ≥70%**

10.3.5.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Full Session Delivery	Independent session competency	20
Condition-Based Treatment	Stress/digestion/circulation support	20
Technique Adaptation	Pressure modification	15
Treatment Sequencing	Flow and structure	15
Client Response Monitoring	Adjustment capability	15
Professional Conduct	Professionalism & communication	15

Total: 100 **Pass: ≥70%**

10.3.5.7 LEVEL 4 – EXPERT RUBRICS

10.3.5.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Multi-Condition Management	Complex case handling	20
Programme Design	Integrated treatment planning	20
Therapy Integration	Complementary therapy integration	20
Risk & Safety	Professional judgement	20
Documentation Quality	Professional reporting	20

Total: 100 **Pass: ≥70%**

10.3.5.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Clinical Reasoning	Decision-making capability	25
Treatment Planning	Programme logic	20
Safety Judgement	Risk awareness	20

Professional Competency	Ethics & scope control	20
Leadership Capability	Practitioner supervision	15

Total: 100 Pass: ≥70%

10.3.5.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Advanced Reflexology Session	Full-session competency	20
Precision Technique	Reflex pressure control	20
Therapy Integration	Integrated wellness approach	15
Client Safety	Risk management	15
Programme Delivery	Treatment effectiveness	15
Professional Conduct	Leadership & professionalism	15

Total: 100 Pass: ≥75%

10.3.5.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Applies unsafe pressure
- Causes client injury
- Ignores contraindications
- Demonstrates unsafe hygiene practices
- Operates outside non-medical scope
- Demonstrates unsafe professional conduct

10.3.5.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.3.5.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain competency evidence
- ✓ Use approved rubrics only
- ✓ Demonstrate reflexology competency and professional ethics

10.3.5.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Reflexology Principles	Theory	10.3.5.4
Reflex Zone Identification	Practical	10.3.5.4
Client Consultation	Practical	10.3.5.5
Treatment Planning	Portfolio	10.3.5.6
Clinical Reasoning	Interview	10.3.5.7
Integrated Programme Design	Practical + Portfolio	10.3.5.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

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10.3.6 Spa & Wellness Therapy Professionals – Cupping Therapy

10.3.6.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Cupping Therapy certification assessments.

10.3.6.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.3.6.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.3.6.4 LEVEL 1 – BASIC RUBRICS

10.3.6.4.1 THEORY TEST (60%)

Assessment Method: MCQ – 50 Questions

Domains:

- Principles of cupping
- Types of cupping
- Contraindications
- Hygiene & safety
- Safe treatment zones

Pass Mark: 60%

10.3.6.4.2 PRACTICAL RUBRIC (40%)

Criteria	Description	Marks
Cup Handling	Safe cup operation	20
Placement Accuracy	Correct placement zones	20
Suction Control	Basic suction competency	20
Hygiene Practice	Infection-control procedures	15
Safety Awareness	Contraindication recognition	15
Professional Conduct	Communication & professionalism	10

Total: 100

Pass: ≥70%

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10.3.6.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.6.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Suction principles
- Placement zones
- Contraindications
- Consultation procedures
- Safety precautions

Pass Mark: 60%

10.3.6.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Consultation	Assessment competency	15
Cup Placement	Positioning accuracy	20
Suction Application	Controlled suction competency	20
Client Monitoring	Observation capability	15
Session Flow	Structured sequence	15
Hygiene & Safety	Safety compliance	15

Total: 100

Pass: ≥70%

10.3.6.6 LEVEL 3 – ADVANCED RUBRICS

10.3.6.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Case Assessment	Condition evaluation	20
Technique Selection	Appropriate cupping method	20
Suction Control	Pressure and duration rationale	20
Treatment Outcome	Evaluation quality	20
Documentation Quality	Professional records	20

Total: 100

Pass: ≥70%

10.3.6.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Moving Cupping Technique	Technique competency	20
Suction Adjustment	Pressure adaptation	20
Condition-Based Treatment	Therapeutic application	20
Safety Management	Risk prevention	15
Treatment Sequencing	Flow and control	15
Professional Conduct	Communication & professionalism	10

Total: 100

Pass: ≥70%

10.3.6.7 LEVEL 4 – EXPERT RUBRICS

10.3.6.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
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Complex Case Management	Multi-condition handling	20
Programme Design	Integrated treatment planning	20
Therapy Integration	Complementary therapy integration	20
Risk Management	Professional judgement	20
Documentation Quality	Reporting quality	20

Total: 100 **Pass: ≥70%**

10.3.6.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Clinical Reasoning	Decision-making capability	25
Risk Management	Safety judgement	25
Treatment Planning	Programme logic	20
Professional Competency	Ethics & scope control	15
Leadership Capability	Practitioner supervision	15

Total: 100 **Pass: ≥70%**

10.3.6.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Advanced Protocol Design	Treatment planning competency	20
Complex Case Handling	Advanced application	20
Safe Integration	Therapy integration safety	15
Suction Precision	Advanced suction control	15
Client Safety	Risk management	15
Professional Conduct	Leadership & professionalism	15

Total: 100 **Pass: ≥75%**

10.3.6.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Applies unsafe suction levels
- Causes client injury
- Ignores contraindications
- Demonstrates unsafe hygiene practices
- Performs invasive procedures
- Operates outside non-medical scope

10.3.6.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.3.6.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain competency evidence
- ✓ Use approved rubrics only
- ✓ Demonstrate cupping therapy competency and professional ethics

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10.3.6.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Cupping Principles	Theory	10.3.6.4
Cup Handling	Practical	10.3.6.4
Suction Control	Practical	10.3.6.5
Treatment Planning	Portfolio	10.3.6.6
Risk Management	Interview	10.3.6.7
Integrated Programme Design	Practical + Portfolio	10.3.6.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.3.7 Spa & Wellness Therapy Professionals – Depilation (Waxing) Treatment

10.3.7.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Depilation (Waxing) Treatment certification assessments.

10.3.7.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.3.7.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.3.7.4 LEVEL 1 – BASIC RUBRICS

10.3.7.4.1 THEORY TEST (60%)

Assessment Method: MCQ – 50 Questions

Domains:

- Hair growth cycle
- Skin types
- Wax types
- Hygiene & infection control
- Contraindications
- Patch testing

Pass Mark: 60%

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10.3.7.4.2 PRACTICAL RUBRIC (40%)

Criteria	Description	Marks
Wax Preparation	Proper setup and preparation	20
Patch Test Explanation	Safety communication	15
Wax Application	Correct direction and technique	20
Hygiene Practice	Infection-control compliance	20
Safety Awareness	Contraindication recognition	15
Professional Conduct	Communication & professionalism	10

Total: 100 Pass: ≥70%

10.3.7.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.7.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Wax types
- Skin preparation
- Consultation
- Contraindications
- Temperature control

Pass Mark: 60%

10.3.7.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Consultation	Assessment competency	15
Wax Temperature Control	Safety management	20
Wax Application	Correct application/removal	20
Client Positioning	Comfort and accessibility	15
Pre/Post Care	Correct aftercare procedures	15
Hygiene & Safety	Infection-control compliance	15

Total: 100 Pass: ≥70%

10.3.7.6 LEVEL 3 – ADVANCED RUBRICS

10.3.7.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Case Assessment	Skin/hair evaluation	20
Technique Adaptation	Method suitability	20
Sensitive Area Management	Safety competency	20
Treatment Outcome	Evaluation quality	20
Documentation Quality	Professional reporting	20

Total: 100 Pass: ≥70%

10.3.7.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Sensitive Area Waxing	Technical competency	20
Pain Management	Client comfort control	15

Skin Reaction Management	Safety handling	20
Technique Adaptation	Hair/skin condition adaptation	15
Treatment Efficiency	Time and workflow management	15
Professional Conduct	Communication & professionalism	15

Total: 100 Pass: ≥70%

10.3.7.7 LEVEL 4 – EXPERT RUBRICS

10.3.7.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Full-Body Programme Design	Structured treatment planning	20
Complex Case Handling	Advanced problem-solving	20
Hygiene Protocol Development	Professional systems	20
Risk Management	Safety judgement	20
Documentation Quality	Reporting standard	20

Total: 100 Pass: ≥70%

10.3.7.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Risk Management	Skin integrity judgement	25
Hygiene Standards	Infection-control competency	20
Professional Judgement	Decision-making capability	20
Treatment Planning	Advanced protocol logic	20
Leadership Capability	Supervision competency	15

Total: 100 Pass: ≥70%

10.3.7.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Full-Body Waxing	Technical competency	20
Efficiency & Workflow	Time management	15
Advanced Technique Control	Precision application	20
Client Safety	Skin integrity protection	15
Hygiene Compliance	Infection-control standard	15
Professional Conduct	Leadership & professionalism	15

Total: 100 Pass: ≥75%

10.3.7.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Causes skin lifting or injury through unsafe technique
- Uses unsafe wax temperature
- Ignores contraindications
- Demonstrates poor hygiene practices
- Causes cross-contamination
- Operates outside non-medical scope

10.3.7.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

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10.3.7.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain competency evidence
- ✓ Use approved rubrics only
- ✓ Demonstrate waxing treatment competency and professional ethics

10.3.7.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Hair Growth Knowledge	Theory	10.3.7.4
Wax Handling	Practical	10.3.7.4
Wax Application	Practical	10.3.7.5
Sensitive Area Management	Practical	10.3.7.6
Risk Management	Interview	10.3.7.7
Full-Body Advanced Waxing	Practical + Portfolio	10.3.7.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.3.8 Spa & Wellness Therapy Professionals – Body Contouring & Firming Treatments (Non-Surgical)

10.3.8.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Body Contouring & Firming Treatments certification assessments.

10.3.8.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity

10.3.8.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent

4	Good
5	Excellent

10.3.8.4 LEVEL 1 – BASIC RUBRICS

10.3.8.4.1 THEORY TEST (60%)

Assessment Method: MCQ – 50 Questions

Domains:

- Body anatomy
- Contraindications
- Hygiene & safety
- Introduction to contouring technologies
- Treatment objectives

Pass Mark: 60%

10.3.8.4.2 PRACTICAL RUBRIC (40%)

Criteria	Description	Marks
Treatment Setup	Preparation and hygiene	20
Client Positioning	Safety and comfort	15
Basic Device Handling	Correct equipment handling	20
Manual Technique	Basic application competency	20
Hygiene & Safety	Infection-control compliance	15
Professional Conduct	Communication and professionalism	10

Total: 100

Pass: ≥70%

10.3.8.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.8.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Device basics
- Safety parameters
- Consultation
- Contraindications
- Treatment preparation

Pass Mark: 60%

10.3.8.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Consultation	Assessment competency	15
Manual Lymphatic Technique	Technical application	20
Device Use	Basic contouring equipment operation	20
Treatment Preparation	Workflow competency	15
Safety Monitoring	Observation and adjustment	15
Hygiene & Professionalism	Compliance and conduct	15

Total: 100

Pass: ≥70%

10.3.8.6 LEVEL 3 – ADVANCED RUBRICS

10.3.8.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Treatment Planning	Structured contouring strategy	20

Parameter Selection	Appropriate device settings	20
Multi-Area Management	Treatment adaptation	20
Outcome Evaluation	Result analysis	20
Documentation Quality	Professional reporting	20

Total: 100 Pass: ≥70%

10.3.8.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Device Application	RF/ultrasound competency	20
Parameter Adjustment	Safety and optimisation	20
Treatment Technique	Technical execution	20
Multi-Area Treatment	Workflow and adaptation	15
Safety Monitoring	Client protection	15
Professional Conduct	Communication & professionalism	10

Total: 100 Pass: ≥70%

10.3.8.7 LEVEL 4 – EXPERT RUBRICS

10.3.8.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Transformation Programme Design	Structured planning	20
Multi-Technology Integration	Technical integration	20
Complex Case Management	Advanced problem-solving	20
Risk Management	Safety planning	20
Documentation Quality	Reporting standard	20

Total: 100 Pass: ≥70%

10.3.8.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Clinical Reasoning	Treatment logic	25
Risk Management	Safety judgement	20
Client Expectation Handling	Communication competency	20
Professional Judgement	Decision-making	20
Leadership Capability	Supervision competency	15

Total: 100 Pass: ≥70%

10.3.8.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Full Treatment Design	Programme execution	20
Multi-Device Integration	Technology coordination	20
Advanced Safety Control	Risk prevention	20
Parameter Optimisation	Device adjustment competency	15
Client Management	Comfort and professionalism	15
Professional Conduct	Leadership and ethics	10

Total: 100 Pass: ≥75%

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10.3.8.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Uses unsafe device parameters
- Fails to recognise contraindications
- Causes unsafe tissue overheating
- Demonstrates poor hygiene practice
- Operates beyond non-medical scope
- Performs invasive procedures

10.3.8.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.3.8.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain competency evidence
- ✓ Use approved rubrics only
- ✓ Demonstrate contouring and aesthetic device competency

10.3.8.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Anatomy Knowledge	Theory	10.3.8.4
Device Safety	Theory + Practical	10.3.8.5
Manual Techniques	Practical	10.3.8.5
RF / Ultrasound Application	Practical	10.3.8.6
Treatment Planning	Portfolio	10.3.8.6
Risk Management	Interview	10.3.8.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.3.9 Spa & Wellness Therapy Professionals – Regenerative Hair Therapy Practitioner

10.3.9.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Regenerative Hair Therapy Practitioner certification assessments.

10.3.9.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness ✓ Validity ✓ Reliability ✓ Consistency ✓ Objectivity

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10.3.9.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.3.9.4 LEVEL 1 – BASIC RUBRICS

10.3.9.4.1 THEORY TEST (50%)

Assessment Method:

MCQ – 50 Questions

Domains:

- Basic scalp anatomy
- Hair growth cycle
- Hair hygiene principles
- Scalp conditions awareness
- Safety & sanitation
- Product knowledge

Pass Mark: 60%

10.3.9.4.2 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Scalp Hygiene	Sanitation procedures	20
Client Preparation	Safe positioning & preparation	15
Scalp Cleansing	Proper cleansing technique	15
Scalp Massage	Basic stimulation techniques	20
Product Application	Correct serum/product use	15
Professional Conduct	Communication & care	15

Total: 100

Pass: ≥70%

10.3.9.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.9.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Scalp consultation
- Hair thinning assessment
- Treatment sequencing
- Contraindications
- Device safety compliance
- Scalp wellness principles

Pass Mark: 60%

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10.3.9.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Assessment	Scalp evaluation competency	20
Treatment Sequencing	Structured treatment flow	20
Device Handling	Safe device application	15
Serum Infusion Technique	Product delivery accuracy	15
Safety Compliance	Hygiene & safety standards	15
Professional Conduct	Communication & care	15

Total: 100 **Pass: ≥70%**

10.3.9.6 LEVEL 3 – ADVANCED RUBRICS

10.3.9.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Scalp Condition Analysis	Client evaluation	20
Treatment Programme Design	Structured therapy planning	20
Treatment Adaptation	Condition-based modifications	20
Risk Management	Safety planning	20
Documentation Quality	Professional records	20

Total: 100 **Pass: ≥70%**

10.3.9.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Scalp Therapy Precision	Technique accuracy	20
Condition-Based Adaptation	Appropriate modifications	20
Treatment Sequencing	Professional flow	15
Safety Control	Hygiene implementation	15
Client Monitoring	Response evaluation	15
Professional Conduct	Communication & care	15

Total: 100 **Pass: ≥70%**

10.3.9.7 LEVEL 4 – EXPERT RUBRICS

10.3.9.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Advanced Programme Design	Programme complexity	20
Multi-Therapy Integration	Combined treatment management	20
Evidence-Based Practice	Technical justification	20
Risk Management	Safety optimisation	20
Documentation Quality	Professional reporting	20

Total: 100 **Pass: ≥70%**

10.3.9.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
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Clinical Reasoning	Decision-making ability	25
Programme Logic	Technical understanding	20
Leadership Capability	Supervisory competency	20
Risk & Safety	Professional judgement	20
Professional Ethics	Scope compliance	15

Total: 100

Pass: ≥70%

10.3.9.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Advanced Therapy Integration	Multi-technique execution	20
Precision Execution	Device & treatment control	20
Treatment Adaptation	Client-specific modification	20
Risk Management	Safety optimisation	15
Programme Delivery	Session effectiveness	15
Professional Conduct	Leadership & communication	10

Total: 100

Pass: ≥75%

10.3.9.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Demonstrates unsafe device handling
- Causes scalp injury through negligence
- Fails hygiene and infection control standards
- Operates outside non-medical scope
- Demonstrates unsafe treatment practices

10.3.9.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.3.9.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain regenerative hair therapy competency evidence
- ✓ Use approved controlled rubrics only

10.3.9.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Hair & Scalp Anatomy	Theory	10.3.9.4
Scalp Safety & Hygiene	Theory + Practical	10.3.9.4–10.3.9.5
Treatment Delivery	Practical	10.3.9.5
Programme Design	Portfolio	10.3.9.6–10.3.9.7
Clinical Reasoning	Interview	10.3.9.7
Therapy Integration	Practical	10.3.9.7

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10.3.10 Spa & Wellness Therapy Professionals – Certified Hair and Scalp Care Therapist

10.3.10.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Certified Hair and Scalp Care Therapist certification assessments.

10.3.10.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

✓ Fairness ✓ Validity ✓ Reliability ✓ Consistency ✓ Objectivity

10.3.10.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.3.10.4 LEVEL 1 – BASIC RUBRICS

10.3.10.4.1 THEORY TEST (50%)

Assessment Method:

MCQ – 50 Questions

Domains:

- Basic hair anatomy
- Scalp structure
- Hair growth cycle
- Hair hygiene principles
- Product knowledge
- Infection control

Pass Mark: 60%

10.3.10.4.2 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Hygiene Practice	Sanitation procedures	20
Client Preparation	Safe preparation & positioning	15
Scalp Cleansing	Proper cleansing technique	15
Basic Scalp Massage	Stimulation technique	20
Product Application	Correct product usage	15

Professional Conduct	Communication & care	15
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Total: 100 **Pass: ≥70%**

10.3.10.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.10.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Hair and scalp consultation
- Hair thinning identification
- Scalp condition awareness
- Treatment sequencing
- Contraindications
- Safety compliance

Pass Mark: 60%

10.3.10.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Assessment	Scalp evaluation competency	20
Treatment Sequencing	Structured treatment flow	20
Scalp Massage Technique	Pressure & rhythm control	15
Hair Treatment Application	Product delivery accuracy	15
Safety Compliance	Hygiene & infection control	15
Professional Conduct	Communication & care	15

Total: 100 **Pass: ≥70%**

10.3.10.6 LEVEL 3 – ADVANCED RUBRICS

10.3.10.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Scalp Condition Analysis	Client evaluation	20
Treatment Programme Design	Structured therapy planning	20
Condition-Based Adaptation	Appropriate modifications	20
Risk Management	Safety planning	20
Documentation Quality	Professional records	20

Total: 100 **Pass: ≥70%**

10.3.10.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Advanced Scalp Technique	Technique precision	20
Condition Adaptation	Treatment modification accuracy	20
Treatment Sequencing	Professional workflow	15
Safety Control	Hygiene implementation	15
Client Monitoring	Response evaluation	15
Professional Conduct	Communication & care	15

Total: 100 **Pass: ≥70%**

10.3.10.7 LEVEL 4 – EXPERT RUBRICS

10.3.10.7.1 PORTFOLIO RUBRIC (30%)

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Criteria	Description	Marks
Advanced Programme Design	Programme complexity	20
Multi-Therapy Integration	Combined treatment planning	20
Evidence-Based Practice	Technical justification	20
Risk Management	Safety optimisation	20
Documentation Quality	Professional reporting	20

Total: 100 **Pass: ≥70%**

10.3.10.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Clinical Reasoning	Decision-making ability	25
Programme Logic	Technical understanding	20
Leadership Capability	Supervisory competency	20
Risk & Safety	Professional judgement	20
Professional Ethics	Scope compliance	15

Total: 100 **Pass: ≥70%**

10.3.10.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Advanced Therapy Integration	Multi-technique execution	20
Precision Execution	Treatment control	20
Treatment Adaptation	Client-specific modification	20
Risk Management	Safety optimisation	15
Programme Delivery	Session effectiveness	15
Professional Conduct	Leadership & communication	10

Total: 100 **Pass: ≥75%**

10.3.10.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Demonstrates unsafe scalp treatment practices
- Causes scalp injury through negligence
- Fails hygiene and infection control standards
- Operates outside non-medical scope
- Demonstrates unsafe product application

10.3.10.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe

10.3.10.10 EXAMINER REQUIREMENTS

All examiners shall:

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- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain hair and scalp care competency evidence
- ✓ Use approved controlled rubrics only

10.3.10.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Hair & Scalp Anatomy	Theory	10.3.10.4
Scalp Safety & Hygiene	Theory + Practical	10.3.10.4–10.3.10.5
Treatment Delivery	Practical	10.3.10.5
Programme Design	Portfolio	10.3.10.6–10.3.10.7
Clinical Reasoning	Interview	10.3.10.7
Therapy Integration	Practical	10.3.10.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.3.11 Spa & Wellness Therapy Professionals – Herbal Meridian Warming Therapy

10.3.11.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Herbal Meridian Warm Cupping Practitioner certification assessments.

10.3.11.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity
- ✓ Safety Compliance

10.3.11.3 SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

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10.3.11.4 LEVEL 1 – BASIC RUBRICS

10.3.11.4.1 THEORY TEST (60%)

Assessment Method: MCQ – 50 Questions

Domains:

- Principles of warm cupping
- Introduction to meridian pathways
- Basic herbal wellness concepts
- Contraindications
- Hygiene and safety
- Thermal safety awareness
- Safe treatment zones

Pass Mark: 60%

10.3.11.4.2 PRACTICAL RUBRIC (40%)

Criteria	Description	Marks
Equipment Preparation	Safe setup of warm cupping equipment	20
Meridian Identification	Correct recognition of treatment pathways	20
Warm Cup Application	Basic warming cup handling competency	20
Hygiene Practice	Infection-control procedures	15
Thermal Safety Awareness	Heat monitoring and safety control	15
Professional Conduct	Communication and professionalism	10

Total: 100

Pass: ≥70%

10.3.11.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.11.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains:

- Meridian pathway functions
- Herbal selection principles
- Treatment indications
- Consultation procedures
- Thermal regulation
- Safety precautions

Pass Mark: 60%

10.3.11.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Consultation	Assessment competency	15
Meridian Assessment	Pathway selection accuracy	20
Herbal Application	Appropriate herbal selection	20
Warm Cup Placement	Positioning accuracy	15
Client Monitoring	Observation capability	15
Session Flow	Structured treatment sequence	15
Hygiene & Safety	Safety compliance	15

Total: 100

Pass: ≥70%

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10.3.11.6 LEVEL 3 – ADVANCED RUBRICS

10.3.11.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Meridian Assessment	Evaluation quality	20
Treatment Planning	Protocol development	20
Herbal Selection	Appropriateness and rationale	20
Treatment Outcome	Evaluation quality	20
Documentation Quality	Professional records	20

Total: 100

Pass: ≥70%

10.3.11.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Advanced Meridian Technique	Technique competency	20
Heat Adjustment	Thermal adaptation competency	20
Herbal Integration	Appropriate application	20
Safety Management	Risk prevention	15
Treatment Sequencing	Flow and control	15
Professional Conduct	Communication and professionalism	10

Total: 100

Pass: ≥70%

10.3.11.7 LEVEL 4 – EXPERT RUBRICS

10.3.11.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Complex Case Management	Multi-condition handling	20
Programme Design	Integrated treatment planning	20
Therapy Integration	Complementary therapy integration	20
Risk Management	Professional judgement	20
Documentation Quality	Reporting quality	20

Total: 100

Pass: ≥70%

10.3.11.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Professional Reasoning	Decision-making capability	25
Risk Management	Safety judgement	25
Treatment Planning	Programme logic	20
Professional Competency	Ethics and scope control	15
Leadership Capability	Practitioner supervision	15

Total: 100

Pass: ≥70%

10.3.11.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Advanced Protocol Design	Treatment planning competency	20
Complex Case Handling	Advanced application	20
Safe Therapy Integration	Integrated wellness therapy safety	15

Meridian Precision	Advanced pathway selection	15
Thermal Safety Control	Advanced heat management	15
Professional Conduct	Leadership and professionalism	15

Total: 100

Pass: ≥75%

10.3.11.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Applies unsafe heat levels
- Causes client burns or injury
- Ignores contraindications
- Demonstrates unsafe hygiene practices
- Uses invasive techniques
- Performs acupuncture without authorization
- Operates outside non-medical scope
- Uses unsafe herbal substances
- Fails to monitor client thermal response

10.3.11.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe
- Additional evidence may be requested by assessors

10.3.11.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain competency evidence
- ✓ Use approved rubrics only
- ✓ Demonstrate competency in herbal meridian warm cupping
- ✓ Demonstrate professional ethics and impartiality

10.3.11.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Warm Cupping Principles	Theory	10.3.11.4
Meridian Knowledge	Theory	10.3.11.4
Herbal Selection	Theory + Practical	10.3.11.5
Warm Cup Application	Practical	10.3.11.4
Meridian Assessment	Practical	10.3.11.5
Thermal Safety Management	Practical	10.3.11.6
Treatment Planning	Portfolio	10.3.11.6
Outcome Evaluation	Portfolio	10.3.11.6
Risk Management	Interview	10.3.11.7
Integrated Programme Design	Practical + Portfolio	10.3.11.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex A competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

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10.3.12 Spa & Wellness Therapy Professionals – Certified Hairdressing Professional

10.3.12.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Certified Hairdressing Professional certification assessments.

10.3.12.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

✓ Fairness ✓ Validity ✓ Reliability ✓ Consistency ✓ Objectivity

10.3.12.3 SCORING SCALE

Score	Description
0	Not Demonstrated
1	Unsafe / Incorrect
2	Basic / Inconsistent
3	Competent
4	Good
5	Excellent

10.3.12.4 LEVEL 1 – BASIC RUBRICS

10.3.12.4.1 THEORY TEST (40%)

Assessment Method: MCQ – 50 Questions

Domains

- Hair anatomy
- Hair structure
- Hair growth cycle
- Hair types
- Scalp hygiene
- Shampooing principles
- Scalp massage principles
- Salon safety
- Infection control
- Product knowledge

Pass Mark: 60%

10.3.12.4.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Hygiene Practice	Sanitation procedures	20
Client Preparation	Safe preparation & positioning	15
Shampooing Technique	Proper cleansing technique	20
Scalp Massage	Pressure, rhythm & comfort	15
Product Application	Correct product usage	15
Professional Conduct	Communication & client care	15

Total: 100 Pass: ≥70%

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10.3.12.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.12.5.1 THEORY TEST (40%)

Short Answer Questions (20 Questions)

Domains

- Hair consultation
- Hair analysis
- Hair colouring theory
- Colour wheel principles
- Hair treatment products
- Contraindications
- Product selection
- Safety compliance

Pass Mark: 60%

10.3.12.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Client Assessment	Hair and scalp evaluation competency	20
Hair Colour Application	Product mixing and application accuracy	20
Hair Treatment Application	Product delivery accuracy	15
Blow Dry & Styling	Styling technique and finishing	15
Safety Compliance	Hygiene & infection control	15
Professional Conduct	Communication & client care	15

Total: 100 Pass: ≥70%

10.3.12.6 LEVEL 3 – ADVANCED RUBRICS

10.3.X.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Client Analysis	Consultation and hair assessment	20
Service Planning	Structured treatment/service planning	20
Technique Selection	Appropriate service justification	20
Risk Management	Safety planning and contraindications	20
Documentation Quality	Professional records and photographs	20

Total: 100 Pass: ≥70%

10.3.12.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Haircutting Technique	Precision and technical execution	20
Hair Perming Technique	Texture modification competency	20
Service Workflow	Professional sequencing and timing	15
Safety Control	Hygiene implementation	15
Client Monitoring	Client comfort and response evaluation	15
Professional Conduct	Communication and aftercare advice	15

Total: 100 Pass: ≥70%

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10.3.12.7 LEVEL 4 – EXPERT RUBRICS

10.3.12.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Advanced Hair Design	Programme complexity	20
Corrective Colour Planning	Technical planning and justification	20
Creative Hair Design	Bridal/fashion/editorial concepts	20
Risk Management	Safety optimisation	20
Documentation Quality	Professional reporting	20

Total: 100 Pass: ≥70%

10.3.12.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Technical Reasoning	Decision-making ability	25
Programme Logic	Technical understanding	20
Leadership Capability	Supervisory competency	20
Risk & Safety	Professional judgement	20
Professional Ethics	Scope compliance	15

Total: 100 Pass: ≥70%

10.3.12.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Advanced Hair Design	Multi-technique execution	20
Corrective Colour Service	Colour correction competency	20
Creative Hairstyling	Bridal, fashion or competition styling	20
Risk Management	Safety optimisation	15
Programme Delivery	Service effectiveness	15
Professional Conduct	Leadership & communication	10

Total: 100 Pass: ≥75%

10.3.12.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Demonstrates unsafe haircutting practices
- Causes injury through negligence
- Fails hygiene and infection control standards
- Performs services outside certified scope
- Demonstrates unsafe chemical handling
- Demonstrates unsafe colour mixing procedures
- Uses equipment improperly
- Fails client safety requirements

10.3.12.9 REASSESSMENT RULES

- Failed sections may be reassessed separately
- Safety-critical failures require full reassessment
- Portfolio resubmission permitted within approved timeframe
- Viva Voce reassessment may be conducted independently

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10.3.12.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM
- ✓ Attend standardisation sessions
- ✓ Maintain hairdressing competency evidence
- ✓ Possess relevant industry experience
- ✓ Use approved controlled rubrics only

10.3.12.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Hair Anatomy & Structure	Theory	10.3.12.4
Shampooing & Scalp Massage	Practical	10.3.12.4
Hair Colouring	Theory + Practical	10.3.12.5
Hair Treatment Services	Practical	10.3.12.5
Hair Styling	Practical	10.3.12.5
Haircutting	Practical	10.3.12.6
Hair Perming	Practical	10.3.12.6
Service Planning	Portfolio	10.3.12.6
Corrective Colouring	Portfolio + Practical	10.3.12.7
Creative Hair Design	Portfolio + Practical	10.3.12.7
Leadership & Supervision	Interview	10.3.12.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with Annex C competency outcomes and Annex B assessment structures in accordance with ISO/IEC 17024 requirements.

10.3.13 Spa & Wellness Therapy Professionals – Certified Sport Massage & Stretching Professional

10.3.13.1 PURPOSE

This Annex defines the standardised assessment rubrics, examiner guidance, scoring methodology, and competency evaluation criteria for Certified Sport Massage & Stretching Professional certification assessments.

10.3.13.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness ✓ Validity ✓ Reliability ✓ Consistency ✓ Objectivity

10.3.13.3 SCORING SCALE

Score	Description
0	Not Demonstrated
1	Unsafe / Incorrect
2	Basic / Inconsistent
3	Competent

4	Good
5	Excellent

10.3.13.4 LEVEL 1 – FOUNDATION RUBRICS

10.3.13.4.1 THEORY TEST (50%)

Assessment Method: MCQ – 50 Questions

Domains

- Basic musculoskeletal anatomy
- Sports massage principles
- Stretching fundamentals
- Hygiene & infection control
- Therapist body mechanics
- Client positioning
- Contraindications
- Professional ethics
- Equipment preparation
- Safety procedures

Pass Mark: 60%

10.3.13.4.2 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
Hygiene Practice	Sanitisation and preparation	20
Client Positioning	Safety and comfort	15
Basic Massage Techniques	Effleurage, petrissage & basic strokes	20
Basic Stretching Technique	Safe passive stretching	15
Therapist Body Mechanics	Proper posture and ergonomics	15
Professional Conduct	Communication and client care	15

Total: 100 **Pass:** ≥70%

10.3.13.5 LEVEL 2 – INTERMEDIATE RUBRICS

10.3.13.5.1 THEORY TEST (40%)

Assessment Method: Short Answer Questions (20 Questions)

Domains

- Sports massage applications
- Muscle function
- Stretching techniques
- Consultation procedures
- Contraindications
- Recovery protocols
- Treatment sequencing
- Sports injury prevention

Pass Mark: 60%

10.3.13.5.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Massage Technique Variation	Appropriate sports massage methods	20
Stretching Technique	Dynamic & static stretching application	20
Treatment Flow	Rhythm and sequencing	15

Pressure Control	Appropriate pressure application	15
Client Comfort	Positioning and support	15
Consultation Skills	Client interaction and communication	15

Total: 100 **Pass:** ≥70%

10.3.13.6 LEVEL 3 – ADVANCED RUBRICS

10.3.13.6.1 PORTFOLIO RUBRIC (40%)

Criteria	Description	Marks
Client Assessment	Functional and postural evaluation	20
Treatment Planning	Programme suitability	20
Technique Selection	Massage & stretching integration	20
Outcome Evaluation	Reflection and treatment effectiveness	20
Documentation Quality	Professional presentation	20

Total: 100 **Pass:** ≥70%

10.3.13.6.2 PRACTICAL RUBRIC (60%)

Criteria	Description	Marks
Sports Massage Technique	Technical competency	20
Stretching Adaptation	Client suitability	20
Treatment Flow	Structure and sequencing	15
Client Condition Adjustment	Modification according to findings	15
Ergonomics & Safety	Therapist posture and safety	15
Professional Conduct	Communication and client care	15

Total: 100 **Pass:** ≥70%

10.3.13.7 LEVEL 4 – EXPERT RUBRICS

10.3.13.7.1 PORTFOLIO RUBRIC (30%)

Criteria	Description	Marks
Integrated Treatment Design	Programme complexity	20
Performance Assessment	Athlete needs analysis	20
Technique Integration	Massage & stretching customisation	20
Client Outcome Evaluation	Effectiveness review	20
Documentation Quality	Professional records	20

Total: 100 **Pass:** ≥70%

10.3.13.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Description	Marks
Treatment Planning	Professional reasoning	25
Risk Management	Safety judgement	20
Technique Justification	Clinical reasoning	20
Coaching Capability	Athlete education & supervision	20
Professional Ethics	Scope of practice compliance	15

Total: 100 **Pass:** ≥70%

10.3.13.7.3 PRACTICAL RUBRIC (50%)

Criteria	Description	Marks
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Advanced Sports Massage	Technical execution	20
Advanced Stretching Techniques	Accuracy and control	20
Programme Customisation	Athlete-specific adaptation	20
Pressure & Safety	Safe application	15
Treatment Flow	Professional sequencing	15
Professional Conduct	Communication and client care	10

Total: 100 **Pass:** ≥75%

10.3.13.8 CRITICAL FAILURE CONDITIONS

Automatic failure applies if the candidate:

- Demonstrates unsafe massage or stretching techniques.
- Applies excessive force causing pain or injury risk.
- Fails to identify contraindications.
- Performs treatment outside the non-medical scope of practice.
- Fails hygiene and infection control requirements.
- Demonstrates poor body mechanics creating safety risks.
- Fails to obtain informed consent before treatment.
- Uses unsafe or inappropriate stretching techniques.

10.3.13.9 REASSESSMENT RULES

- Failed sections may be reassessed separately.
- Safety-critical failures require full reassessment.
- Portfolio resubmission is permitted within the approved timeframe.
- Viva Voce may be repeated only once upon approval by the Certification Body.

10.3.13.10 EXAMINER REQUIREMENTS

All examiners shall:

- ✓ Be approved by ICM.
- ✓ Hold recognised competency in Sport Massage and Stretching.
- ✓ Attend standardisation sessions.
- ✓ Maintain evidence of professional competency.
- ✓ Use only approved controlled assessment rubrics.

10.3.13.11 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Anatomy & Physiology	Theory	10.3.13.4
Sports Massage Fundamentals	Practical	10.3.13.4
Stretching Techniques	Practical	10.3.13.5
Client Assessment	Portfolio	10.3.13.6
Sports Massage Treatment	Practical	10.3.13.6
Stretching Programme Design	Portfolio	10.3.13.7
Risk Management	Interview	10.3.13.7
Integrated Sport Massage & Stretching	Practical	10.3.13.7

All assessment rubrics within Annex E are competency-based, measurable, standardised, and directly aligned with the competency outcomes defined in Annex C and the assessment structure specified in Annex B, in accordance with ISO/IEC 17024 requirements.

10.4 Aesthetic Device Practitioners

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10.4.1 PURPOSE

This Annex defines the standardised rubrics and marking criteria for Aesthetic Device Practitioners assessments.

10.4.2 GENERAL SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.4.3 LEVEL 1 – BASIC RF TREATMENT PRACTITIONER

10.4.3.1 Theory Test – 40%

MCQ – 50 questions

Domains:

- Device fundamentals
- Skin anatomy
- Contraindications
- Safety risks
- PPE and hygiene

Pass mark: 60%

10.4.3.2 Practical Rubric – 60%

Criteria	Marks
Treatment setup and hygiene	20
PPE application	15
Basic RF handling	20
Client positioning	15
SOP compliance	20
Safety awareness	10

Pass mark: 70%

10.4.4 LEVEL 2 – LASER & LIGHT THERAPY PRACTITIONER

10.4.4.1 Theory Test – 40%

Short Answer – 20 questions

Domains:

- Laser/IPL physics
- Wavelength and energy
- Fitzpatrick skin type
- Contraindications
- Parameter selection

Pass mark: 60%

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10.4.4.2 Practical Rubric – 60%

Criteria	Marks
Client consultation	15
Skin assessment	15
Device parameter selection	25
Device operation	20
Skin response monitoring	15
Aftercare and risk control	10

Pass mark: 70%

10.4.5 LEVEL 3 – HIFU PRACTITIONER

10.4.5.1 Portfolio Rubric – 40%

Criteria	Marks
Treatment plan	20
Before and after evidence	15
Parameter justification	25
Risk control	20
Outcome evaluation	20

Pass mark: 70%

10.4.5.2 Practical Rubric – 60%

Criteria	Marks
Advanced device preparation	15
HIFU/RF protocol execution	25
Parameter adjustment	20
Tissue response monitoring	15
Complication management	15
Professional conduct	10

Pass mark: 70%

10.4.6 LEVEL 4 – MULTI-MODAL AESTHETIC DEVICE PRACTITIONER

10.4.6.1 Portfolio Rubric – 30%

Criteria	Marks
Multi-device treatment plan	20
Complex case management	20
Outcome evaluation	20
SOP justification	20
Risk mitigation evidence	20

Pass mark: 70%

10.4.6.2 Interview / Viva Voce Rubric – 20%

Criteria	Marks
Clinical reasoning	25
Strategy justification	25
Risk mitigation	25

Professional judgement	15
Supervision capability	10

Pass mark: 80%

10.4.6.3 Practical Rubric – 50%

Criteria	Marks
Multi-device treatment execution	25
Full protocol execution	20
Parameter integration	20
Risk control	20
Professional leadership	15

Pass mark: 70%

10.4.7 CRITICAL FAILURE CONDITIONS

Automatic fail applies if candidate:

- Uses unsafe device parameters
- Fails to apply PPE
- Ignores contraindications
- Causes unsafe skin/tissue reaction
- Fails to stop treatment when adverse reaction occurs
- Performs treatment outside non-medical scope

10.4.8 REASSESSMENT RULES

- Failed components may be reassessed separately
- Safety-related failure requires full reassessment
- Portfolio resubmission permitted within approved timeframe

10.4.9 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Device fundamentals	Theory	10.4.3
RF handling	Practical	10.4.3
Parameter selection	Theory + Practical	10.4.4
HIFU protocol execution	Practical	10.4.5
Case planning	Portfolio	10.4.5
Multi-device strategy	Portfolio + Interview	10.4.6
Risk mitigation	Interview + Practical	10.4.6

All marking criteria are standardised, measurable, competency-based, and directly traceable to Annex A, Annex B, and Annex C to ensure objective and reliable assessment in accordance with ISO/IEC 17024.

10.5 Nail Care & Nail Technology Professionals

10.5.1 PURPOSE

This Annex defines standardised assessment rubrics and marking criteria for all Nail Care & Nail Technology Professionals certification levels.

10.5.2 GENERAL SCORING SCALE

Score	Description
0	Not demonstrated

1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.5.3 LEVEL 1 – BASIC MANICURE & PEDICURE SERVICES

10.5.3.1 Theory Test – 40%

MCQ – 50 questions

Domains:

- Nail anatomy
- Hygiene and sanitation
- Contraindications
- Basic procedures
- Infection control

Pass mark: 60%

10.5.3.2 Practical Rubric – 60%

Criteria	Marks
Nail preparation	15
Hygiene practice	20
Tool handling	15
Manicure/pedicure technique	25
Finishing quality	15
Professional conduct	10

Pass mark: 70%

10.5.4 LEVEL 2 – NAIL ART DESIGN

10.5.4.1 Theory Test – 40%

Short Answer – 20 questions

Domains:

- Nail products
- Design principles
- Consultation
- Hygiene and safety
- Nail tools

Pass mark: 60%

10.5.4.2 Practical Rubric – 60%

Criteria	Marks
Full manicure/pedicure	20
Basic nail art application	25
Consultation skills	15
Hygiene compliance	20
Design neatness	10
Professional presentation	10

Pass mark: 70%

10.5.5 LEVEL 3 – ADVANCED NAIL ENHANCEMENT & EXTENSION

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10.5.5.1 Portfolio Rubric – 40%

Criteria	Marks
Nail enhancement case	20
Design customisation	20
Problem-solving ability	20
Before & after evidence	20
Client suitability justification	20

Pass mark: 70%

10.5.5.2 Practical Rubric – 60%

Criteria	Marks
Nail extension structure	25
Shaping and balance	20
Custom nail design	20
Correction handling	15
Hygiene and safety	10
Professional workflow	10

Pass mark: 70%

10.5.6 LEVEL 4 – EXPERT ADVANCED NAIL SYSTEMS

10.5.6.1 Portfolio Rubric – 30%

Criteria	Marks
Complex design case	20
Restoration case	20
Structure build evidence	20
Service protocol development	20
Technical justification	20

Pass mark: 70%

10.5.6.2 Interview / Viva Voce Rubric – 20%

Criteria	Marks
Design justification	25
Client management	20
Service protocol understanding	20
Professional judgement	20
Leadership capability	15

Pass mark: 80%

10.5.6.3 Practical Rubric – 50%

Criteria	Marks
Advanced nail structures	25
Complex correction handling	20
High-level design execution	25
Symmetry and balance	15

Hygiene and risk control	10
Professional presentation	5

Pass mark: 70%

10.5.7 CRITICAL FAILURE CONDITIONS

Automatic fail applies if candidate:

- Causes injury through unsafe tool handling
- Fails hygiene or sanitation procedures
- Uses contaminated equipment
- Ignores contraindications
- Performs procedures outside non-medical scope
- Demonstrates unsafe acrylic/chemical handling

10.5.8 REASSESSMENT RULES

- Failed components may be reassessed separately
- Hygiene or safety failure requires full reassessment
- Portfolio may be resubmitted within approved timeframe

10.5.9 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Nail anatomy knowledge	Theory	10.5.3
Basic manicure/pedicure	Practical	10.5.3
Nail art application	Practical	10.5.4
Nail enhancement systems	Portfolio + Practical	10.5.5
Complex nail restoration	Portfolio	10.5.6
Professional judgement	Interview	10.5.6
Advanced nail structures	Practical	10.5.6

All assessment rubrics are competency-based, standardised, measurable, and fully traceable to Annex A, Annex B, and Annex C in accordance with ISO/IEC 17024 requirements.

10.6 Pâtisserie & Bakery Professionals

10.6.1 PURPOSE

This Annex defines the standardised assessment rubrics and marking criteria for all Pâtisserie & Bakery Professionals certification levels.

10.6.2 GENERAL SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.6.3 LEVEL 1 – BASIC BAKERY & PASTRY

10.6.3.1 Theory Test – 40%

MCQ – 50 questions

Domains:

- Food hygiene & safety

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- Baking principles
- Ingredient knowledge
- Equipment handling
- Basic bakery procedures

Pass mark: 60%

10.6.3.2 Practical Rubric – 60%

Criteria	Marks
Dough/batter preparation	20
Equipment handling	15
Hygiene compliance	20
Basic bakery execution	25
Product consistency	10
Professional conduct	10

Pass mark: 70%

10.6.4 LEVEL 2 – INTERMEDIATE BAKERY PRODUCTION

10.6.4.1 Theory Test – 40%

Short Answer Questions – 20 questions

Domains:

- Fermentation science
- Temperature control
- Baking techniques
- Food safety compliance
- Quality standards

Pass mark: 60%

10.6.4.2 Practical Rubric – 60%

Criteria	Marks
Bakery technique execution	25
Recipe accuracy	20
Hygiene & consistency	20
Product quality	15
Workflow management	10
Professional presentation	10

Pass mark: 70%

10.6.5 LEVEL 3 – ADVANCED PÂTISSERIE

10.6.5.1 Portfolio Rubric – 40%

Criteria	Marks
Recipe development/modification	20
Product presentation	20
Technique explanation	20
Quality evaluation	20
Creativity and consistency	20

Pass mark: 70%

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10.6.5.2 Practical Rubric – 60%

Criteria	Marks
Laminated dough execution	20
Chocolate/plated dessert work	20
Advanced finishing	20
Technique precision	20
Product presentation	10
Hygiene & workflow	10

Pass mark: 70%

10.6.6 LEVEL 4 – EXPERT (INNOVATIVE & LEADERSHIP)

10.6.6.1 Portfolio Rubric – 30%

Criteria	Marks
Innovative product development	25
Production planning	20
QA system implementation	20
Workflow optimisation	20
Technical justification	15

Pass mark: 70%

10.6.6.2 Interview / Viva Voce Rubric – 20%

Criteria	Marks
Decision making	25
Innovation logic	20
Production management	20
Food safety & QA understanding	20
Leadership capability	15

Pass mark: 80%

10.6.6.3 Practical Rubric – 50%

Criteria	Marks
Innovative bakery product execution	25
Advanced presentation	20
Workflow efficiency	20
Product consistency	15
Hygiene & safety compliance	10
Professional organisation	10

Pass mark: 70%

10.6.7 CRITICAL FAILURE CONDITIONS

Automatic fail applies if candidate:

- Violates food hygiene requirements
- Causes unsafe food contamination
- Misuses bakery equipment dangerously
- Fails temperature or food safety controls

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- Demonstrates unsafe operational practice
- Operates outside food safety compliance

10.6.8 REASSESSMENT RULES

- Failed components may be reassessed separately
- Hygiene and food safety failure requires full reassessment
- Portfolio may be resubmitted within approved timeframe

10.6.9 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Food hygiene knowledge	Theory	10.6.3
Bakery preparation	Practical	10.6.3
Production techniques	Practical	10.6.4
Recipe development	Portfolio	10.6.5
Advanced pâtisserie execution	Practical	10.6.5
Innovation & QA	Portfolio + Interview	10.6.6
Leadership & workflow management	Interview	10.6.6

All assessment rubrics are standardised, measurable, competency-based, and fully traceable to Annex A, Annex B, and Annex C in compliance with ISO/IEC 17024 requirements.

10.7 Culinary Arts Professional

10.7.1 PURPOSE

This Annex defines the standardised assessment rubrics and marking criteria for all Culinary Arts Professional certification levels.

10.7.2 GENERAL SCORING SCALE

Score	Description
0	Not demonstrated
1	Unsafe / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.7.3 LEVEL 1 – BASIC CULINARY PRACTITIONER

10.7.3.1 Theory Test – 40%

MCQ – 50 questions

Domains:

- Food hygiene & safety
- Knife skill theory
- Basic cooking methods
- Kitchen operations

Pass mark: 60%

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10.7.3.2 Practical Rubric – 60%

Criteria	Marks
Food preparation	20
Knife handling	20
Hygiene compliance	20
Cooking execution	20
Kitchen organisation	10
Professional conduct	10

Pass mark: 70%

10.7.4 LEVEL 2 – INTERMEDIATE CULINARY PRACTITIONER

10.7.4.1 Theory Test – 40%

Short Answer Questions – 20 questions

Domains:

- Cooking techniques
- Portion control
- Timing & workflow
- Food safety compliance

Pass mark: 60%

10.7.4.2 Practical Rubric – 60%

Criteria	Marks
Cooking techniques	25
Timing consistency	20
Portion control	15
Workflow management	15
Hygiene compliance	15
Dish presentation	10

Pass mark: 70%

10.7.5 LEVEL 3 – ADVANCED CULINARY PRACTITIONER

10.7.5.1 Portfolio Rubric – 40%

Criteria	Marks
Dish design / recipe adaptation	25
Process documentation	20
Technical explanation	20
Product photographs	15
Quality evaluation	20

Pass mark: 70%

10.7.5.2 Practical Rubric – 60%

Criteria	Marks
Multi-component dish execution	25
Advanced cooking techniques	25
Plating & presentation	20

Workflow efficiency	10
Hygiene compliance	10
Professional organisation	10

Pass mark: 70%

10.7.6 LEVEL 4 – EXPERT CULINARY PRACTITIONER

10.7.6.1 Portfolio Rubric – 30%

Criteria	Marks
Menu development	25
Kitchen flow planning	20
Quality & safety systems	20
Costing & efficiency	20
Technical justification	15

Pass mark: 70%

10.7.6.2 Interview / Viva Voce Rubric – 20%

Criteria	Marks
Leadership decision making	25
HACCP understanding	20
Kitchen management	20
Problem solving	20
Operational strategy	15

Pass mark: 80%

10.7.6.3 Practical Rubric – 50%

Criteria	Marks
Signature dish execution	25
Advanced cooking precision	20
Timing consistency	20
Professional plating	15
Hygiene & safety compliance	10
Kitchen workflow efficiency	10

Pass mark: 70%

10.7.7 CRITICAL FAILURE CONDITIONS

Automatic fail applies if candidate:

- Violates food hygiene standards
- Causes unsafe food contamination
- Demonstrates unsafe knife handling
- Misuses kitchen equipment dangerously
- Fails food safety compliance
- Demonstrates unsafe kitchen practice

10.7.8 REASSESSMENT RULES

- Failed assessment components may be reassessed separately
- Food safety failures require full reassessment
- Portfolio may be resubmitted within approved timeframe

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10.7.9 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Food hygiene knowledge	Theory	10.7.3
Knife skills & cooking methods	Practical	10.7.3
Dish preparation	Practical	10.7.4
Workflow & timing	Practical	10.7.4
Recipe adaptation	Portfolio	10.7.5
HACCP & kitchen management	Interview	10.7.6
Leadership & culinary strategy	Portfolio + Interview	10.7.6

All assessment rubrics are standardised, measurable, competency-based, and fully traceable to Annex A, Annex B, and Annex C in compliance with ISO/IEC 17024 requirements.

10.8 Digital Content Creator & Social Media Professional

10.8.1 PURPOSE

This Annex defines the standardised marking rubrics and assessment criteria for all levels within the International Social Media Professional Certification Scheme.

10.8.2 GENERAL SCORING SCALE

Score	Description
0	Not demonstrated
1	Poor / incorrect
2	Basic / inconsistent
3	Competent
4	Good
5	Excellent

10.8.3 LEVEL 1 – BASIC OPERATOR

10.8.3.1 Theory Test – 40%

MCQ – 50 Questions

Domains:

- Social Media Fundamentals
- Platform Functions
- Instagram Insights
- Reach & Impressions
- Engagement Rate
- KPI Fundamentals
- Funnel Concepts
- Weighted Scoring
- Content Types
- Basic Ethics

Pass Mark: 60%

10.8.3.2 Practical Rubric – 60%

Criteria	Marks
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Instagram Analytics Interpretation	20
KPI Identification & Analysis	20
Funnel Analysis	15
Weighted Scoring Application	15
Content Performance Evaluation	15
Improvement Recommendations	15

Total: 100 Marks

Pass Mark: 70%

10.8.4 LEVEL 2 – CONTENT OPERATOR

10.8.4.1 Theory Test – 30%

Short Answer Questions – 20 Questions

Domains:

- Content Planning
- Audience Behaviour
- KPI Analysis
- Funnel Optimisation
- Platform Optimisation
- Content Strategy
- Training Methodology
- Coaching Fundamentals

Pass Mark: 60%

10.8.4.2 Practical Rubric – 50%

Criteria	Marks
Structured Content Planning	20
KPI Analysis	20
Funnel Evaluation	15
Content Strategy Development	15
Platform Optimisation	10
Audience Targeting	10
Campaign Recommendations	10

Total: 100 Marks

Pass Mark: 70%

10.8.4.3 Training Delivery Rubric – 20%

Criteria	Marks
Technical Knowledge	25
Training Delivery Skills	20
KPI Explanation Ability	15
Coaching Capability	15
Audience Engagement	15
Communication Quality	10

Total: 100 Marks

Pass Mark: 70%

10.8.5 LEVEL 3 – BUSINESS COACHING CONSULTANT

10.8.5.1 Portfolio Rubric – 40%

Criteria	Marks
Business Content Strategy	25
KPI Analysis	20

Funnel Optimisation Evidence	20
Before & After Results	15
Strategy Refinement	10
Documentation Quality	10

Total: 100 Marks Pass Mark: 70%

10.8.5.2 Practical Rubric – 60%

Criteria	Marks
Business Content Strategy	25
Lead Generation Framework	20
Funnel Design & Optimisation	15
Conversion Improvement Plan	15
Audience Growth Strategy	10
Communication Quality	10
Professional Presentation	5

Total: 100 Marks Pass Mark: 70%

10.8.6 LEVEL 4 – PRINCIPAL ASSESSOR / CERTIFIED TRAINER

10.8.6.1 Portfolio Rubric – 30%

Criteria	Marks
Organisational Strategy	25
Training Programme Design	20
KPI Benchmarking Framework	20
Funnel Management Framework	15
Case Study Analysis	10
Optimisation Planning	10

Total: 100 Marks Pass Mark: 70%

10.8.6.2 Interview / Viva Voce Rubric – 20%

Criteria	Marks
Strategic Thinking	25
Decision Making	20
Coaching Capability	20
Ethical Judgement	15
Leadership Communication	20

Total: 100 Marks Pass Mark: 80%

10.8.6.3 Practical Rubric – 50%

Criteria	Marks
Organisation-wide Social Media Strategy	25
Multi-platform Planning	20
KPI Framework Design	15
Funnel Architecture Development	15
Performance Optimisation System	10
Strategic Justification	10
Professional Presentation	5

Total: 100 Marks Pass Mark: 70%

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10.8.7 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Produces unethical or misleading content
- Violates platform policies
- Uses plagiarised materials
- Breaches confidentiality or consent requirements
- Demonstrates harmful audience practices
- Produces discriminatory, offensive or illegal content
- Manipulates KPI data or analytics reports
- Submits falsified portfolio evidence

10.8.8 REASSESSMENT RULES

- Failed assessment components may be reassessed separately.
- Ethical violations may require full reassessment.
- Portfolio resubmission is permitted within approved timeframe.
- Maximum reassessment attempts shall be determined by the Certification Scheme Committee.
- Reassessment shall only cover failed components unless otherwise determined.

10.8.9 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Social Media Fundamentals	Theory	10.8.3
Instagram Analytics	Theory + Practical	10.8.3
KPI Analysis	Theory + Practical	10.8.3 / 10.8.4
Funnel Analysis	Practical	10.8.3 / 10.8.4
Weighted Scoring Application	Practical	10.8.3
Content Strategy	Practical	10.8.4
Training Delivery	Practical	10.8.4
Business Coaching	Portfolio + Practical	10.8.5
Lead Generation & Conversion	Practical	10.8.5
Organisational Leadership	Portfolio + Interview	10.8.6
KPI Framework Development	Portfolio + Practical	10.8.6
Competency Assessment & Governance	Interview	10.8.6

All assessment rubrics are standardised, measurable, competency-based and fully traceable to Annex A, Annex B and Annex C in accordance with ISO/IEC 17024 requirements.

10.9.1 Aviation & Drone Technology Professionals – Certified Drone Pilot Specialist (CDPS)

10.9.1.1 PURPOSE

This Annex defines the standardised marking rubrics and assessment criteria for all levels within the Certified Drone Pilot Specialist Certification Scheme.

10.9.1.2 GENERAL SCORING SCALE

Score	Description
0	Not Demonstrated

1	Poor / Unsafe
2	Basic / Inconsistent
3	Competent
4	Good
5	Excellent

10.9.1.3 LEVEL 1 – DRONE PILOT ASSISTANT

10.9.1.3.1 Theory Test – 60%

MCQ – 50 Questions

Domains:

- Drone Fundamentals
- UAV Components
- Flight Principles
- Flight Safety
- Airspace Awareness
- Battery Management
- Pre-flight Inspection
- Basic Aviation Regulations

Pass Mark: 60%

10.9.1.3.2 Practical Rubric – 40%

Criteria	Marks
Pre-flight Inspection	20
Equipment Setup	15
Hover Control	20
Basic Flight Manoeuvres	20
Take-off & Landing	15
Safety Compliance	10

Total: 100 Marks Pass Mark: 70%

10.9.1.4 LEVEL 2 – CERTIFIED DRONE PILOT SPECIALIST

E.4.1 Theory Test – 40%

Short Answer Questions – 20 Questions

Domains:

- Flight Planning
- GPS Navigation
- Risk Assessment
- Aviation Regulations
- Emergency Procedures
- Flight Documentation
- Aerial Photography
- Operational Safety

Pass Mark: 60%

10.9.1.4.2 Practical Rubric – 60%

Criteria	Marks
Mission Planning	20
GPS Flight Operation	20

Waypoint Navigation	15
Aerial Photography / Video Task	15
Emergency Response	15
Flight Log Documentation	10
Safety Compliance	5

Total: 100 Marks Pass Mark: 70%

10.9.1.5 LEVEL 3 – SENIOR DRONE OPERATIONS SPECIALIST

10.9.1.5.1 Portfolio Rubric – 40%

Criteria	Marks
Mission Planning Documentation	20
Risk Assessment Quality	20
Operational Execution Evidence	20
Compliance Documentation	15
Mission Outcomes	15
Report Quality	10

Total: 100 Marks Pass Mark: 70%

10.9.1.5.2 Practical Rubric – 60%

Criteria	Marks
Advanced Flight Planning	20
Specialised Mission Execution	20
Airspace Management	15
Operational Risk Management	15
Team Supervision	10
Regulatory Compliance	10
Professional Communication	10

Total: 100 Marks Pass Mark: 70%

10.9.1.6 LEVEL 4 – MASTER DRONE PILOT ASSESSOR

10.9.1.6.1 Portfolio Rubric – 30%

Criteria	Marks
Operational Leadership	25
Safety Management Programme	20
Training Programme Design	20
Competency Assessment Framework	15
Case Study Analysis	10
Documentation Quality	10

Total: 100 Marks Pass Mark: 70%

10.9.1.6.2 Interview / Viva Voce Rubric – 20%

Criteria	Marks
Strategic Thinking	25
Aviation Regulatory Knowledge	20
Assessment Capability	20
Risk Management Judgement	15

Leadership Communication	20
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Total: 100 Marks Pass Mark: 80%

10.9.1.6.3 Practical Rubric – 50%

Criteria	Marks
Flight Assessment Competency	25
Mission Supervision	20
Safety Audit Capability	15
Emergency Management Decision-Making	15
Training Delivery	10
Professional Presentation	10
Assessor Documentation	5

Total: 100 Marks Pass Mark: 70%

10.9.1.7 CRITICAL FAILURE CONDITIONS

Automatic failure applies if candidate:

- Operates drone in an unsafe manner
- Causes loss of aircraft due to negligence
- Violates aviation regulations
- Fails to maintain visual control where required
- Demonstrates dangerous flight behaviour
- Falsifies flight records or documentation
- Conducts flight without required safety checks
- Endangers people, property or aircraft
- Deliberately disregards assessor instructions

10.9.1.8 REASSESSMENT RULES

- Failed assessment components may be reassessed separately.
- Practical assessment failures involving safety violations may require full reassessment.
- Portfolio resubmission is permitted within approved timeframe.
- Maximum reassessment attempts shall be determined by the Certification Scheme Committee.
- Reassessment shall only cover failed components unless otherwise determined.

10.9.1.9 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Drone Fundamentals	Theory	10.9.1.3
Flight Safety	Theory + Practical	10.9.1.3
Flight Operations	Practical	10.9.1.3
GPS Navigation	Theory + Practical	10.9.1.4
Flight Planning	Theory + Practical	10.9.1.4
Risk Assessment	Theory + Practical	10.9.1.4
Mission Management	Portfolio + Practical	10.9.1.5
Regulatory Compliance	Portfolio + Practical	10.9.1.5
Operational Leadership	Portfolio + Interview	10.9.1.6
Assessment Competency	Interview + Practical	10.9.1.6
Training Capability	Interview + Practical	10.9.1.6
Safety Audit Capability	Practical	10.9.1.6

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All assessment rubrics are standardised, measurable, competency-based and fully traceable to Annex A, Annex B and Annex C in accordance with ISO/IEC 17024 requirements.

10.9.2 Aviation & Drone Technology Professionals – Certified Drone Maintenance Specialist (CDMS)

10.9.2.1 PURPOSE

This Annex defines the standardised marking rubrics, competency evaluation criteria, assessment methodology, and scoring requirements for all levels of the Certified Drone Maintenance Specialist Certification Scheme.

All assessments shall be conducted in accordance with ISO/IEC 17024 competency-based certification principles.

10.9.2.2 ASSESSMENT PRINCIPLES

All assessments shall ensure:

- ✓ Fairness
- ✓ Validity
- ✓ Reliability
- ✓ Consistency
- ✓ Objectivity
- ✓ Technical Competence
- ✓ Safety Compliance

10.9.2.3 GENERAL SCORING SCALE

Score	Description
0	Not Demonstrated
1	Poor / Unsafe
2	Basic / Inconsistent
3	Competent
4	Good
5	Excellent

10.9.2.4 LEVEL 1 – DRONE MAINTENANCE ASSISTANT

10.9.2.4.1 THEORY TEST (40%)

Assessment Method: MCQ – 50 Questions

Domains

- Drone Fundamentals
- Drone Components
- UAV Structure
- Maintenance Principles
- Tool Usage
- Battery Safety
- Workshop Safety
- Maintenance Documentation

Pass Mark: 60%

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10.9.2.4.2 PRACTICAL ASSESSMENT RUBRIC (60%)

Criteria	Marks
Component Identification	20
Tool Selection & Usage	15
Assembly & Disassembly	20
Routine Maintenance Procedure	20
Battery Handling & Safety	15
Documentation Completion	10

Total: 100 Marks

Pass Mark: 70%

10.9.2.5 LEVEL 2 – CERTIFIED DRONE MAINTENANCE SPECIALIST

10.9.2.5.1 THEORY TEST (30%)

Assessment Method: Short Answer Questions – 20 Questions

Domains

- Motor Systems
- ESC Systems
- Flight Controller Systems
- Firmware Management
- Electrical Systems
- Troubleshooting Techniques
- Maintenance Procedures
- Technical Safety

Pass Mark: 60%

10.9.2.5.2 PRACTICAL ASSESSMENT RUBRIC (70%)

Criteria	Marks
Motor Replacement	15
ESC Testing & Inspection	15
Flight Controller Inspection	15
Firmware Update & Configuration	15
Wiring Inspection & Testing	15
Fault Diagnosis Accuracy	15
Repair Verification	10

Total: 100 Marks

Pass Mark: 70%

10.9.2.6 LEVEL 3 – SENIOR DRONE MAINTENANCE ENGINEER

10.9.2.6.1 CASE STUDY / PORTFOLIO RUBRIC (20%)

Assessment Method: Submission of 3 Maintenance Cases

Domains

- Advanced Diagnostics
- Calibration Activities
- Repair Documentation
- Quality Assurance
- Corrective Actions

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Rubric

Criteria	Marks
Fault Identification	20
Diagnostic Process	20
Repair Methodology	20
Technical Documentation	15
Corrective Actions	15
Quality Assurance Measures	10

Total: 100 Marks

Pass Mark: 70%

10.9.2.6.2 PRACTICAL ASSESSMENT RUBRIC (80%)

Criteria	Marks
Flight Controller Calibration	20
Sensor Calibration	15
Electronic Repair Competency	15
Communication System Repair	15
Advanced Diagnostics	15
Quality Control Inspection	10
Technical Decision Making	10

Total: 100 Marks

Pass Mark: 70%

10.9.2.7 LEVEL 4 – MASTER DRONE MAINTENANCE ASSESSOR

10.9.2.7.1 CASE STUDY RUBRIC (20%)

Assessment Method: Maintenance Management & Technical Audit Case Study

Criteria	Marks
Technical Analysis	25
Maintenance Management Strategy	20
Quality Management Application	20
Risk Assessment	15
Corrective Action Planning	10
Report Quality	10

Total: 100 Marks

Pass Mark: 70%

10.9.2.7.2 INTERVIEW / VIVA VOCE RUBRIC (20%)

Criteria	Marks
Technical Knowledge Depth	25
Maintenance Standards Knowledge	20
Assessment Competency	20
Quality Management Understanding	15
Leadership & Communication	20

Total: 100 Marks

Pass Mark: 80%

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10.9.2.7.3 PRACTICAL ASSESSMENT RUBRIC (60%)

Criteria	Marks
Technical Audit Capability	20
Advanced Fault Diagnosis	20
Assessment Demonstration	15
Training Delivery Competency	15
Quality System Implementation	10
Professional Judgement	10
Documentation & Reporting	10

Total: 100 Marks

Pass Mark: 75%

10.9.2.8 CRITICAL FAILURE CONDITIONS

Automatic failure shall apply if candidate:

- Performs unsafe maintenance practices
- Creates safety hazards during assessment
- Incorrectly handles batteries causing safety risks
- Damages equipment through negligence
- Bypasses safety procedures
- Falsifies maintenance records
- Uses improper tools or procedures resulting in unsafe conditions
- Demonstrates inadequate competency that may affect operational safety

E.9 REASSESSMENT RULES

- Failed assessment components may be reassessed separately.
- Practical assessment failures involving safety violations may require full reassessment.
- Case studies and portfolios may be resubmitted within the approved timeframe.
- Maximum reassessment attempts shall be determined by the Certification Committee.
- Reassessment shall only cover failed components unless otherwise determined by the Scheme Committee.

10.9.2.10 TRACEABILITY MATRIX

Annex C Competency	Assessment Method	Annex E Section
Drone Fundamentals	Theory	10.9.2.4
Component Identification	Practical	10.9.2.4
Maintenance Safety	Theory + Practical	10.9.2.4
Motor Systems	Theory + Practical	10.9.2.5
ESC Systems	Theory + Practical	10.9.2.5
Flight Controller Maintenance	Theory + Practical	10.9.2.5
Firmware Management	Theory + Practical	10.9.2.5
Fault Diagnosis	Practical	10.9.2.5 & 10.9.2.6
Calibration Systems	Portfolio + Practical	10.9.2.6
Quality Assurance	Portfolio + Practical	10.9.2.6
Technical Auditing	Case Study + Practical	10.9.2.7
Training Capability	Interview + Practical	10.9.2.7
Assessment Competency	Interview + Practical	10.9.2.7

Quality Management Systems	Case Study + Interview	10.9.2.7
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All assessment rubrics are standardised, measurable, competency-based and fully traceable to Annex A, Annex B and Annex C in accordance with ISO/IEC 17024 personnel certification requirements.

11. QUESTION BANK & EXAMINATION BLUEPRINT CONTROL

11.1 Purpose

To ensure all written and oral assessments are developed using a structured, validated, and controlled question bank aligned with:

- Annex A – Competency Matrix
- Annex B – Assessment Plan
- Annex C – Syllabus Requirements
- Annex E – Assessment Rubrics

11.2 Question Bank Structure

ICM maintains a controlled question bank for each certification scheme and level:

Level	Assessment Type	Minimum Bank Size
Level 1	MCQ	≥150 questions
Level 2	Short Answer	≥80 questions
Level 3	Case-based	≥60 scenarios
Level 4	Viva Voce	≥50 questions

11.3 Examination Blueprint (Mandatory)

Each examination paper shall follow an approved blueprint to ensure full syllabus coverage:

Example – Level 1 (MCQ):

Domain	Weight
Hygiene & Safety	30%
Anatomy	20%
SMP Fundamentals	30%
Pigment Theory	20%

11.4 Question Classification & Coding

All questions shall be coded and classified:

Format: [Scheme]-[Level]-[Domain]-[Number] Example: SMP-L1-HYG-001

Each question must include:

- Competency reference (Annex C)
- Difficulty level (Easy / Moderate / Difficult)
- Cognitive level (Recall / Understanding / Application)

11.5 Question Development & Validation

All questions shall undergo:

- Subject Matter Expert (SME) development
- Technical review and validation
- Pilot testing (where applicable)
- Approval by Certification Manager

11.6 Examination Generation Rules

- Questions shall be randomly selected from the approved bank

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- Minimum **3:1 rotation ratio** maintained
- No more than 30% repetition across exam sittings

11.7 Statistical Monitoring

ICM shall monitor:

- Difficulty Index
- Discrimination Index
- Pass rate trends

Poor-performing questions shall be revised or removed.

11.8 Security & Confidentiality

- Question bank stored under controlled access
- Only authorised personnel permitted
- Managed under Document Control Procedure (SOP-05)

11.9 Link to Assessment Validity

The use of structured question banks ensures:

- Consistency (Annex E)
- Validity (Annex C alignment)
- Fairness (ISO/IEC 17024 Clause 8 compliance)