



Skill India
कौशल भारत - कुशल भारत

User manual for Assessment Agency (AA) – ToT ToA

Table of Contents

1	Introduction	2
2	Batches.....	3
2.1	View All Batches.....	3
2.2	Accept Batch	5
2.3	Reject Batch	8
2.4	Assign Assessor	11
2.5	View Batch Details	15
2.6	Batch Details	16
2.7	Training Centre Details.....	17
3	Assessed Batch Request.....	20
3.1	View Assessed Candidates	20
3.2	Approve Applicant Marks	22
3.3	Reject Applicant Marks	24
3.4	Reject Applicant Marks - Absent.....	26
3.5	View Marks	28
3.6	View Documents	29
3.7	Send to SSC	30
3.8	Batch Marks Revert to SSC.....	33
3.9	Reassign Batch Marks to Assessor	35
4	View Batch Details (Assessed Batch Request)	37
5	View Comments Received from Assessor.....	39
6	Link Assessor	40
7	View Assessor Details.....	43

1 Introduction

The *User Manual for Assessment Agency (AA) – ToT ToA* is designed to provide the information on, what are the functionalities of the Assessment Agency for ToT / ToA batches. The Assessment Agency can perform the functionalities as listed below.

- Batches
 - View All Batches
 - Accept Batch
 - Reject Batch
 - Assign Assessor
 - View Batch Details
 - Batch Details
 - Training Centre Details
- Assessed Batch Request
 - View Assessed Candidates
 - Approve Applicant Marks
 - Reject Applicant Marks
 - Reject Applicant Marks - Absent
 - View Marks
 - View Documents
 - Send to SSC
 - Batch Marks Revert to SSC
 - Reassign Batch Marks to Assessor
- View Batch Details (Assessed Batch Request)
- View Comments Received from Assessor
- Link Assessor
- View Assessor Details

2 Batches

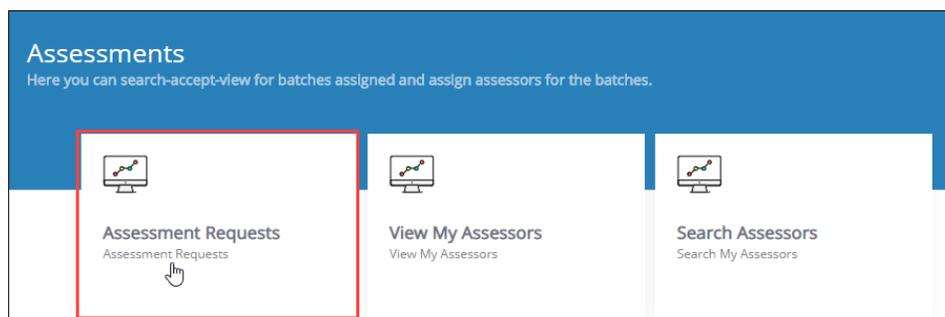
The **View All Batches** screen allows the Assessment Agency to view all batches or Accept or Reject Batch or Assign Assessor and View Batch Details for ToT/ToA.

2.1 View All Batches

The **View All Batches** screen allows the Assessment Agency to view and take action on all the batches created.

To Navigate

Home --> Dashboard --> Assessment Request --> View All Batches --> Assessment Batch Request



- The **View All Batches** screen displays all the batches assigned by SSC and allows the Assessment Agency to view batch details.

VIEW ALL BATCHES Go Back

Assessment Batch Request | Assessed Batch Request

Pending Requests | Accepted | Rejected | Cancelled

Batches Count: 3

Scheme/Program/Model: Select Scheme | Sector: Select Sector | Batch Type: Select Batch Type | Job Role: [Dropdown]

State: Select State | Batch ID: Search by Batch ID Apply Reset

SNo	Scheme/Program/Model	Batch Type	Batch ID	Job Role Code (QP Code)	TC Name, Location	Preferred Assessment Language	Batch Size	Enrolled Candidates	Dropout Candidates Size	Assessment Date(s)	Status	Received From SSC On	Actions
1	ToT/ToA	Regular	2762	Domestic Biometric Data Operator (SSC/Q2213) - v1.0	Sample EX TC, ANDAMAN AND NICOBAR ISLANDS/NICOBARS		3	0	0	27-12-2019 to 27-12-2019	Pending for Acceptance	20-12-2019	...

- The **Assessment Batch Request** screen lists all the assessment requests in **four** tabs based on the status as follows.

- Pending Requests
- Accepted
- Rejected
- Cancelled

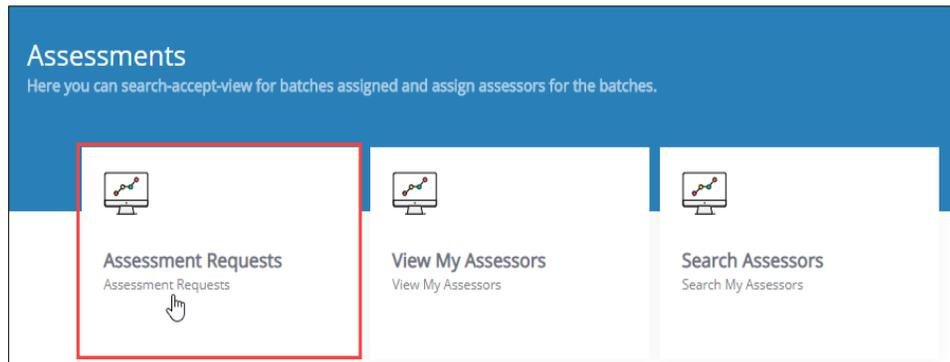
- The **Assessment Agency** can search a batch based on Scheme/Program/Model, Sector, Batch Type, Job Role, State, Batch Status, and using the keyword. Click **Apply**, to search for a particular batch.
- The **View All Batches** screen lists all the batches along with the details of the ToT/ToA batches such as Scheme/Program/Model, Batch Type, Batch ID, Job Role Code (QP Code), TC Name Location, Preferred Assessment Language, Batch Size, Enrolled Candidates, Dropout Candidates Size, Assessment Dates, Status, Received From SSC On and allows to view details under Action.

2.2 Accept Batch

The **Accept Batch** screen allows the Assessment Agency to accept the assigned batch.

To Navigate

Home - - > Dashboard - - > Assessment Requests - - > View All Batches - - > Assessment Batch Request - - > Pending Requests - - > Action - - > Accept Batch



➤ The **View All Batches** screen allows the Assessment Agency to accept the assigned batch for ToT/ToA.

VIEW ALL BATCHES Go Back

Assessment Batch Request | Assessed Batch Request

Pending Requests | Accepted | Rejected | Cancelled

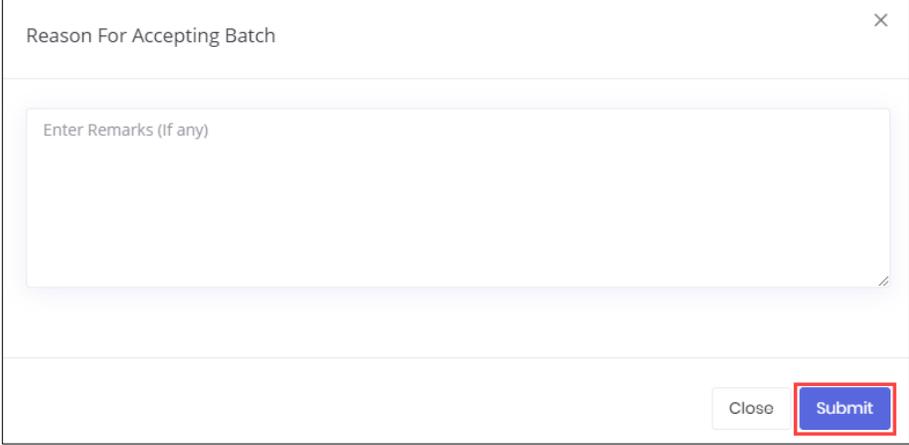
Batches Count: 3

Scheme/Program/Model: Select Scheme | Sector: Select Sector | Batch Type: Select Batch Type | Job Role: [Dropdown]

State: Select State | Batch ID: Search by Batch ID | Apply Reset

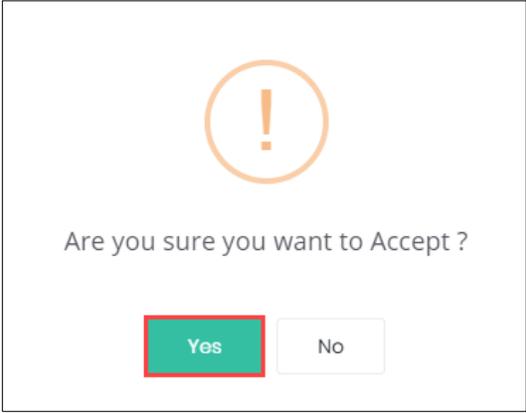
SNo	Scheme/Program/Model	Batch Type	Batch ID	Job Role Code (QP Code)	TC Name, Location	Preferred Assessment Language	Batch Size	Enrolled Candidates	Dropout Candidates Size	Assessment Date(s)	Status	Received From SSC On	Actions
1	ToT/ToA	Regular	2762	Domestic Biometric Data Operator (SSC/Q2213) - v1.0	Sample EX TC, ANDAMAN AND NICOBAR ISLANDS/NICOBARS		3	0	0	27-12-2019 to 27-12-2019	Pending for Acceptance	20-12-2019	<ul style="list-style-type: none"> View Batch Details Accept Batch Reject Batch
2	ToT/ToA	Regular	2757	Domestic Biometric Data Operator (SSC/Q2213) - v1.0	Sample EX TC, ANDAMAN AND NICOBAR ISLANDS/NICOBARS		3	0	0	25-12-2019 to 25-12-2019	Pending for Acceptance	2019	
				Trainer (MEP/Q2601) - v1.0						25-12-2019 to 25-12-2019			

- Click **Accept Batch**, the **Reason for Accepting Batch** screen appears.



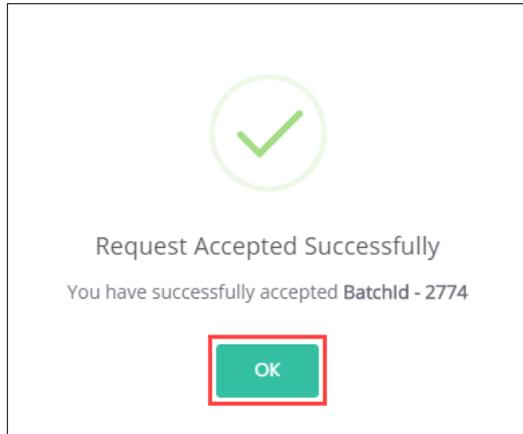
A dialog box titled "Reason For Accepting Batch" with a close button (X) in the top right corner. It contains a large text input field with the placeholder text "Enter Remarks (if any)". At the bottom right, there are two buttons: "Close" and "Submit". The "Submit" button is highlighted with a red border.

- The **Reason for Accepting Batch** screen allows the Assessment Agency to enter the appropriate remarks for accepting the batch.
- Click **Submit**, the following screen appears.



A confirmation dialog box with a large orange exclamation mark icon at the top. Below the icon, the text reads "Are you sure you want to Accept?". At the bottom, there are two buttons: "Yes" (highlighted with a red border) and "No".

- Click **Yes**, the **Request Accepted Successfully** screen appears.



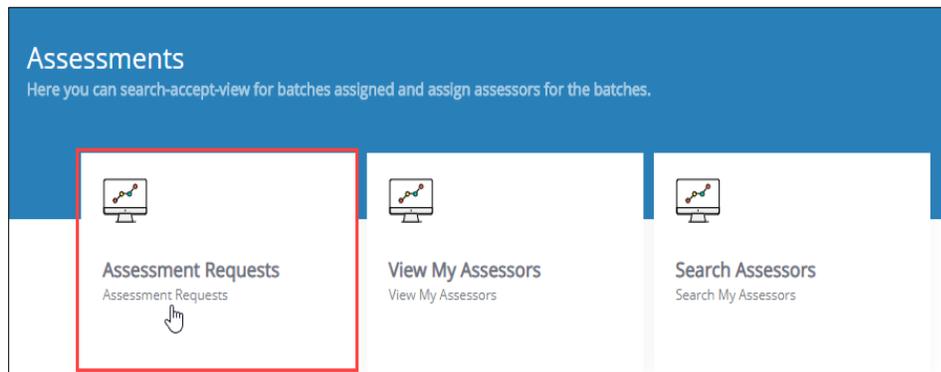
- Click **OK**, to navigate to the **View All Batches** screen.

2.3 Reject Batch

The **Reject Batch** screen allows the Assessment Agency to reject the batches.

To Navigate

Home --> Dashboard --> Assessment Request --> View All Batches --> Assessment Batch Request --> Pending Requests --> Action --> Reject Batch



➤ The **View All Batches** screen allows the Assessment Agency to reject the batch for ToT/ToA.

VIEW ALL BATCHES Go Back

Assessment Batch Request | Assessed Batch Request

Pending Requests | Accepted | Rejected | Cancelled

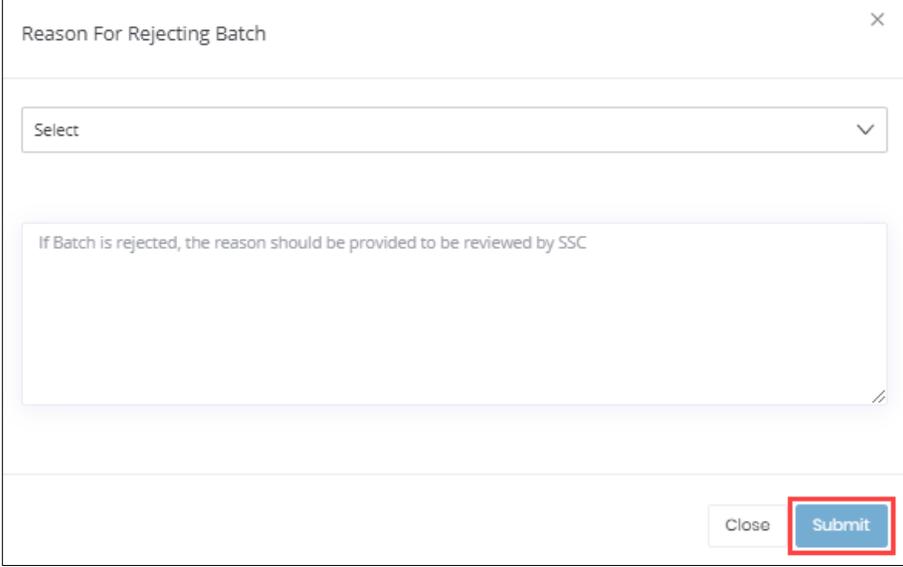
Batches Count: 3

Scheme/Program/Model: Select Scheme
 Sector: Select Sector
 Batch Type: Select Batch Type
 Job Role: [Dropdown]
 State: Select State
 Batch ID: Search by Batch ID
 [Apply] [Reset]

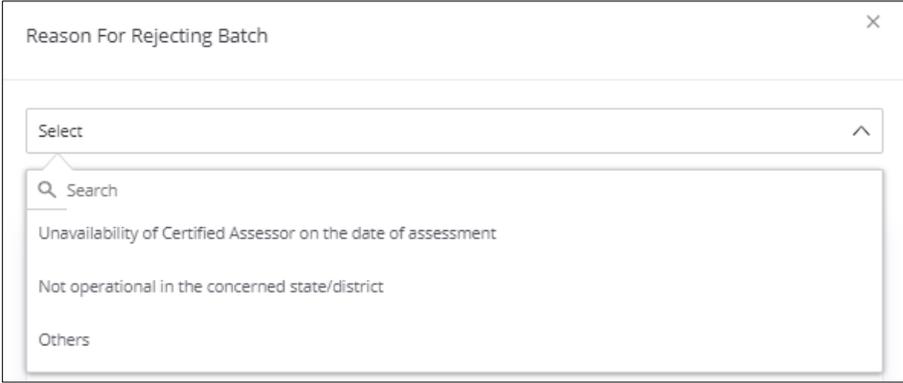
SNo	Scheme/Program/Model	Batch Type	Batch ID	Job Role Code (QP Code)	TC Name, Location	Preferred Assessment Language	Batch Size	Enrolled Candidates	Dropout Candidates Size	Assessment Date(s)	Status	Received From SSC On	Actions
1	ToT/ToA	Regular	2762	Domestic Biometric Data Operator (SSC/Q2213) - v1.0	Sample EX TC, ANDAMAN AND NICOBAR ISLANDS/NICOBARS		3	0	0	27-12-2019 to 27-12-2019	Pending for Acceptance	20-12-2019	View Batch Details, Accept Batch, Reject Batch
2	ToT/ToA	Regular	2757	Domestic Biometric Data Operator (SSC/Q2213) - v1.0, Trainer (MEP/Q2601) - v1.0	Sample EX TC, ANDAMAN AND NICOBAR ISLANDS/NICOBARS		3	0	0	25-12-2019 to 25-12-2019	Pending for Acceptance	2019	View Batch Details, Accept Batch, Reject Batch

➤ Click **Reject Batch**, the **Reason for Rejecting Batch** screen appears.

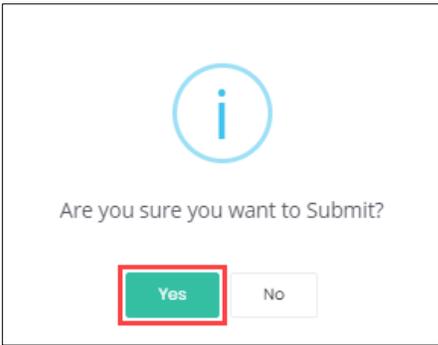
- The **Reason for Rejecting Batch** screen allows the Assessment Agency to reject the batch.



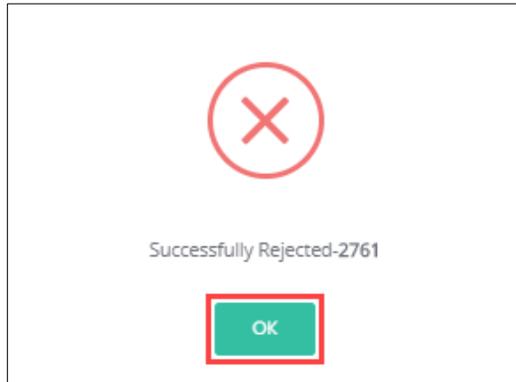
- Select the appropriate reason for rejecting the batch from the drop-down list.



- Enter the appropriate *reason* for rejecting the batch.
- Click **Submit**, the following screen appears.



- Click **OK**, the **Successfully Rejected** screen appears.



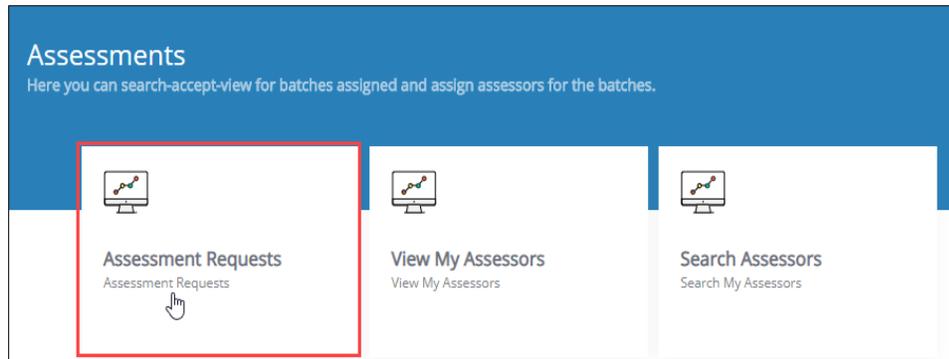
- Click **OK**, to navigate to the **Pending Requests** screen.

2.4 Assign Assessor

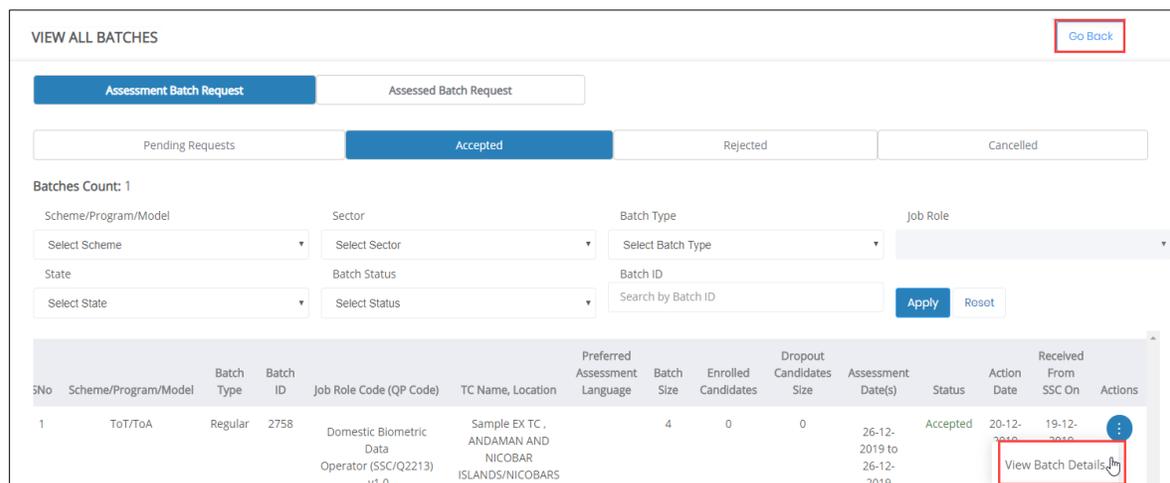
The **Assign Assessor** screen allows the Assessment Agency to assign an Assessor.

To Navigate

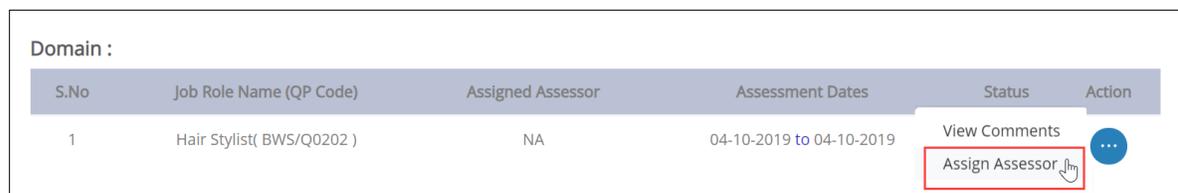
Home --> Dashboard --> Assessment Requests --> View All Batches --> Assessment Batch Request --> Accepted --> Actions --> View Batch Details --> Batch Details --> Domain --> Action --> Assign Assessor



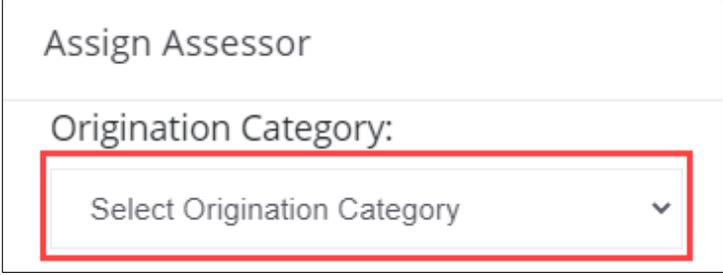
- The **View all Batches** screen lists all the batches and also allows the Assessment Agency to assign Assessor under Action.



- The **Assign Assessor** screen allows the Assessment Agency to assign an Assessor to the batches.



- Click **Assign Assessor**, the **Assign Assessor** screen appears.
- The **Assign Assessor** screen allows the Assessor to select the appropriate Origination Category from the drop-down list.

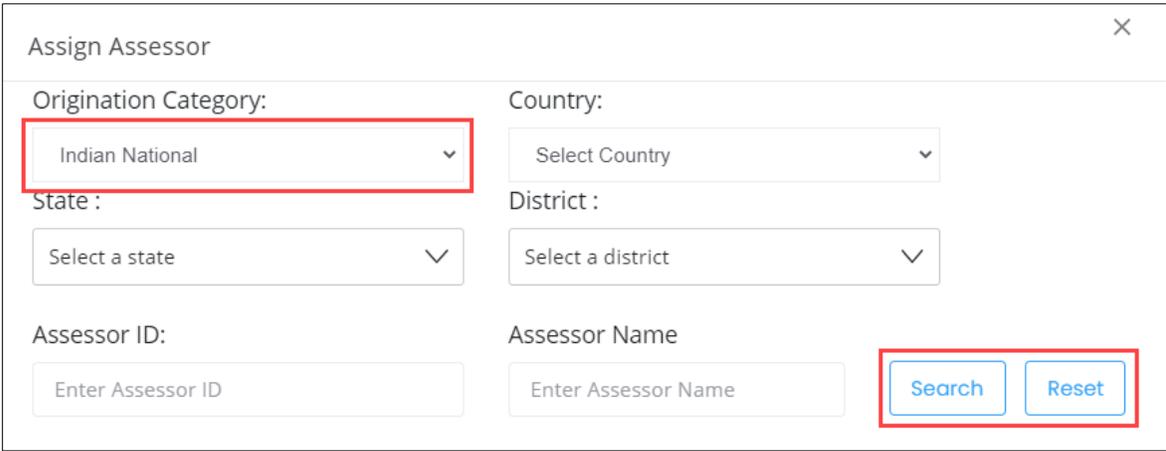


Assign Assessor

Origination Category:

Select Origination Category ▼

- The **Assessment Agency** can search an Assessor based on State, District, Assessor ID, and Assessor Name. Click **Search**, to search for an Assessor.



Assign Assessor

Origination Category: Indian National ▼

Country: Select Country ▼

State: Select a state ▼

District: Select a district ▼

Assessor ID: Enter Assessor ID

Assessor Name: Enter Assessor Name

Search Reset

- The **Assessment Agency** can search for a particular Assessor based on Assessor ID and Assessor Name. Click **Search**, to search for a particular Assessor.

Assign Assessor
✕

Origination Category:

NRI/Foreign Residents ▾

Country:

Select Country ▾

State :

Select a state ▾

District :

Select a district ▾

Assessor ID:

Enter Assessor ID

Assessor Name

Enter Assessor Name

Search

Reset

Assessor ID	Assessor Name	Origination Category	Country	State	District	Action
INTLAR26520	Ramana	NRI/Foreign Residents	Afghanistan	KARNATAKA	HAVERI	<input type="radio"/>
INTLAR26525	Sangeeth	NRI/Foreign Residents	Canada	N/A	N/A	<input type="radio"/>
INTLAR26527	jkvbjk	NRI/Foreign Residents	Iraq	N/A	N/A	<input type="radio"/>

Assign

Cancel

- The **Assign Assessor** screen displays the Assessor details such as Assessor ID, Assessor Name, Origination, Country, State, District, and also allows the Assessment Agency to select the appropriate Assessor.
- Select the Assessor ID from the given list. Click **Assign**, the following screen appears.

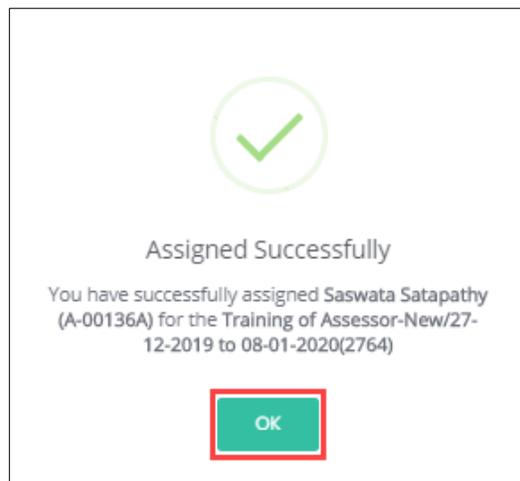


Are you sure, you want to assign?

OK

Cancel

- Click **OK**, the **Assigned Successfully** screen appears.



- Click **OK**, to navigate to the **Domain** section.

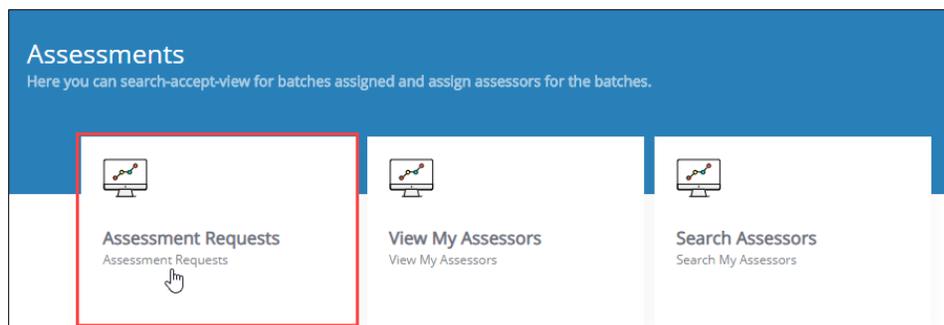
Note: if the Assessment Agency selects the Origination Category as NRI/Foreign Resident, then the State and District drop-down will be disabled.

2.5 View Batch Details

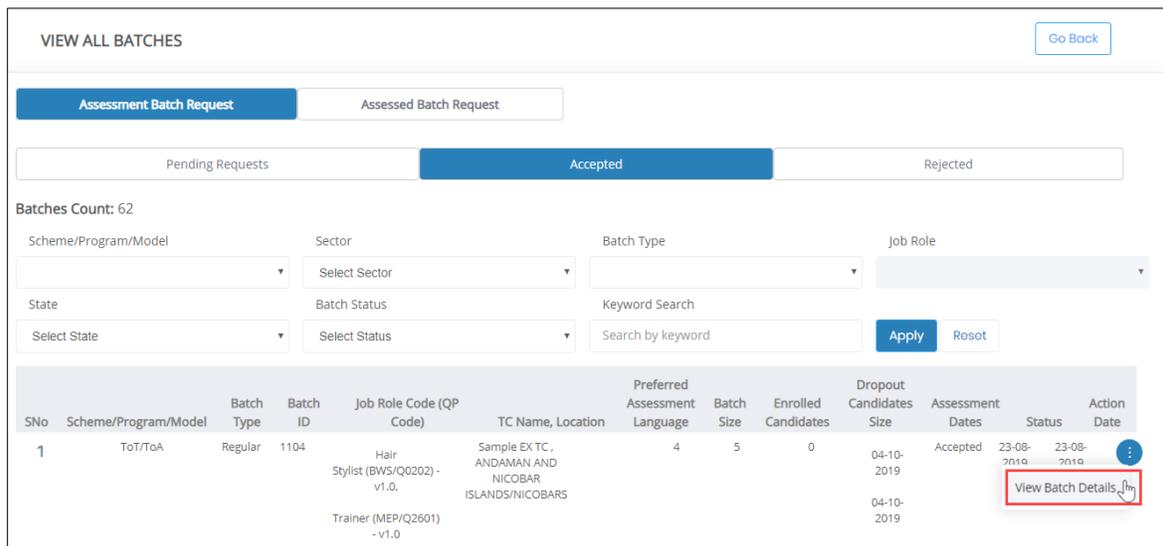
The **View Batch Details** screen allows the Assessment Agency to view and take action on all the batches created.

To Navigate

Home - - > Dashboard - - > Assessment Requests - - > View All Batches - - > Assessment Batch Requests - - > Pending Request/Accepted/Rejected - - > Actions - - > View Batch Details



➤ The **View Batch Details** screen lists all the batches and allows the Assessment Agency to view batch details.



The screenshot shows the 'VIEW ALL BATCHES' screen. The 'Assessment Batch Request' tab is selected. The 'Accepted' filter is active. The table below shows the following data:

SNo	Scheme/Program/Model	Batch Type	Batch ID	Job Role Code (QP Code)	TC Name, Location	Preferred Assessment Language	Batch Size	Enrolled Candidates	Dropout Candidates Size	Assessment Dates	Status	Action Date
1	ToT/ToA	Regular	1104	Hair Stylist (BWS/Q0202) - v1.0, Trainer (MEP/Q2601) - v1.0	Sample EX TC, ANDAMAN AND NICOBAR ISLANDS/NICOBARS	4	5	0	04-10-2019	Accepted	23-08-2019	23-08-2019

The 'View Batch Details' link is highlighted in a red box.

➤ Click **View Batch Details**, the **View Batch Details** screen appears.

➤ The **View Batch Details** screen displays the details of the batches under **two** tabs as listed below.

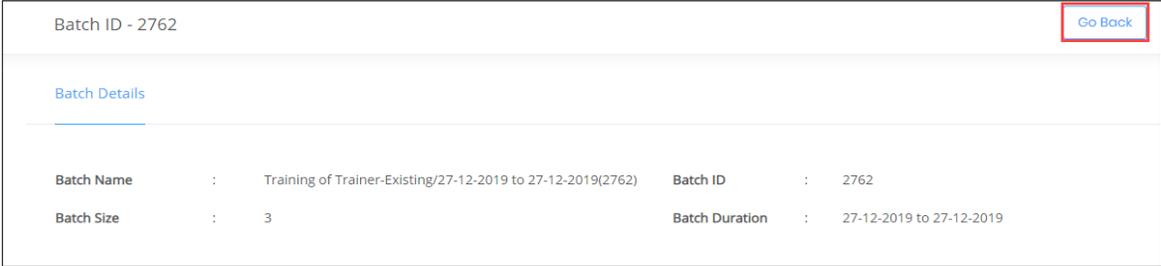
- Batch Details
- Enrolled Candidates

2.6 Batch Details

The **Batch Details** screen displays all the information of the batch in **four** sections as listed below.

- Batch Details
- Training Centre Address
- Domain
- Platform

➤ The **Batch Details** section displays the general information about the batch such as Batch Name, Batch Size, Batch ID, and Batch Duration.



Batch ID - 2762 [Go Back](#)

Batch Details

Batch Name	:	Training of Trainer-Existing/27-12-2019 to 27-12-2019(2762)	Batch ID	:	2762
Batch Size	:	3	Batch Duration	:	27-12-2019 to 27-12-2019

➤ The **Training Centre Address** section displays the basic information about the Training Centre such as Training Centre, Training Centre ID, Centre Rating, Training Partner Name, State, District, and allows to view details under Action.



Training Centre/Location	Training Centre/Location ID	Centre Rating	Training Partner Name	State	District	Action
Sample EX TC	EXPTC_000878	N/A	Sample EX TC	ANDAMAN AND NICOBAR ISLAND		View Details 

➤ Click **View Details**, the **Training Centre Details** screen appears.

2.7 Training Centre Details

The **Training Centre Details** screen displays details of the assigned Training Centre.

- The **Training Centre Details** screen hosts *three* sections as listed below.
 - Training Centre Details
 - Address Details
 - Single Point of Contact (SPOC) Info
- The **Training Centre Details** section displays the Training Centre details such as Name, TC ID, Training Partner Name, and TP ID.

Training Centre Details×

Name	Government Training Centre	TC ID	TC000993
Training Partner Name	Training Partner Organisation	TP ID	TP_001621

- The **Address Details** section displays the details such as Address, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block, City/Village/Town, and Parliamentary Constituency.

Address Details	
Address:	32, 10th Cross
Near Landmark	Near Railway Station
Pincode	496221
State / Union Territory	KARNATAKA
District	BAGALKOT
Tehsil / Mandal / Block	N/A
City / Village / Town	N/A
Parliamentary Constituency	N/A

- The **Single Point of Contact (SPOC) Info** section displays the SPOC details such as Name of the SPOC, Email Address, and Phone Number.

Single Point of Contact Info:

Name of the SPOC: Email Address:

Phone Number:

- Click **OK**, to navigate to the **View Batch Details** screen.
- The **Domain** section displays the basic information about the created batch such as Job Role Name (QP code), Assigned Assessor, Assessment Date Status, and allows to view the comments under Action.

Domain :

S.No	Job Role Name (QP Code)	Assigned Assessor	Assessment Dates	Status	Action
1	Aesthetic Skin Technician(BWS/Q0501)	NA	29-09-2019 to 04-10-2019		View Comments 

Platform :

S.No	Job Role Name (QP Code)	Assigned Assessor	Assessment Dates	Status	Action
1	Trainer(MEP/Q2601)	NA	04-10-2019 to 09-10-2019	NA	...

- The **Platform** section lists all the job role details such as Job Role Name (QP Code), Assigned Assessor, Assessment Dates, Status, and also allows to view comments under Action.
- Click **View Comments**, the **Received Comments** screen appears.
- The **Received Comments** screen displays the comments given by Assessor.

Received Comments ×

Comments by Assessor - No Comments

- Click **Go Back**, to navigate to the **Accepted Batch** screen.

3 Assessed Batch Request

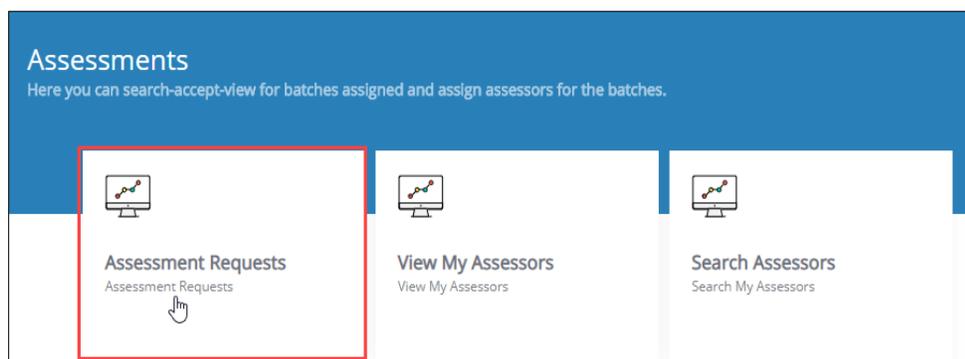
The **Assessed Batch Request** screen allows the Assessment Agency to view the batches for which Assessor has uploaded the marksheet for approval. The Assessment Agency can approve the marksheet and send to SSC for further approval or send back it to Assessor for rectification.

3.1 View Assessed Candidates

The **View Assessed Candidates** screen allows the Assessment Agency to view the assessed candidates.

To Navigate

Home --> Dashboard --> Assessment Requests --> Assessed Batch Request --> Pending Request --> Action --> View Batch Details --> Assessed Candidates



- The **Pending Request** section displays pending requests details and also allows to view details under Action.

VIEW ALL BATCHES Go Back

Assessment Batch Request **Assessed Batch Request**

Pending Request Approved Sent Back

Batches Count: 31

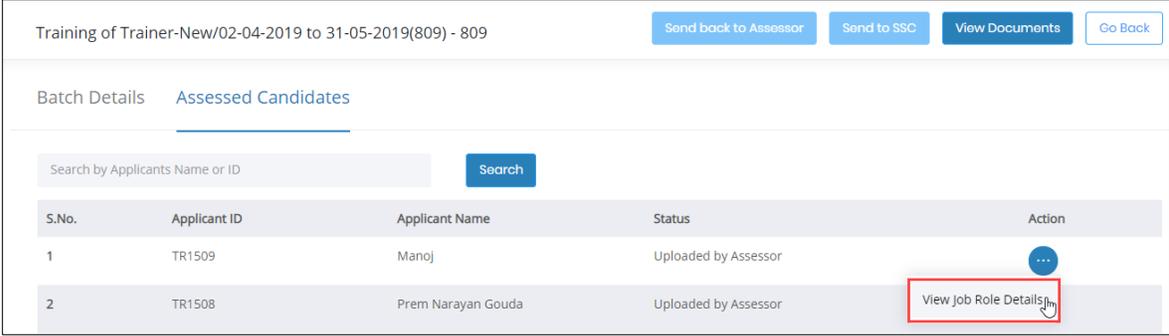
Scheme/Program/Model: Select Scheme
Sector: Select Sector
Job Role: Select State
State: Select State

Batch Status: Select Status
Batch ID: Search by Batch ID
Batch Type: [Dropdown]
Apply Rosot

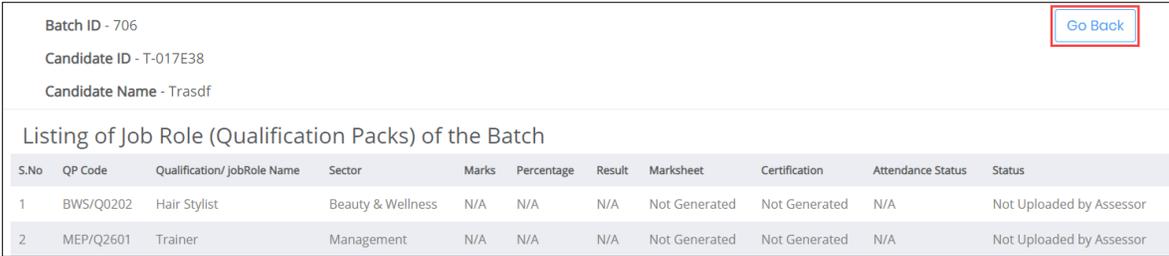
SNo	Scheme/Program/Model	Batch Type	Batch ID	Job Role - (QP Code)	TC Name - Location	Batch Size	Enrolled Candidates	Dropped Candidates	Request Type	Assessment Date(s)	Assessment Duration(In minutes)	Requested On	Status	Actions
1	SDIS-SDIS UTTAR PRADESH STATE SKILLING SCHEME	Regular	1086	-(MED101)	Indian Institute of Natural Resources Management - UTTAR PRADESH, Hamirpur	27	27	0	For Marks Assessment	07-06-2019	0	N/A	Pending for Marksheet	View Batch Details

- Click **View Batch Details**, to navigate to the **Assessed Candidates** screen.

- The **Assessed Candidates** screen lists all the applicants for the batch.



- The **Assessment Agency** can search for a particular applicant based on the *applicant's name* or *applicant ID*.
- The **Assessed Candidates** screen lists all the assessed candidates along with the details of the candidates such as Applicant ID, Applicant Name, and Status of the application.
- Click **View Job Role Details**, the **Listing of Job Role** screen appears.
- The **Listing of Job Role** screen lists all the QPs of the batch.



S.No	QP Code	Qualification/ JobRole Name	Sector	Marks	Percentage	Result	Marksheet	Certification	Attendance Status	Status
1	BWS/Q0202	Hair Stylist	Beauty & Wellness	N/A	N/A	N/A	Not Generated	Not Generated	N/A	Not Uploaded by Assessor
2	MEP/Q2601	Trainer	Management	N/A	N/A	N/A	Not Generated	Not Generated	N/A	Not Uploaded by Assessor

- The **Listing of Job Role** screen displays the details of the batch such as Batch ID, Candidate ID, and Candidate Name. The Assessment Agency can view the listing of job role details such as QP Code, Qualification/ Job Role Name, Sector, Marks, Percentage, Result, Marksheet, Certification, Attendance Status, Status and also allows the Assessment Agency to view marks under Action.
- Click **Go Back**, to navigate to the **Assessed Candidates** screen.

3.2 Approve Applicant Marks

The **Approve Applicant Marks** screen allows the Assessment Agency to approve applicant marks.

To Navigate

Home --> Dashboard --> Assessment Requests --> Assessed Batch Request --> Pending Request --> Actions --> View Batch Details --> Assessed Candidates --> Action --> View Job Role Details --> Listing of Job Role of the Batch --> Action --> View Marks --> Approve

Training of Trainer-New/02-04-2019 to 31-05-2019(809) - 809

Send back to Assessor Send to SSC View Documents Go Back

Batch Details **Assessed Candidates**

Search by Applicants Name or ID

S.No.	Applicant ID	Applicant Name	Status	Action
1	TR1509	Manoj	Uploaded by Assessor	
2	TR1508	Prem Narayan Gouda	Uploaded by Assessor	<input type="button" value="View Job Role Details"/>

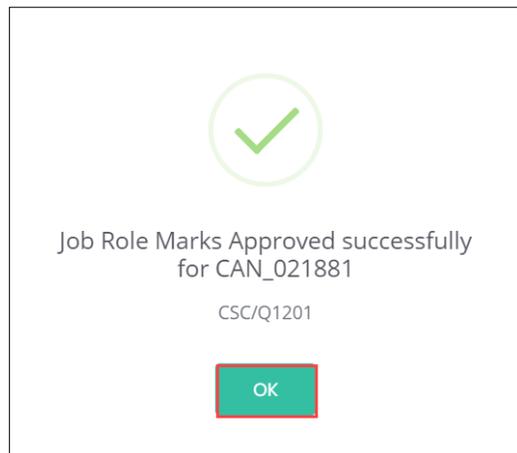
- The **Applicant Summary** screen displays the marks of the applicant and allows Assessment Agency to approve the marks.

Applicant Summary

Nos Name & ID	Nos Type	Theory	Practical	OJT	Viva	Total
Compulsory Nos NOSCode: BWS/N0202 (Compulsory Nos)	Core	27.00/27	73.00/73	--	--	100.00/100
NOSCode: BWS/N0205 (Compulsory Nos)	Core	27.00/27	73.00/73	--	--	100.00/100
NOSCode: BWS/N0206 (Compulsory Nos)	Core	27.00/27	73.00/73	--	--	100.00/100
NOSCode: BWS/N0209 (Compulsory Nos)	Core	27.00/27	73.00/73	--	--	100.00/100
NOSCode: BWS/N9002 (Compulsory Nos)	Non-Core	27.00/27	73.00/73	--	--	100.00/100
NOSCode: BWS/N9003 (Compulsory Nos)	Non-Core	30.00/30	70.00/70	--	--	100.00/100

Core NOSs Total Marks : 800.00/800 (100.00%) Non Core NOSs Total Marks : 300.00/300 (100.00%) GrandTotal : 1100.00/1100 (100.00%)

- The **Applicant Summary** screen lists all the marks information of the assessed Candidates on the basis of Assessment Outcomes for Compulsory NOS, Elective NOS and Optional NOS, under a different category such as Nos Type, Theory, Practical, OJT, Viva and also displays the total of all the marks given by the Assessor. Also displays the total marks for the Core NOS, Non-Core NOS, and Grand Total given by the Assessor.
- Click **Approve**, the following screen appears.



- Click **OK**, to navigate to the **Applicant Summary** screen.

3.3 Reject Applicant Marks

The **Reject Applicant Marks** screen allows the Assessment Agency to reject applicant marks.

To Navigate

Home --> Dashboard --> Assessment Requests --> Assessed Batch Request --> Pending Request --> Actions --> View Batch Details --> Assessed Candidates --> Action --> View Job Role Details --> Listing of Job Role of the Batch --> Action --> View Marks --> Reject

Training of Trainer-New/02-04-2019 to 31-05-2019(809) - 809

Send back to Assessor Send to SSC View Documents Go Back

Batch Details **Assessed Candidates**

Search by Applicants Name or ID Search

S.No.	Applicant ID	Applicant Name	Status	Action
1	TR1509	Manoj	Uploaded by Assessor	...
2	TR1508	Prem Narayan Gouda	Uploaded by Assessor	View Job Role Details

- The **Applicant Summary** screen displays the marks of the applicant and allows Assessment Agency to reject the marks.

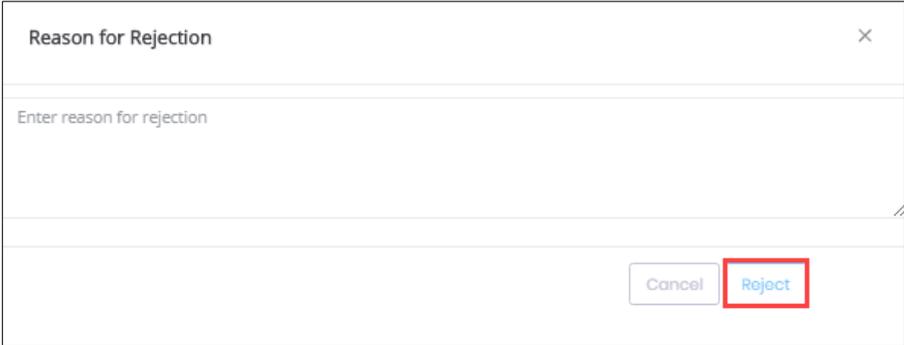
Applicant Summary

Go Back

Nos Name & ID	Nos Type	Theory	Practical	OJT	Viva	Total
Compulsory Nos NOSCode: BWS/N0202 (Compulsory Nos)	Core	27.00/27	73.00/73	--	--	100.00/100
NOSCode: BWS/N0205 (Compulsory Nos)	Core	27.00/27	73.00/73	--	--	100.00/100
NOSCode: BWS/N0206 (Compulsory Nos)	Core	27.00/27	73.00/73	--	--	100.00/100
NOSCode: BWS/N0209 (Compulsory Nos)	Core	27.00/27	73.00/73	--	--	100.00/100
NOSCode: BWS/N9002 (Compulsory Nos)	Non-Core	27.00/27	73.00/73	--	--	100.00/100
NOSCode: BWS/N9003 (Compulsory Nos)	Non-Core	30.00/30	70.00/70	--	--	100.00/100
Core NOSs Total Marks : 800.00/800 (100.00%)		Non Core NOSs Total Marks : 300.00/300 (100.00%)		GrandTotal : 1100.00/1100 (100.00%)		

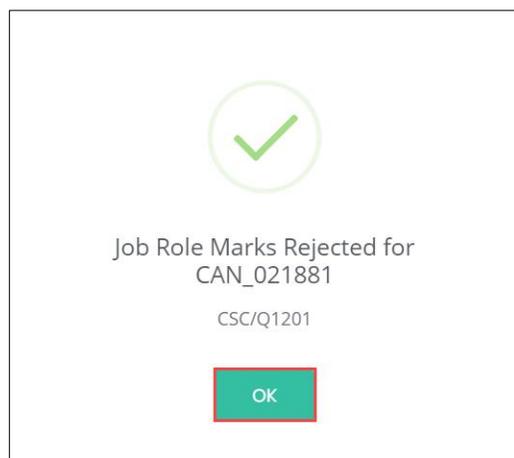
Approve **Reject** Back

- The **Applicant Summary** screen lists all the marks information of the assessed Candidates on the basis of Assessment Outcomes for Compulsory NOS, Elective NOS and Optional NOS, under a different category such as Nos Type, Theory, Practical, OJT, Viva and also displays the total of all the marks given by the Assessor. Also displays the total marks for the Core NOS, Non-Core NOS, and Grand Total given by the Assessor.
- Click **Reject**, the **Reason for Rejection** screen appears.
- The **Reason for Rejection** screen allows the Assessment Agency to reject the batch for ToT/ToA.



A dialog box titled "Reason for Rejection" with a close button (X) in the top right corner. Below the title is a text input field with the placeholder text "Enter reason for rejection". At the bottom right of the dialog, there are two buttons: "Cancel" and "Reject". The "Reject" button is highlighted with a red rectangular border.

- Enter the appropriate *reason to reject* the batches.
- Click **Reject**, the following screen appears.



- Click **OK**, to navigate to the **Applicant Summary** screen.

3.4 Reject Applicant Marks - Absent

The **Reject Applicant Marks** – Absent screen allows the Assessment Agency to reject the absent applicant marks.

To Navigate

Home --> Dashboard --> Assessment Requests --> Assessed Batch Request --> Pending Request --> Actions --> View Batch Details --> Assessed Candidates --> Action --> View Job Role Details --> Listing of Job Role of the Batch --> Action --> View and Proceed --> Reject

Batch ID - 3054 Go Back

Candidate ID - TR17976

Candidate Name - ROZY BEE

Listing of Job Role (Qualification Packs) of the Batch

S.No	QP Code	Qualification/JobRole Name	Sector	Marks	Percentage	Result	Marksheet	Certification	Attendance Status	Status	Action
1	SSC/Q2210	CRM Domestic Voice	IT-ITeS	500.00/500.00	100%	PASS	Not Generated	Not Generated	Present	Pending for Approval	...
2	MEP/Q2601	Trainer	Management	N/A	N/A	N/A	Not Generated (Not Qualified)	Not Generated (Not Qualified)	Absent	Pending for Approval	View & Proceed

- The **Applicant Summary** screen displays the marks of the applicant and allows Assessment Agency to reject the absent batch.

Applicant Summary Go Back

Batch ID - 3054 for Job Role - MEP/Q2601 and Candidate - TR17976 is Absent

Core NOSs Total Marks : Absent	Non Core NOSs Total Marks : Absent	Grand Total : Absent
---------------------------------------	---	-----------------------------

Approve Reject Go Back

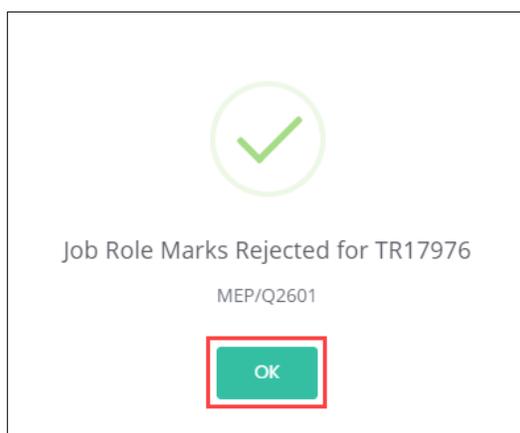
- The **Applicant Summary** screen lists the Batch ID, Job Role Details, Trainer ID, and also displays the attendance details of the candidate as absent.
- Click **Reject**, the **Reason for Rejection** screen appears.

- The **Reason for Rejection** screen allows the Assessment Agency to reject the batch for ToT/ToA.



A dialog box titled "Reason for Rejection" with a close button (X) in the top right corner. Below the title is a text input field with the placeholder text "Enter reason for rejection". At the bottom right of the dialog, there are two buttons: "Cancel" and "Reject". The "Reject" button is highlighted with a red rectangular border.

- Please enter the appropriate *reason to reject* the absent (attendance related concern) batch.
- Click **Reject**, the following screen appears.



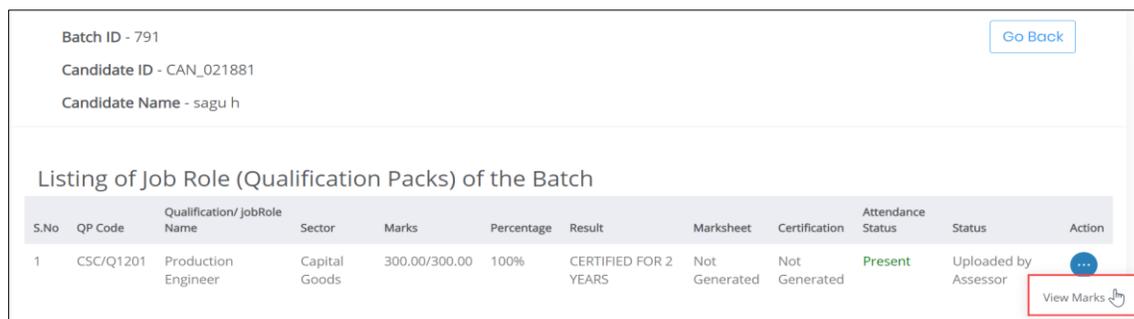
- Click **OK**, to navigate to the **Listing of Job Role (Qualification Packs) of the Batch** screen.

3.5 View Marks

The **View Marks** screen allows the Assessment Agency to view applicant marks.

To Navigate

Home --> Dashboard --> Assessment Requests --> Assessed Batch Request --> Approved --> Actions --> View Batch Details --> Assessed Candidates --> Action --> View Job Role Details --> View Marks



Batch ID - 791 [Go Back](#)

Candidate ID - CAN_021881

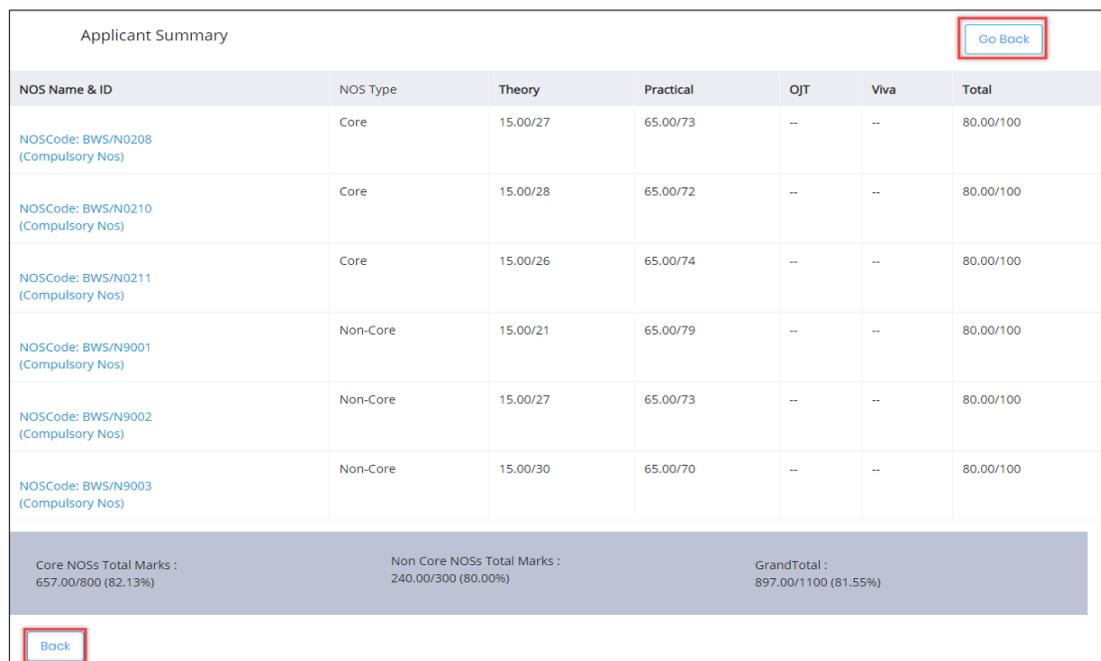
Candidate Name - sagu h

Listing of Job Role (Qualification Packs) of the Batch

S.No	QP Code	Qualification/ JobRole Name	Sector	Marks	Percentage	Result	Marksheet	Certification	Attendance Status	Status	Action
1	CSC/Q1201	Production Engineer	Capital Goods	300.00/300.00	100%	CERTIFIED FOR 2 YEARS	Not Generated	Not Generated	Present	Uploaded by Assessor	View Marks

➤ Click **View Marks**, the **Applicant Summary** screen appears.

➤ The **Applicant Summary** screen displays the marks of the applicant.



Applicant Summary [Go Back](#)

NOS Name & ID	NOS Type	Theory	Practical	OJT	Viva	Total
NOSCode: BWS/N0208 (Compulsory Nos)	Core	15.00/27	65.00/73	--	--	80.00/100
NOSCode: BWS/N0210 (Compulsory Nos)	Core	15.00/28	65.00/72	--	--	80.00/100
NOSCode: BWS/N0211 (Compulsory Nos)	Core	15.00/26	65.00/74	--	--	80.00/100
NOSCode: BWS/N9001 (Compulsory Nos)	Non-Core	15.00/21	65.00/79	--	--	80.00/100
NOSCode: BWS/N9002 (Compulsory Nos)	Non-Core	15.00/27	65.00/73	--	--	80.00/100
NOSCode: BWS/N9003 (Compulsory Nos)	Non-Core	15.00/30	65.00/70	--	--	80.00/100

Core NOSs Total Marks : 657.00/800 (82.13%) Non Core NOSs Total Marks : 240.00/300 (80.00%) GrandTotal : 897.00/1100 (81.55%)

[Back](#)

➤ The **Applicant Summary** screen lists all the marks information of the approved applicant on the basis of Assessment Outcomes for Compulsory NOS, under a different category such as Theory, Practical, OJT, Viva, and also displays the total of all the marks given by the Assessor. Also displays the total marks for the Core NOS, Non-Core NOS, and Grand Total given by the Assessor.

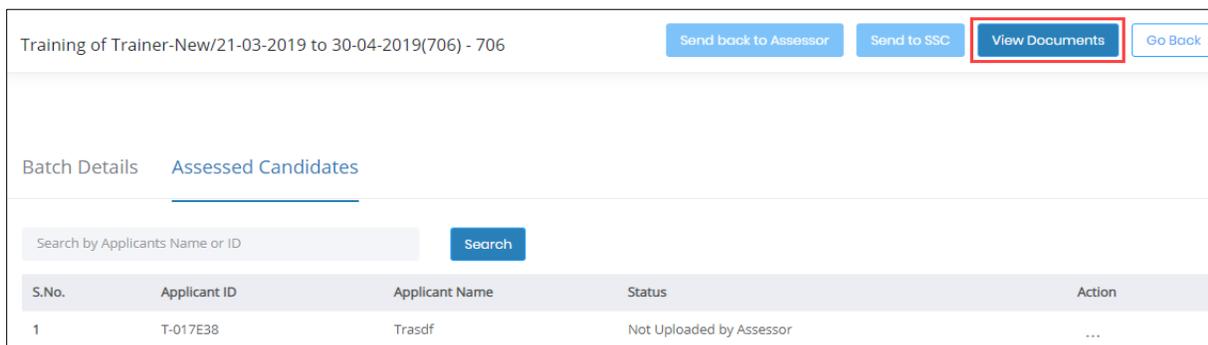
➤ Click **Go Back**, to navigate to the **Batch Details** screen.

3.6 View Documents

The **View Documents** screen allows the Assessment Agency to view the uploaded documents.

To Navigate

Home --> Dashboard --> Assessment Request --> Assessed Batch Request --> Pending Requests --> Action --> View Batch Details --> Assessed Candidates --> View Documents



Training of Trainer-New/21-03-2019 to 30-04-2019(706) - 706

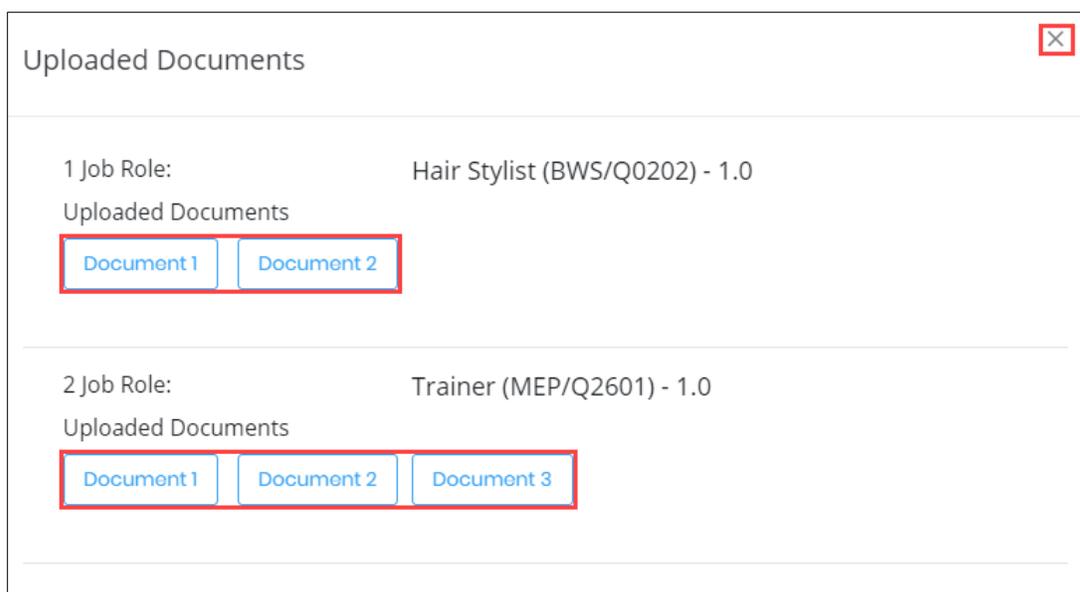
Send back to Assessor Send to SSC **View Documents** Go Back

Batch Details Assessed Candidates

Search by Applicants Name or ID

S.No.	Applicant ID	Applicant Name	Status	Action
1	T-017E38	Trasdf	Not Uploaded by Assessor	...

- Click **View Documents**, the **Uploaded Documents** screen appears.



Uploaded Documents

1 Job Role: Hair Stylist (BWS/Q0202) - 1.0

Uploaded Documents

2 Job Role: Trainer (MEP/Q2601) - 1.0

Uploaded Documents

- The **Uploaded Documents** screen displays the details of the documents uploaded.
- Click the **documents** of the job roles, to download and view the uploaded supporting documents.

Note: The Assessment Agency can view/download the supporting documents only if the documents are uploaded or else Assessment Agency can view only the job role details.

- Click **X**, to navigate to the **Assessed Candidates** screen.

3.7 Send to SSC

The **Send to SSC** screen allows the Assessment Agency to send the marks of the assessed candidates to Sector Skill Council.

To Navigate

Home --> Dashboard --> Assessment Request --> Assessed Batch Request --> Pending Requests --> Action --> View Batch Details --> Assessed Candidates --> Send to SSC

Training of Trainer-New/21-03-2019 to 30-04-2019(706) - 706

Send back to Assessor Send to SSC View Documents Go Back

Batch Details Assessed Candidates

Search by Applicants Name or ID Search

S.No.	Applicant ID	Applicant Name	Status	Action
1	T-017E38	Trasdf	Not Uploaded by Assessor	...

➤ Click **Send to SSC**, the following screen appears.

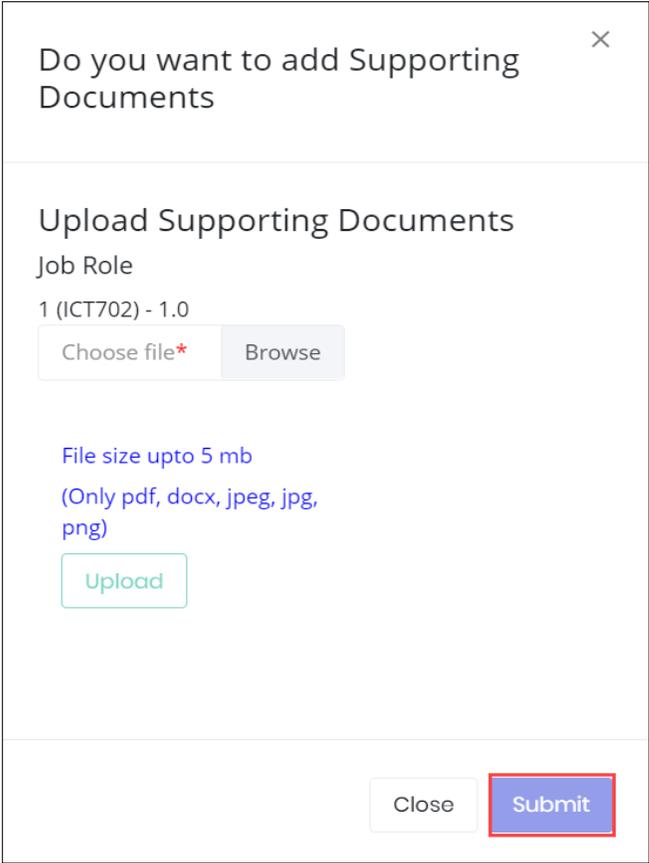


Do you want to upload supporting document?

Yes No

➤ Click **Yes**, the following screen appears.

- The **Supporting Documents** screen allows the Assessment Agency to upload supporting documents.



Do you want to add Supporting Documents

Upload Supporting Documents

Job Role

1 (ICT702) - 1.0

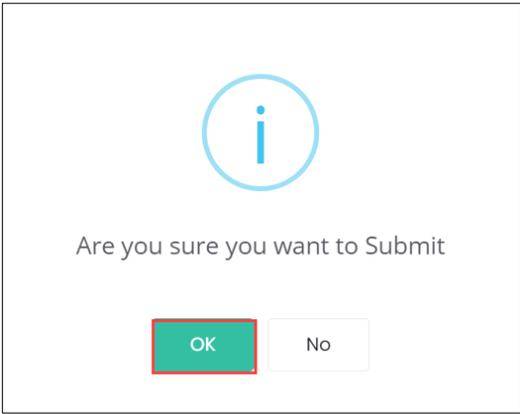
Choose file* Browse

File size upto 5 mb
(Only pdf, docx, jpeg, jpg, png)

Upload

Close Submit

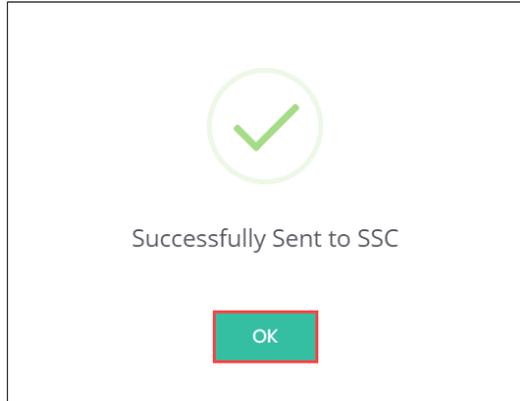
- Click **Browse** to upload the supporting documents. The Assessment Agency can upload only the pdf, docx, jpeg, jpg, png, and the maximum file size is **five** MB. Click **Upload**.
- Click **Submit**, the following screen appears.



Are you sure you want to Submit

OK No

- Click **OK**, the **Successfully Sent to SSC** screen appears.



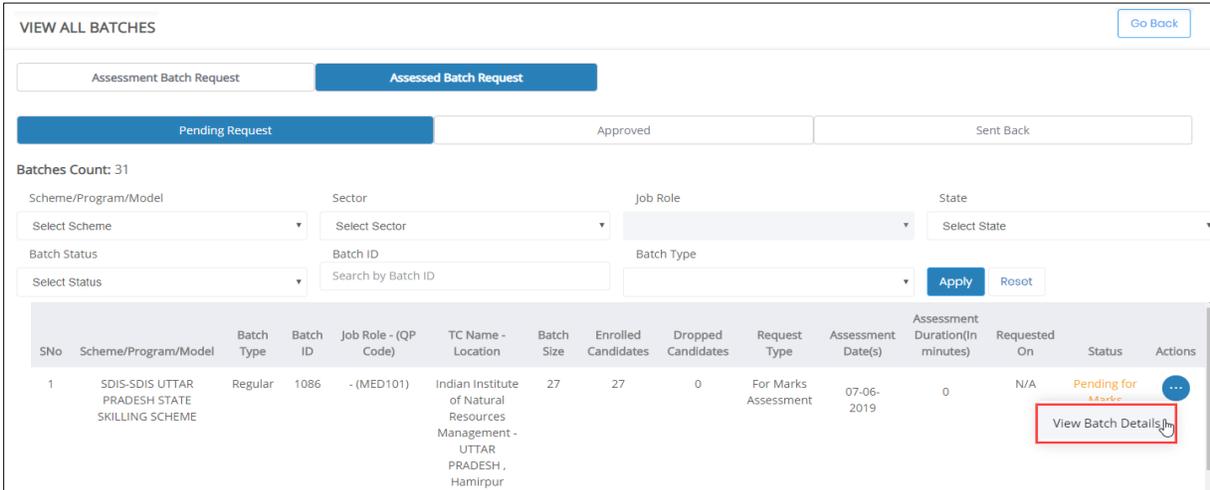
- Click **OK**, to navigate to the **Assessed Candidates** screen.

3.8 Batch Marks Revert to SSC

The **Batch Marks Revert to SSC** screen allows the Assessment Agency to re-check the applicant marks and submit to SSC.

To Navigate

Home - - > Dashboard - - > Assessment Request - - > View All Batches - - > Assessed Batch Request - - > Pending Request - - > Actions - - > View Batch Details - - > Assessed Candidates



VIEW ALL BATCHES Go Back

Assessment Batch Request **Assessed Batch Request**

Pending Request Approved Sent Back

Batches Count: 31

Scheme/Program/Model: Select Scheme
Sector: Select Sector
Job Role: [Dropdown]
State: Select State

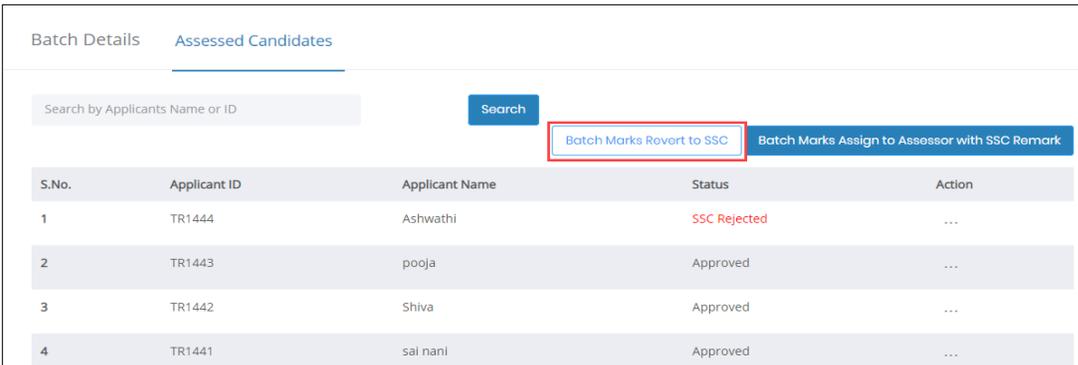
Batch Status: Select Status
Batch ID: Search by Batch ID
Batch Type: [Dropdown] Apply Reset

SNo	Scheme/Program/Model	Batch Type	Batch ID	Job Role - (QP Code)	TC Name - Location	Batch Size	Enrolled Candidates	Dropped Candidates	Request Type	Assessment Date(s)	Assessment Duration(In minutes)	Requested On	Status	Actions
1	SDIS-SDIS UTTAR PRADESH STATE SKILLING SCHEME	Regular	1086	-(MED101)	Indian Institute of Natural Resources Management - UTTAR PRADESH, Hamirpur	27	27	0	For Marks Assessment	07-06-2019	0	N/A	Pending for Asses	View Batch Details

➤ Click **View Batch Details**, the **Assessed Candidates** screen appears.

Note: The **Batch Marks Revert to SSC** section appears only to the batches sent back to Assessment Agency for rectifications by SSC.

➤ The **Assessed Candidates** screen lists all the applicants of the batches.



Batch Details **Assessed Candidates**

Search by Applicants Name or ID Search

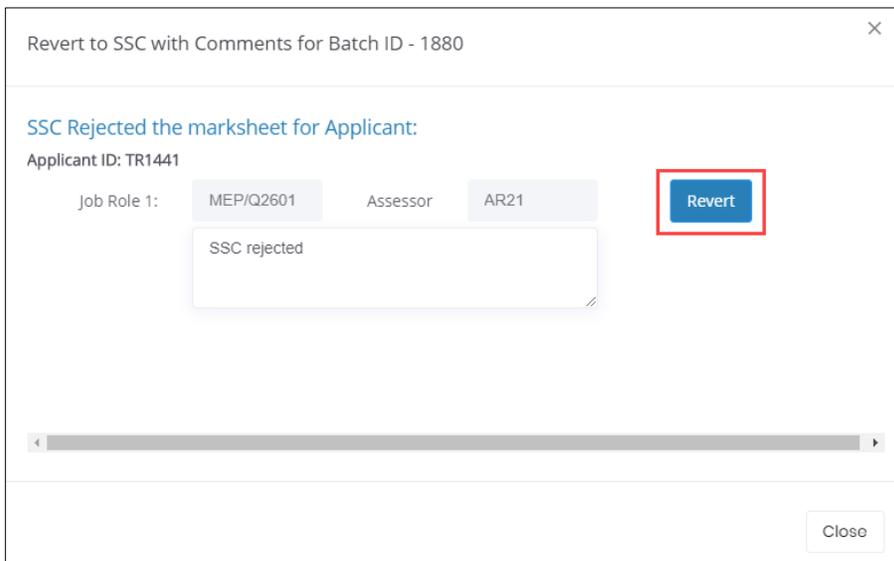
Batch Marks Revert to SSC **Batch Marks Assign to Assessor with SSC Remark**

S.No.	Applicant ID	Applicant Name	Status	Action
1	TR1444	Ashwathi	SSC Rejected	...
2	TR1443	pooja	Approved	...
3	TR1442	Shiva	Approved	...
4	TR1441	sai nani	Approved	...

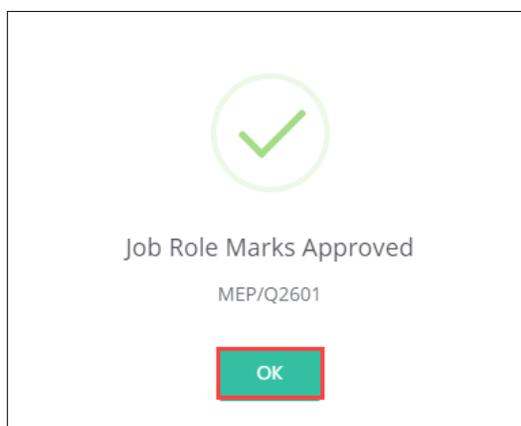
➤ The **Assessed Candidates** screen lists all the applicants of the batches and allows the Assessment Agency to reassign Assessor and/or send back to the SSC.

➤ Click **Batch Marks Revert to SSC**, the **Revert to SSC with Comments for Batch** screen appears.

- The **Revert to SSC with Comments for Batch** screen displays the Applicant ID, Job Role, Assessor, and displays the SSC comment and allows Assessment Agency to revert the marks for the SSC.



- Click **Revert**, the following screen appears.



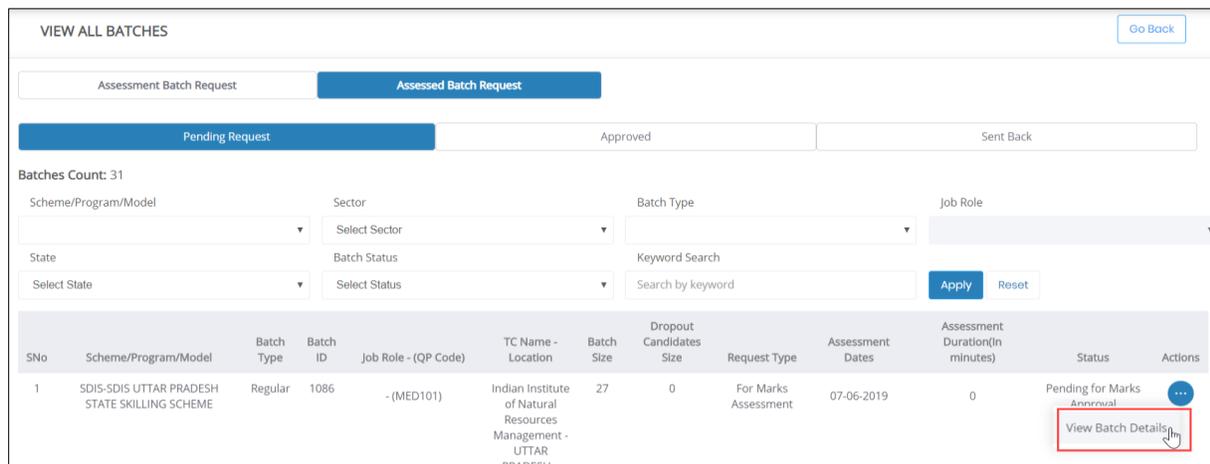
- Click **OK**, to navigate to the **Assessed Candidates** screen.

3.9 Reassign Batch Marks to Assessor

The **Reassign Batch Marks to Assessor** screen allows the Assessment Agency to reassign the SSC rejected batches to an Assessor. The Assessor can rectify the marks and re-submit the marks to Assessment Agency.

To Navigate

Home - - > Dashboard - - > Assessment Request - - > View All Batches - - > Assessed Batch Request - - > Pending Request - - > Actions - - > View Batch Details - - > Assessed Candidates



VIEW ALL BATCHES Go Back

Assessment Batch Request **Assessed Batch Request**

Pending Request Approved Sent Back

Batches Count: 31

Scheme/Program/Model: Sector: Batch Type: Job Role:

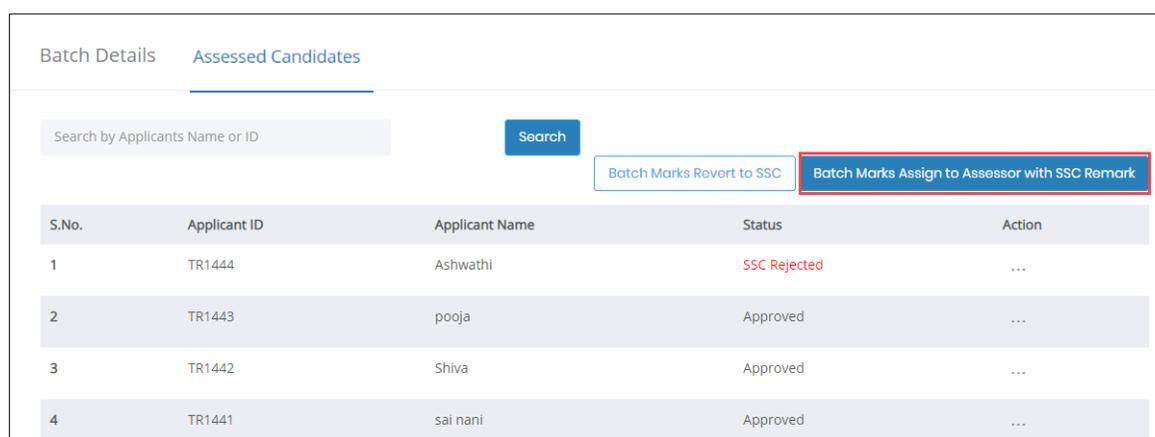
State: Batch Status: Keyword Search:

Select State: Select Status: Search by keyword: Apply Reset

SNo	Scheme/Program/Model	Batch Type	Batch ID	Job Role - (QP Code)	TC Name - Location	Batch Size	Dropout Candidates Size	Request Type	Assessment Dates	Assessment Duration(in minutes)	Status	Actions
1	SDIS-SDIS UTTAR PRADESH STATE SKILLING SCHEME	Regular	1086	-(MED101)	Indian Institute of Natural Resources Management - UTTAR PRADESH.	27	0	For Marks Assessment	07-06-2019	0	Pending for Marks Annual	View Batch Details

➤ Click **View Batch Details**, the **Assessed Candidates** screen appears.

➤ The **Assessed Candidates** screen lists all the applicants of the batches.



Batch Details **Assessed Candidates**

Search by Applicants Name or ID Search

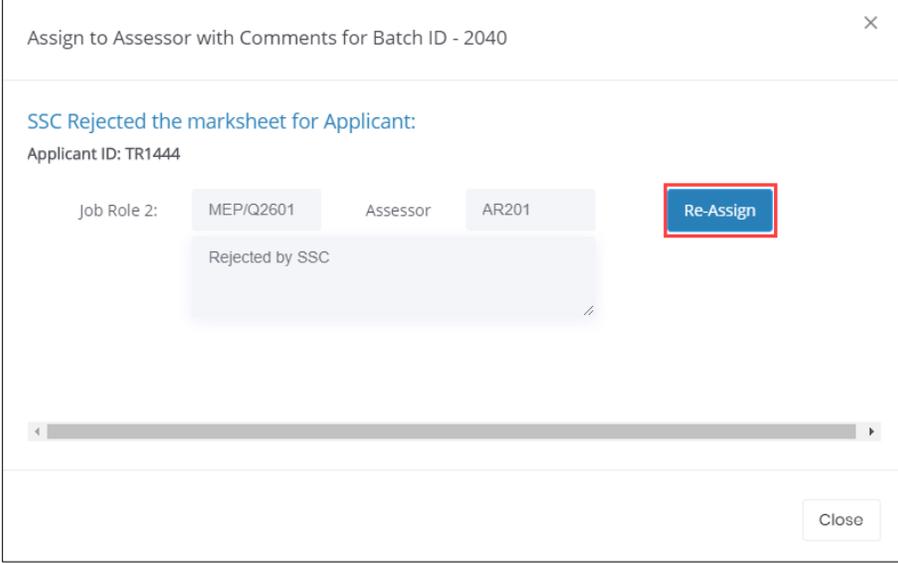
Batch Marks Revert to SSC **Batch Marks Assign to Assessor with SSC Remark**

S.No.	Applicant ID	Applicant Name	Status	Action
1	TR1444	Ashwathi	SSC Rejected	...
2	TR1443	pooja	Approved	...
3	TR1442	Shiva	Approved	...
4	TR1441	sai nani	Approved	...

➤ The **Assessed Candidates** screen lists all the applicants of the batches and allows the Assessment Agency to reassign Assessor and/or send back to the SSC.

➤ Click **Batch Marks Assign to Assessor with SSC Remark**, the **Assign to Assessor with comments for Batch** screen appears.

- The **Assign to Assessor with Comments for Batch** screen displays the Applicant ID, Job Role, Assessor and displays the SSC comment.



Assign to Assessor with Comments for Batch ID - 2040

SSC Rejected the marksheet for Applicant:
Applicant ID: TR1444

Job Role 2: MEP/Q2601 Assessor AR201 **Re-Assign**

Rejected by SSC

Close

- Click **Re-Assign**, the following screen appears.





Job Role Marks Rejected
MEP/Q2601

OK

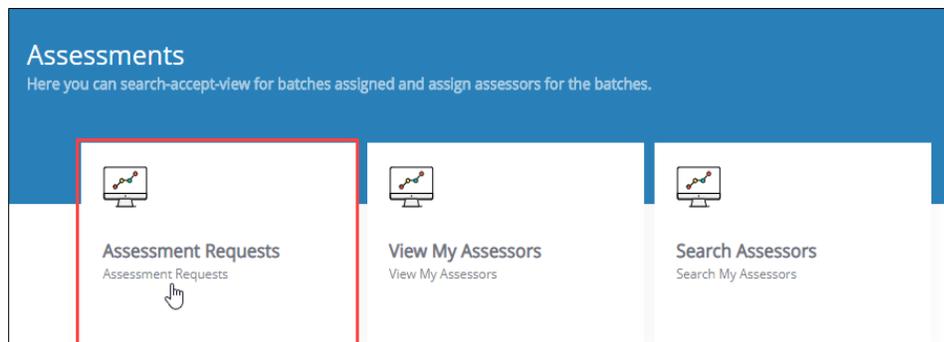
- Click **OK**, to navigate to the **Assessed Candidates** screen.

4 View Batch Details (Assessed Batch Request)

The **View Batch Details (Assessed Batch Request)** screen allows the Assessment Agency to view marks for the assessments.

To Navigate

Home - - > Dashboard - - > Assessment Request - - > Assessed Batch Request - - > Pending Request - - > View Batch Details



- The **Pending Request** section displays all the pending request details and also allows the Assessment Agency to view batch details under Action.

VIEW ALL BATCHES Go Back

Assessment Batch Request **Assessed Batch Request**

Pending Request Approved Sent Back

Batches Count: 32

Scheme/Program/Model Sector Batch Type Job Role

State Batch Status Keyword Search

Select State Select Status Search by keyword Apply Reset

SNo	Scheme/Program/Model	Batch Type	Batch ID	Job Role - (QP Code)	TC Name - Location	Batch Size	Dropout Candidates Size	Request Type	Assessment Dates	Assessment Duration(In minutes)	Status	Actions
1	SDIS-SDIS UTTAR PRADESH STATE SKILLING SCHEME	Regular	1086	-(MED101)	Indian Institute of Natural Resources Management - UTTAR PRADESH, Hamirpur	27	0	For Marks Assessment	07-06-2019	0	Pending for Mark	... View Batch Details

- Click **View Batch Details**, the **Batch Details** screen appears.

5 View Comments Received from Assessor

The **View Received Comment** screen allows the Assessment Agency to view the comments provided by Assessor.

To Navigate

Home - - > Dashboard - - > Assessment Request - - > Assessed Batch Request - - > Pending Request - - > Action - - > View Received Comment

Pending Request														Approved		Sent Back	
Batches Count: 240																	
Scheme/Program/Model			Sector			Job Role			State								
Select Scheme			Select Sector			Select JobRole			Select State								
Batch Status			Batch ID			Batch Type											
Select Status			Search by Batch ID									Apply Reset					
SNo	Scheme/Program/Model	Sector	Batch Type	Batch ID	Job Role - (QP Code)	TC Name - Location	Batch Size	Enrolled Candidates	Dropped Candidates	Request Type	Assessment Date(s)	Assessment Duration(In minutes)	Requested On	Status	Actions		
6	SDIS-NULM/SUDA	BFSI	Regular	1060	Accounts Assistant Using Tally (ICT 701) - (ICT701)	Excel Private ITI Cherthala - KERALA , Alappuzha	30	30	0	For Marks Assessment	03-06-2020 to 04-06-2020	1	Jun 10, 2020	Assessment On-going	...		
7	ToT/ToA	Beauty & Wellness	Regular	32431	Assistant Hair Stylist - (BWS/Q0201), Trainer - (MEP/Q2601)	PMKK North Chennai - TAMIL NADU , CHENNAI	20	8	0	For Marks Assessment	21-12-2019 28-12-2019	0, 0	Feb 21, 2020	Pending for Assessment	...		
														View Batch Details		View Received Comment	

- The **Pending Request** section displays all the pending request details and also allows the Assessment Agency to view received comments under Action.
- Click **View Received Comments**, the **Received Comments** screen appears.

Received Comments X

Candidate was present

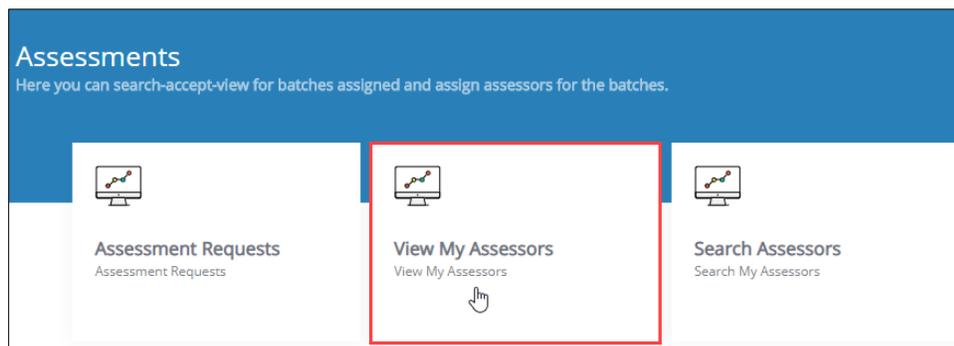
- The **Received Comments** screen displays the comments sent by the Assessor.
- Click **X**, to navigate to the **View All Batches** screen.

6 Link Assessor

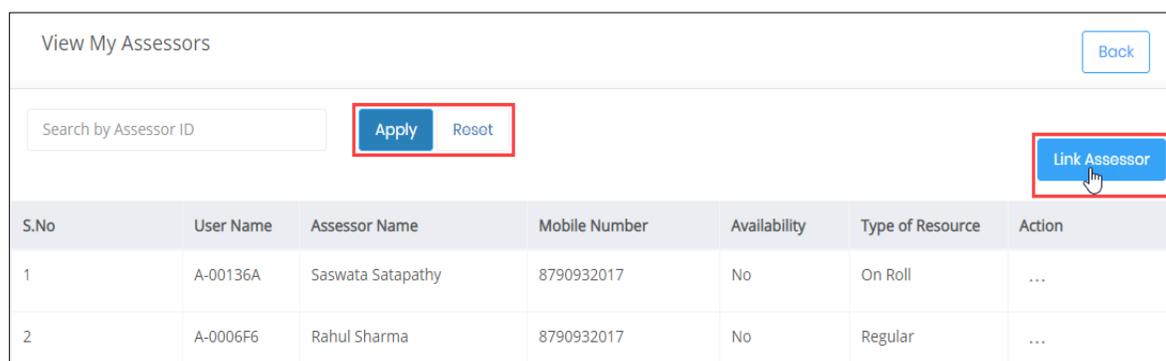
The **Link Assessor** screen allows the Assessment Agency to link an Assessor.

To Navigate

Home - - > Dashboard - - > View My Assessors - - > Link Assessors

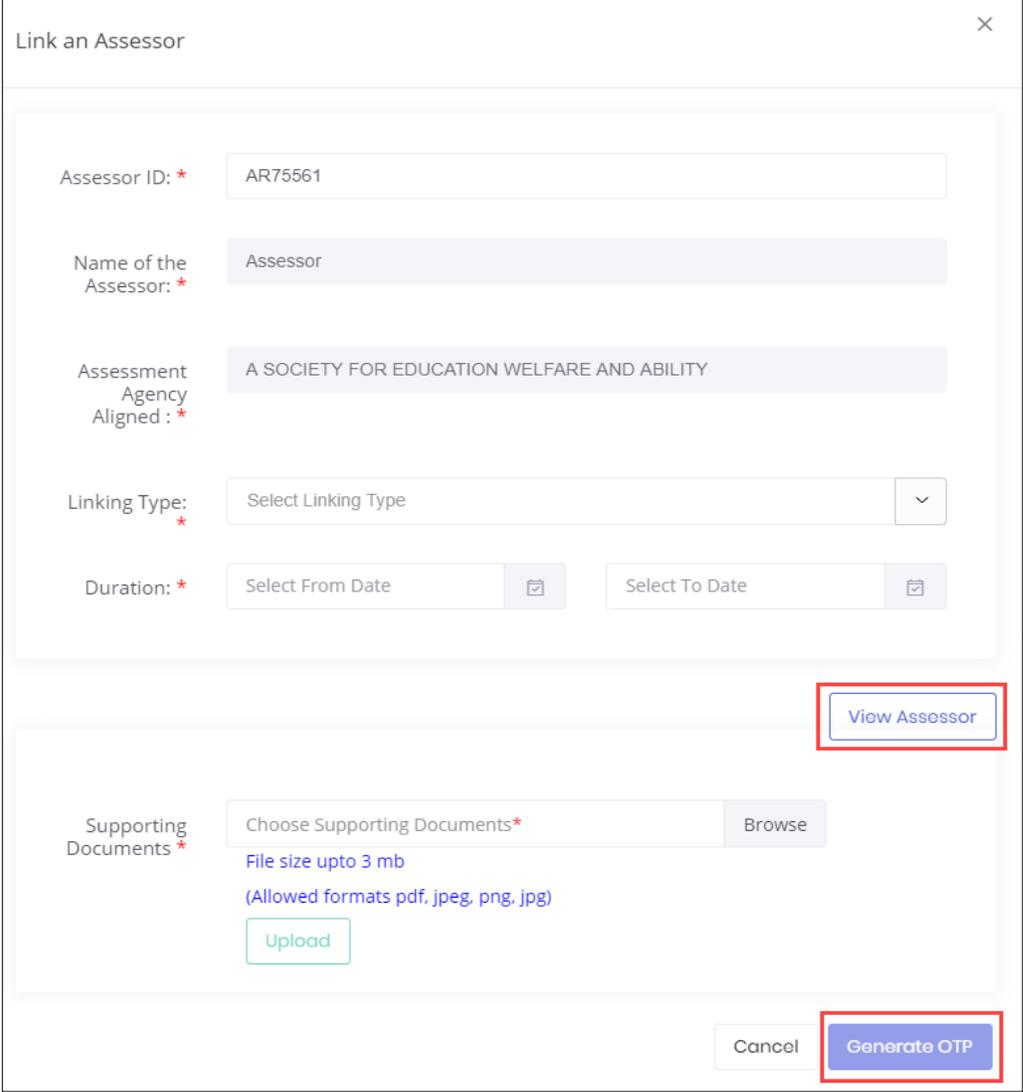


- The **View My Assessors** screen displays Assessor details such as Username, Assessor Name, Mobile Number, Availability, Type of Resource, Action, and also allows to Link Assessor.



- The **Assessment Agency** can search a particular batch based on Assessor ID. Click **Apply**, to search for a particular Assessor.
- Click **Link Assessor**, the **Link an Assessor** screen appears.

- The **Link an Assessor** screen allows the Assessment Agency to enter the appropriate Assessor ID, the Name of the Assessor, and the Assessor aligned Assessment Agency will appear. Select the appropriate Linking Type and Duration (Start Date & End Date) from the drop-down list.



Link an Assessor

Assessor ID: * AR75561

Name of the Assessor: * Assessor

Assessment Agency Aligned: * A SOCIETY FOR EDUCATION WELFARE AND ABILITY

Linking Type: * Select Linking Type

Duration: * Select From Date Select To Date

View Assessor

Supporting Documents * Choose Supporting Documents* Browse

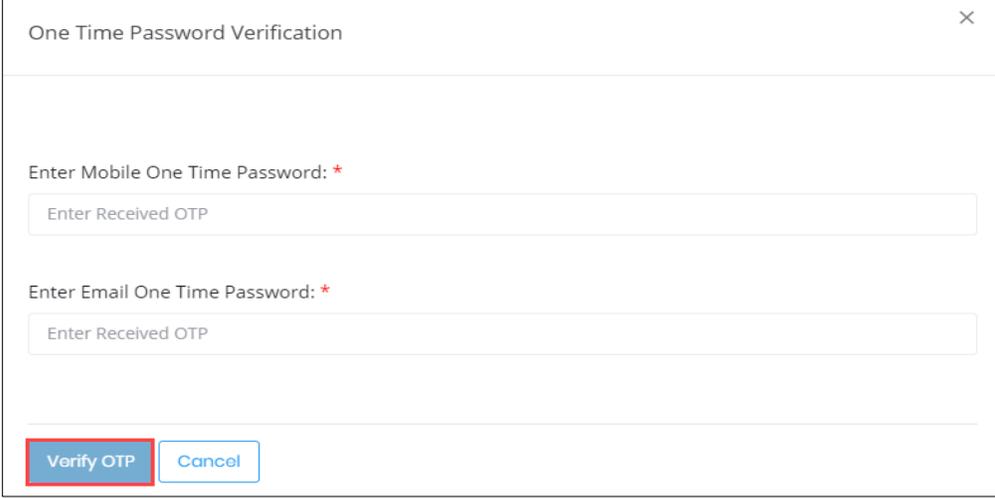
File size upto 3 mb
(Allowed formats pdf, jpeg, png, jpg)

Upload

Cancel Generate OTP

- Click **View Assessor**, to view the Assessor details.
- Click **Browse** to *upload* the appropriate Supporting Documents. Assessment Agency can upload the only jpg, png, jpeg, and pdf and the maximum file size is **three** MB. Click **Upload**.

- Click **Generate OTP**, the **One Time Password Verification** screen appears as follows.



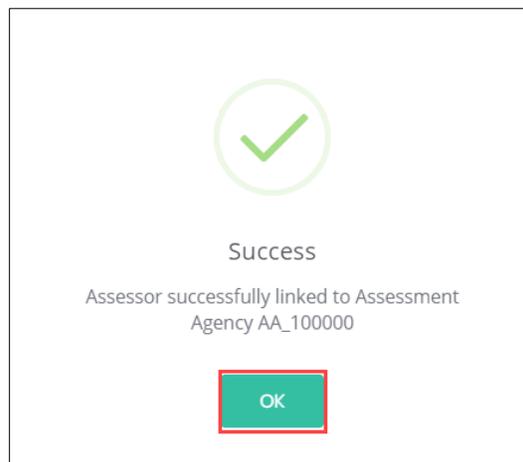
One Time Password Verification

Enter Mobile One Time Password: *

Enter Email One Time Password: *

Verify OTP Cancel

- Enter the appropriate OTP (mobile and email) received and click **Verify OTP**.



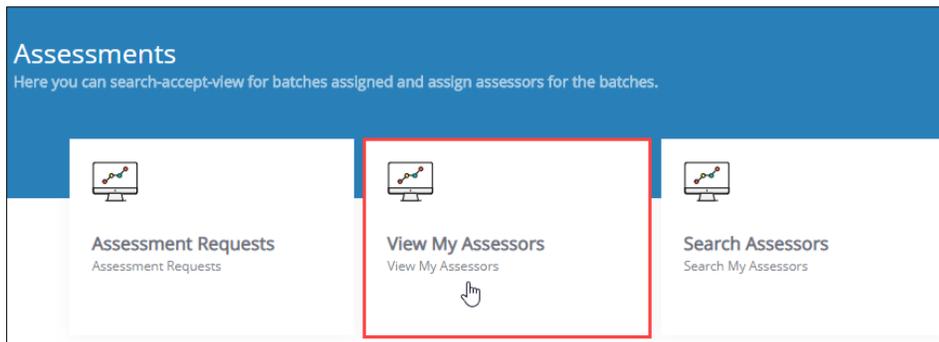
- Click **OK**, to navigate to the **View My Assessor** screen.

7 View Assessor Details

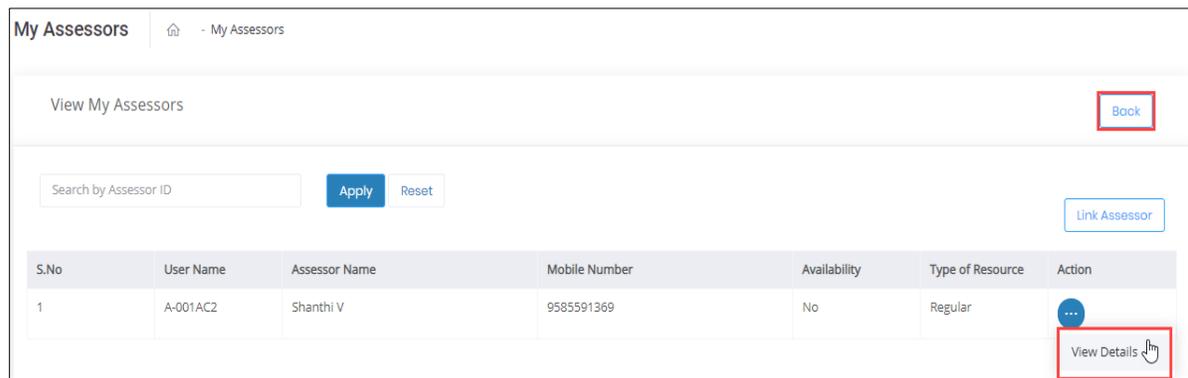
The **View Assessor Details** screen allows the Assessment Agency to view the details of all the associated Assessor.

To Navigate

Home --> Dashboard --> View My Assessors --> Action --> View Details



- The **View My Assessors** screen displays Assessor details such as Username, Assessor Name, Mobile Number, Availability, Type of Resource, and also allows to view details under Action.



- Click **View Details**, the **View Assessor Profile** screen appears.

➤ The **View Assessor Profile** screen hosts **six** sections as listed below.

- Personal Information
- Contact & Address Details
- Education Details
- Added Industrial Experience Details
- Associated Assessment Agency
- Certification Details

➤ The **Personal Information** section displays personal details such as Name of Assessor, Date of Birth, Gender, Languages Known, Religion, and Category.

View Assessor Profile			
			Back
Personal Information			
Name of Assessor	Shashi Kumari	Date of Birth	20-05-1992
Gender	Female	Languages Known	English , Hindi
Religion	Hindu	Category	General

➤ The **Contact & Address Details** section displays the details such as Mobile Number of Assessor, Pincode Email Address of Assessor, State/Union Territory, Assessor Address, District/City, Nearby Landmark, and Tehsil/Mandal.

Contact & Address Details			
Mobile Number of Assessor	Shashi Kumari	Pincode	110001
Email Address of Assessor	animesh.s@transneuron.com	State/Union Territory	DELHI
Assessor Address	86/393 Gole Market Sector 01, DIZ Area, New Delhi	District/City	CENTRAL
Nearby Landmark	Gole Market Sector 01	Tehsil/Mandal	Karol Bagh

➤ The **Education Details** section displays the education details of the Assessor.

Education Details	
Completed Six Months Vocational Training in Beauty Culture from National Institute of Open Schooling	Others

- The **Added Industrial Experience Details** section displays industrial experience details.

Added Industrial Experience Details		
Healthcare	gihrrhw	16 Years and 2 Months

- The **Associated Assessment Agency** section displays the details such as Assessment Agency Name, From, and to Date and Type.

Associated Assessment Agency		
Assessment Agency Name	From and to Date	Type
A to Z Foundation	10-05-2019 to 04-04-2020	Regular
Test AA	12-06-2019 to 27-06-2019	Regular
AA123	07-06-2019 to 19-06-2019	Regular
Metal AA	07-06-2019 to 27-06-2019	Regular
Check for Geographical error	08-06-2019 to 19-06-2019	Regular
Ankit	14-06-2019 to 03-07-2019	Regular

- The **Certification Details** section displays the certification details such as Job Role, QP Code, and Valid Till details.

Certification Details		
Job Role	QP Code	Valid Till
Beauty Therapist	BWS/Q0102	13-03-2020
Hair Stylist	BWS/Q0202	18-01-2021

- Click **Go Back**, to navigate to the **View My Assessors** screen.