

4. Scoring sheets Contents

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1. Scoring guidelines

Here are some guidelines for scoring when carrying out your self-assessments. The LTSA's reviewers will use the same guidelines when they review you to see how well you measure up to the LTSA's expectations, as set out in the Performance Review System.

What are the scores?

The Performance Review System (PRS) recognises four major scores:

- ① – performance is unacceptable
- ② – performance is marginal and requires action
- ③ – performance is acceptable, but there is still room for improvement
- ④ – performance is very good.

In the PRS, you will find four *word pictures* (one each for each score) for each element covered in the PRS. Assess your performance against these word pictures, and score yourself according to the one that most closely represents your performance.

If a word picture does not fully describe your performance, you can vary the score with:

- a plus (+) to indicate that your performance is slightly better than the description,
- or
- a minus (-) to show that your performance is close, but does not quite match the description.

This table sets out all the possible scores and their numerical values. The numerical values are used to calculate your total score.

Element score	Numerical value
①	0.0
① +	0.3
② -	0.7
②	1.0
② +	1.3
③ -	1.7
③	2.0
③ +	2.3
④ -	2.7
④	3.0

How do I score myself?

The Performance Review System (PRS) is divided into two parts. Your total score is determined by the Main Part (with the red tab). Scores from the Technical Part (blue tab) feed into the Main Part.

For each part, you have a corresponding *Self-assessment Record*.

You can start with either the Main Part or the Technical Part when carrying out your self-assessments.

If you start with the Technical Part, proceed as follows:

Self-assessment – Technical Part

- Decide how you want to carry out the technical assessment. For example, you could observe a certifier carrying out an inspection or carry out an inspection yourself, or you may inspect a vehicle or component after a certifier has completed his/her inspection.
- Choose what you want to assess. Your Technical Self-assessment Record has space for seven elements because this is the maximum number of elements on which a LTSA reviewer will check your performance during a regular review. Any element that is appropriate to the certifications being reviewed may be selected. The LTSA recommends that you do self-assessments on all relevant items over a period of time.
- Based on the word pictures in the Technical Part of the PRS, score your performance for each element. Use the description that best fits your performance. Enter your scores in your Technical Self-assessment Record.
- When you have finished the Technical Self-assessment Record, calculate the average scores for each of the three elements:
 - Correct technical decisions
 - Technical competence
 - Technical equipment

Do this by:

- finding the equivalent numerical value for each score
- adding together all the numerical values for each element, then
- dividing the total by the number of scores you have assessed.

For example, for *Correct technical decision* you may have scored the following items:

- dimensions (2), chassis frame (2+), steering (3-), welding (2), engine and drive train (2), brakes (2-) and fifth wheels and kingpins (2).

To work out the average, get the numerical values for these scores from the table:

Element score	Numerical value
0	0.0
0 +	0.3
1 -	0.7
1	1.0
1 +	1.3
2 -	1.7
2	2.0
2 +	2.3
3 -	2.7
3	3.0

Item	Your scores for Correct technical decisions	Your numerical values Correct technical decisions
1. Dimensions	2	2.0
2. Chassis frame	2 +	2.3
3. Steering	3 -	2.7
4. Welding	2	2.0
5. Engine and drive train	2	2.0
6. Brakes	2 -	1.7
7. Fifth wheels and kingpins	2	2.0
Total		14.7

Divide the total by the count of scores (7 in this case) to get your average *Correct technical decision* score: 2.1

Follow the same process for *Technical competence* and *Technical equipment*. (Note that for some items no technical equipment is used, so no *Technical equipment* score can be allocated. In such a case, you would divide the total by the count of items which you have assessed and which can have a score.)

- When you come to fill in the Main Part Self-assessment Record, transfer these average scores into the appropriate sections:

Correct technical decisions: into section 1.2 of Main Part Self-assessment Record

Technical competence: into section 2.1 of Main Part Self-assessment Record

Technical equipment: into section 3.2 of Main Part Self-assessment Record

The electronic scoresheet will make these transfers automatically.

Self-assessment – Main Part

- Based on the word pictures provided in the Main Part of the PRS, score your performance for each element using the description that best fits your performance. Enter your scores in your Main Part Self-assessment Record.

When you have completed the Self-assessment Record, calculate your average for each of the five categories of the Main Part.

Do this by:

- finding the equivalent numerical value for each score (use the Score/ Numerical Values table again)
- adding together all the numerical values for each element, then
- dividing the total by the count of scores in that category.

For example, in the Certification outcomes category, add together the numerical values of your scores for the four elements in that category:

- 1.1 Correct certification outcomes
- 1.2 Correct technical decisions (from Technical Part)
- 1.3 Correct use of certification documents
- 1.4 Correct entry of certification information

Then add up the four numerical values for this category and divide this figure by four to get the average.

How do I calculate my total score?

Work out your total score using the average scores from the five categories of the Main Part. When you calculate the total score, each of the averages is 'weighted' to reflect its relative importance.

Use the table below to work out your total score. In the left column, fill in the average scores from the five categories of the Main Part.

Then calculate the weighted scores by multiplying the averages by the corresponding weights. The total of the weighted scores is your total score (but not necessarily your final score).

Category	Average numerical value of category	Weight	Weighted numerical value of category
Certification outcomes:	<input type="text"/>	x 0.50 =	<input type="text"/>
Competence:	<input type="text"/>	x 0.20 =	<input type="text"/>
Resources:	<input type="text"/>	x 0.10 =	<input type="text"/>
Management:	<input type="text"/>	x 0.10 =	<input type="text"/>
Performance improvement:	<input type="text"/>	x 0.10 =	<input type="text"/>
Total numerical value (add all weighted numerical values)			<input type="text"/>

For example:

Category	Average numerical value of category	Weight	Weighted numerical value of category
Certification outcomes:	<input type="text" value="2.1"/>	x 0.50 =	<input type="text" value="1.05"/>
Competence:	<input type="text" value="2.2"/>	x 0.20 =	<input type="text" value="0.44"/>
Resources:	<input type="text" value="2.3"/>	x 0.10 =	<input type="text" value="0.23"/>
Management:	<input type="text" value="2.0"/>	x 0.10 =	<input type="text" value="0.20"/>
Performance improvement:	<input type="text" value="1.7"/>	x 0.10 =	<input type="text" value="0.17"/>
Total numerical value (add all weighted numerical values)			<input type="text" value="2.09"/>

Your total score, rounded to the nearest single decimal place, is 2.1.

The electronic scoresheet

All scores may be entered in an electronic scoresheet which is available on the LTSA website. This will calculate your total score. It will also calculate an Adjusted Score which may be different from the total score.

Calculate your adjusted score

Your total score can be adjusted downwards to reflect any major gaps in your knowledge or skills.

This is because the total score will be capped if there are any significant weaknesses in important areas. These are shown by scores of 1+ or less in any of the technical scores. The count of such scores can progressively limit the level of the total score you can achieve. Your total score adjusted by these limiters is your adjusted score.

The lowest score in the unweighted category scores may also affect the adjusted score.

These two factors, which may limit the total score to give an adjusted score, work as follows:

- a) scores of 1+ or less scored for Technical decisions and Technical competence in the technical part and scores of 1+ or less in any of the main part category scores for Performance improvement, Certification outcomes, Administrative competence and Resources (but not Management). The higher the count of these scores, the lower the adjusted score will be. The following table illustrates their effect.

Count of scores equal to or below 1 + scored for Technical decisions and Technical competence	Maximum possible adjusted score
1	2.4
2	2.3
3	2.1
4	2.0
5	1.9
6	1.7
7	1.4
8	1.3
9	1.2
10	1.1
11	1.0

- b) the lowest score in any category may downgrade the adjusted total further according to the following table.

Lowest category average before the weighting is applied	The adjusted score becomes
1.0	1.5
1.1	1.6
1.2	1.7
1.3	1.8
1.4	1.9
1.5	2.0
1.6	2.1
1.7	2.2
1.8	2.3
1.9	2.4
2 – 2.69	2.9
2.7 – 3	No further adjustment made at this stage

The final touch

There is one further consideration that may influence the final score. If the Adjusted Score is 3, then reference will be made to the previous Adjusted Score given by a reviewer. If the previous score was below 2.5, then the current score will be capped at 2.9.

The final scores will be used to determine how often you need to be reviewed. Consistently good final scores will mean fewer reviews (and lower costs) while consistently poor final scores will lead to more frequent reviews (and higher costs). Persistent low final scores will lead to some form of sanction.

Refer to the scores and actions table in the introduction for further details.

