



**Skill India**  
कौशल भारत - कुशल भारत

# User manual for Certified Assessor (AR) to Assess Batches - ToT ToA



Transforming the skill landscape

---

## Table of Contents

1	Introduction .....	2
2	Batches.....	3
2.1	View All Batches.....	3
2.2	View Batch Details .....	5
2.3	Accept Batch .....	8
2.4	Reject Batch .....	10
3	Assessment (Mobile App) .....	13
4	Upload Marks.....	27
5	Edit Marks .....	29
6	View Marks .....	31
7	Submit for Approval to Assessment Agency.....	33

# 1 Introduction

The *User Manual for Assessor – ToT ToA* is designed to provide information on the role of the certified Assessor to assess ToT/ToA batches. The Assessor can perform the functionalities as listed below.

- Batches
  - View All Batches
  - View Batch Details
  - Accept Batch
  - Reject Batch
- Assessment Mobile App
- Edit Marks
- Upload Marks
- View Marks
- Submit for Approval to Assessment Agency

## 2 Batches

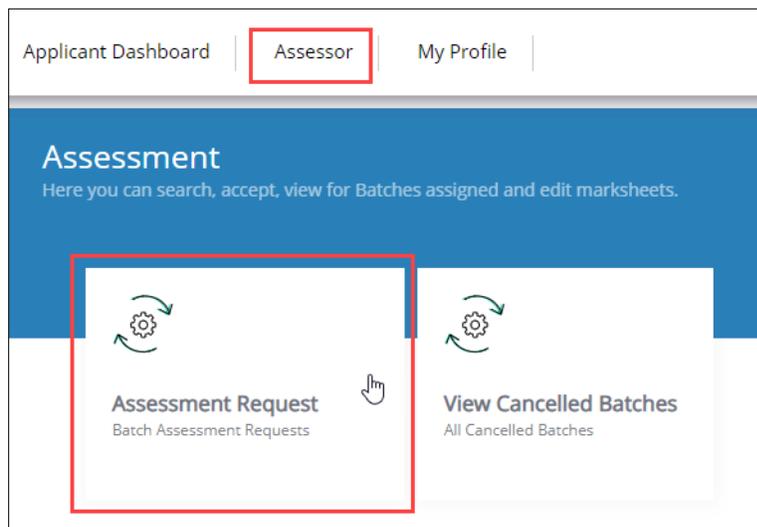
The **Batch** screen allows the Assessor to view all batches and also allows to accept or reject batches.

### 2.1 View All Batches

The **View All Batches** screen allows the Assessor to view all assigned ToT/ToA batches.

#### To Navigate

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



➤ The **View All Batches** screen displays all the batches assigned by Assessment Agency.

View All Batches Go Back

Pending Requests Accepted Rejected

Batches Count: 1

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

Scheme/Program/Model	Batch Type	Batch ID	Job Role - (QP Code)	TC Name - Location	Batch Size	Enrolled Candidates	Dropout Candidates Size	Preferred Assessment Language	Request Type	Assessment Dates	Status	Actions
ToT/ToA	Regular	2764	Assessor - (MEP/Q2701)	Tinsukia hindi women education society (2037/2019) - ASSAM, Karbi Anglong - East	5	0	0		For Assessment	07-01-2020	Pending for Acceptance	...

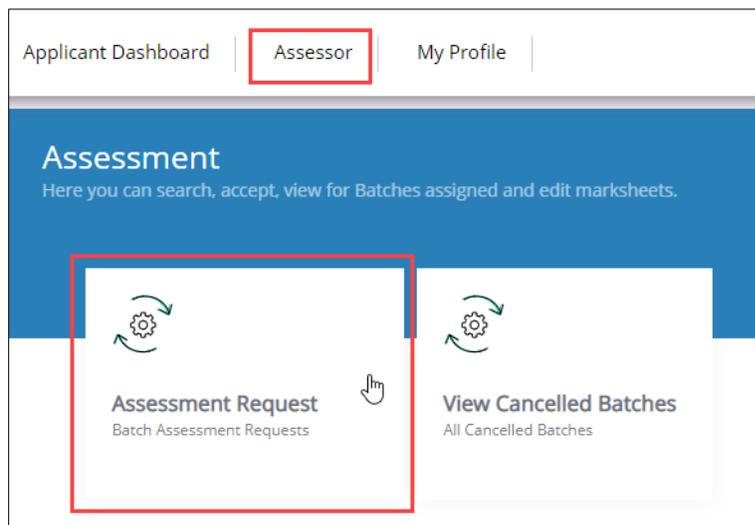
- The batches are categorized on the basis of the status of batch applications. The categories of batches are as listed below.
  - Pending Request
  - Accepted
  - Rejected
  
- The **Assessor** can also search for a particular batch on the basis of Scheme/Program/Model, Sector, Batch Type, Job Role, State, Batch Status and Keyword Search. Click **Apply**, to search for a particular batch.
  
- The **View All Batches** screen lists all the assigned batches along with the details of the batches such as Scheme/Program/Model, Batch Type, Batch ID, Job Role Code (QP Code), TC Name Location, Batch Size, Enrolled Candidates, Dropout Candidates Size, Preferred Assessment Language, Request Type, Assessment Dates, Status and allows to accept/reject the batches.

## 2.2 View Batch Details

The **View Batch Details** screen allows the Assessor to view the batch details of assigned ToT – ToA batch.

### To Navigate

Home --> Assessor Dashboard --> Assessment Request --> View All Batches --> Assessment Batch Request --> Accepted --> Action --> View Batch Details



- The **View All Batches** screen lists all the assigned batches along with the details of the batches such as Scheme/Program/Model, Batch Type, Batch ID, Job Role Code (QP Code), TC Name Location, Batch Size, Enrolled Candidates, Dropout Candidates Size, Preferred Assessment Language, Request Type, Assessment Dates, Status and Action Date.

View All Batches Go Back

Assessment Batch Request Assessed Batch Request

Pending Requests Accepted Rejected

Batches Count: 1

Scheme/Program/Model Sector Batch Type Job Role

Select Scheme Select Sector Select Batch Type Job Role

State Batch ID

Select State Search by Batch ID Apply Reset

Scheme/Program/Model	Batch Type	Batch ID	Job Role - (QP Code)	TC Name - Location	Batch Size	Enrolled Candidates	Dropout Candidates Size	Preferred Assessment Language	Request Type	Assessment Dates	Status	Action Date	Actions
ToT/ToA	Regular	2764	Assessor - (MEP/Q2701)	Tinsukia hindi women education society (2037/2019)	5	0	0		For Assessment	07-01-2020	Accepted	26-12-2019	View Batch Details

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

➤ The **View Batch Details** screen hosts **two** tabs as listed below.

- Batch Details
- Enrolled Applicants

➤ The **Batch details** screen displays the details of the batch and also hosts **four** sections as listed below.

- Batch Details
- Training Centre Details
- Domain Job Role
- Platform Job Role

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

Batch ID - 910				Go Back	
Batch Details		Enrolled Applicants			
Batch Name	:	Final Batch checker	Batch ID	:	910
Batch Size	:	15	Batch Duration	:	12-05-2019 to 18-05-2019

➤ The **Training Centre Details** section displays the Training Centre details such as Training Centre, Training Centre Id, Centre Rating by Smart, Training Partner Name, State, District, Geo Location, Latitude, Longitude, and Status.

Training Centre Details								
Training Centre	Training Centre ID	Centre Rating by SMART	Training Partner Name	State	District	Geo Location		Status
						Latitude	Longitude	
Tinsukia hindi women education society (2037/2019)	TC_00100089	N/A	Assam Skill Development Mission	Assam	Karbi Anglong – East	26.13416	93.12481	Pending

➤ The **Domain Job Role** section displays the domain job role details such as Job Role Name, Assigned Agency, Assigned Assessor, Assessment Dates and Status.

Domain Job Role					
S.No	Job Role Name (QP Code)	Assigned Agency	Assigned Assessor	Assessment Dates	Status
1.	Hair Stylist (BWS/Q0202)	A to Z Foundation (AA_100001)	ashima (AR33010)	07-10-2018 to 03-09-2019	Accepted

Platform Job Role					
S.No	Job Role Name (QP Code)	Assigned Agency	Assigned Assessor	Assessment Dates	Status
1.	Trainer (MEP/Q2601)	A to Z Foundation (AA_100001)	ashima (AR33010)	07-10-2018 to 05-09-2019	Accepted

- The **Platform Job Role** section displays the domain job role details such as Job Role Name, Assigned Agency, Assigned Assessor, Assessment Dates and Status.
- The **Approved Applicants** section displays the details of the approved applicants such as Candidate ID, Candidate Name, Email Address, Mobile Number and Status.

Batch ID - 910 [Go Back](#)

Batch Details [Enrolled Applicants](#)

S.No	Candidate ID	Candidate Name	Email Address	Mobile Number	Status
1	CAN_023979	Vikaraj shekhwatt	123456@gmail.com	8712345345	ENROLLED
2	CAN_023976	Aktar shekhwatt	123456@gmail.com	8712345345	ENROLLED
3	CAN_023977	hatij shekhwatt	123456@gmail.com	8712345345	ENROLLED
4	CAN_023980	Sojhit shekhwatt	123456@gmail.com	8712345345	ENROLLED

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

## 2.3 Accept Batch

The **Accept Batch** screen allows the Assessor to accept the assigned ToT/ToA batches.

### To Navigate

Home --> Assessor Dashboard --> Assessment Request --> Pending Requests --> Actions --> Accept Batch

View All Batches Go Back

Assessment Batch Request      Assessed Batch Request

Pending Requests      Accepted      Rejected

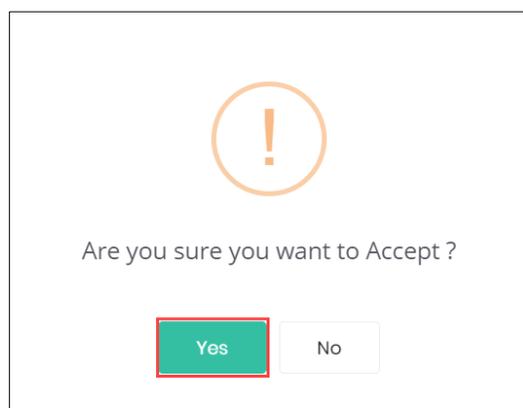
Batches Count: 1

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

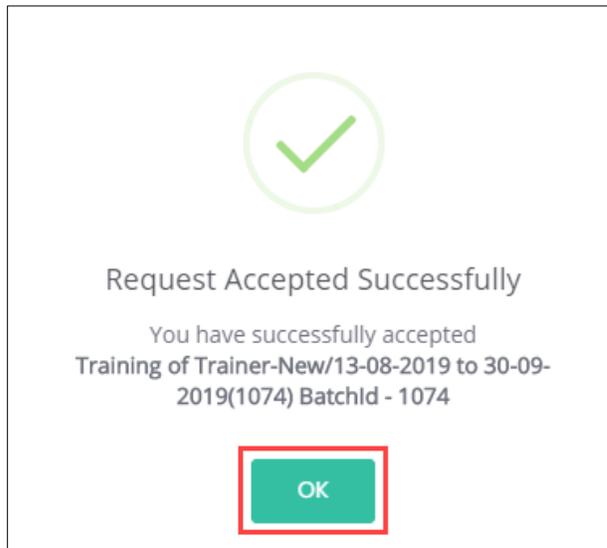
State:       Batch ID:            

Scheme/Program/Model	Batch Type	Batch ID	Job Role - (QP Code)	TC Name - Location	Batch Size	Enrolled Candidates	Dropout Candidates Size	Preferred Assessment Language	Request Type	Assessment Dates	Status	Actions
ToT/ToA	Regular	2764	Assessor - (MEP/Q2701)	Tinsukia hindi women education society (2037/2019) - ASSAM, Karbi Anglong -	5	0	0		For Assessment	07-01-2020	Pending for	<ul style="list-style-type: none"> <li>View Batch Details</li> <li style="border: 2px solid red; padding: 2px;">Accept Batch</li> <li>Reject Batch</li> </ul>

➤ Click **Accept Batch**, the following screen appears.



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



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

## 2.4 Reject Batch

The **Reject Batch** screen allows the Assessor to reject the assigned ToT/ToA batches.

### To Navigate

Home - - > Assessor Dashboard - - > Assessment Request - - > Pending Request - - > Actions - - > Reject Batch

View All Batches
Go Back

Assessment Batch Request
Assessed Batch Request

Pending Requests
Accepted
Rejected

Batches Count: 1

Scheme/Program/Model

Sector

Batch Type

Job Role

State

Batch ID

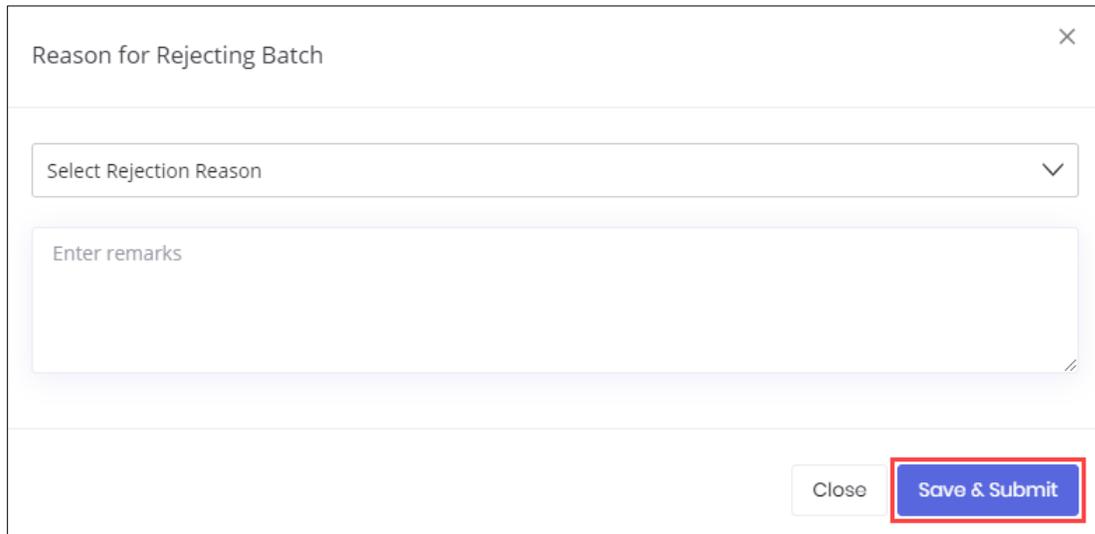
Apply
Reset

Scheme/Program/Model	Batch Type	Batch ID	Job Role - (QP Code)	TC Name - Location	Batch Size	Enrolled Candidates	Dropout Candidates Size	Preferred Assessment Language	Request Type	Assessment Dates	Status	Actions
ToT/ToA	Regular	2764	Assessor - (MEP/Q2701)	Tinsukia hindi women education society (2037/2019) - ASSAM, Karbi Anglong	5	0	0		For Assessment	07-01-2020	Pending for	...

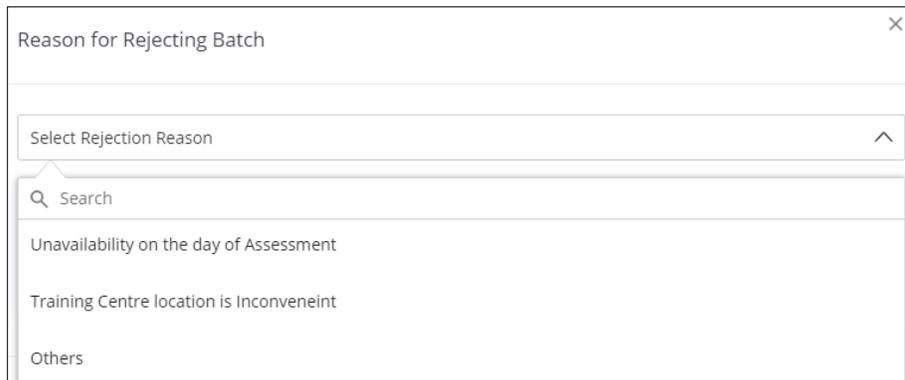
View Batch Details  
Accept Batch  
Reject Batch

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

- The **Reason for Rejecting Batch** screen allows the Assessor to reject the batch by selecting the appropriate reason.



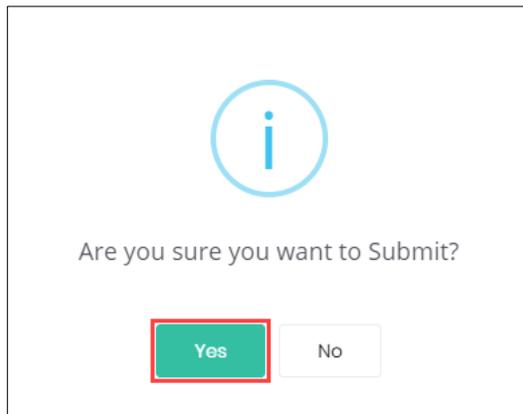
- Select the appropriate *rejection reason* from the drop-down list.



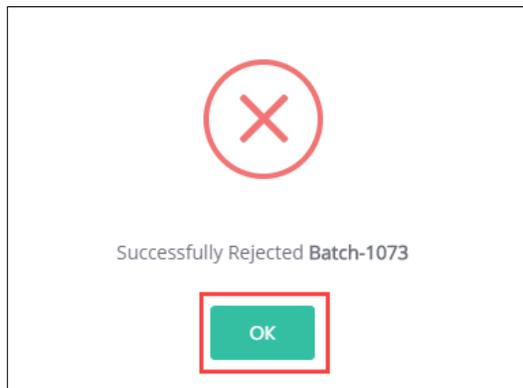
- Enter the appropriate remarks to reject the particular batch.

**Note:** The Assessor **must** enter the appropriate reason for rejecting the batch assigned by Assessment Agency.

- Click **Save and Submit**, the following screen appears.



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



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

### 3 Assessment (Mobile App)

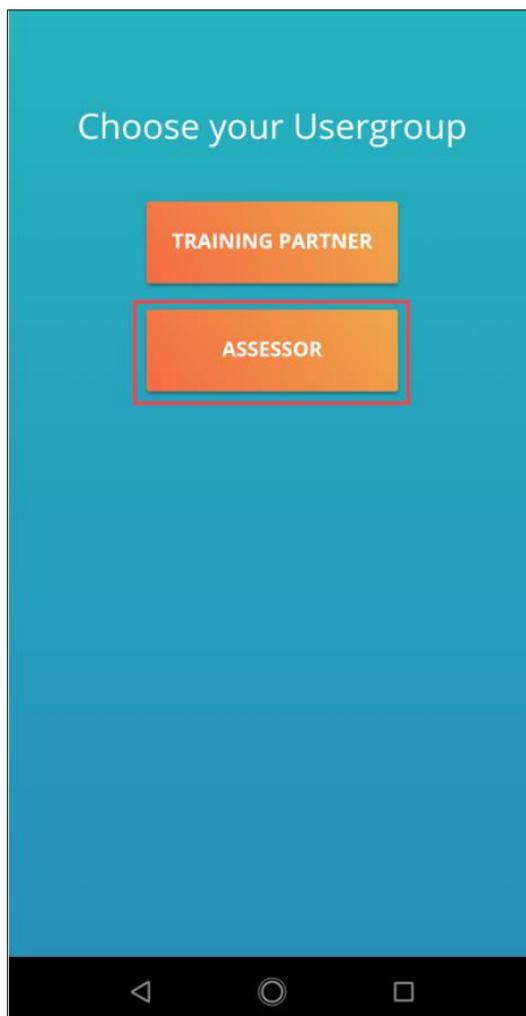
The **Assessment (Mobile App)** screen is designed to provide the information on, how an Assessor can use the mobile app for assessments.

#### To Navigate

Home - - > Skill India App



- Tap the **Skill India App**, and choose the user group as Assessor.



- Tap **Assessor**, the login page appears as follows.

Login

Username / Unique ID

Enter Password

LOG IN

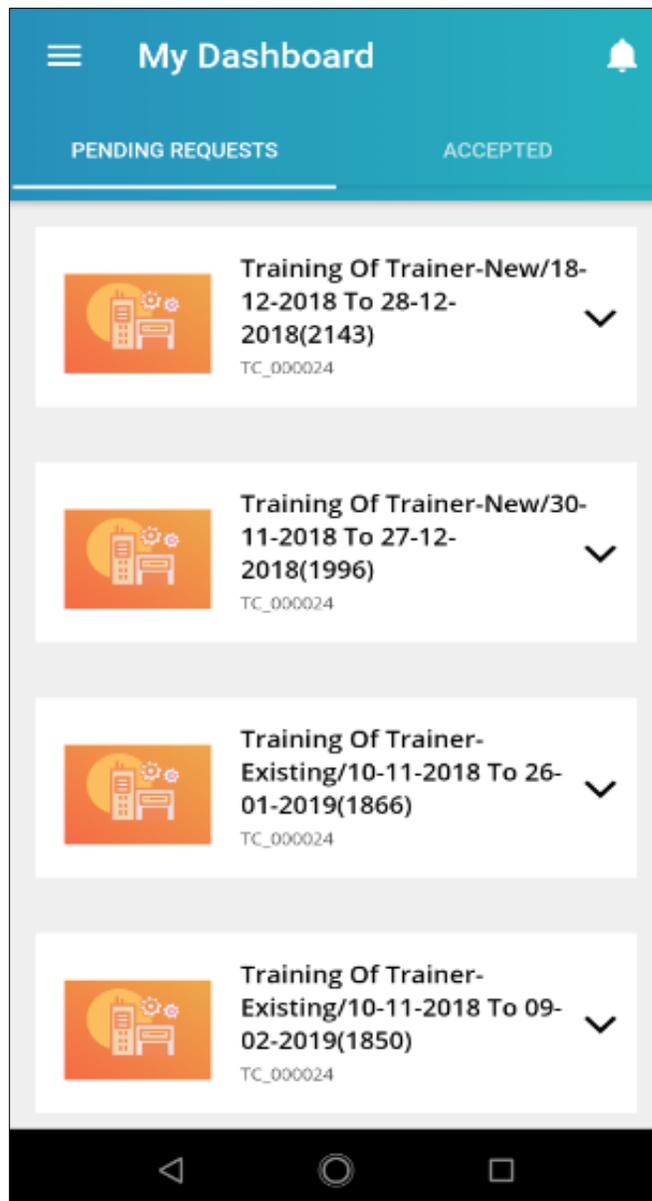
Forgot Password?

- Enter the appropriate Username / Unique ID and relevant Password.
- Single Tap **Login**, to navigate to **My Dashboard**.

**NOTE: Single Tap **Forgot Password**, to retrieve the password.**

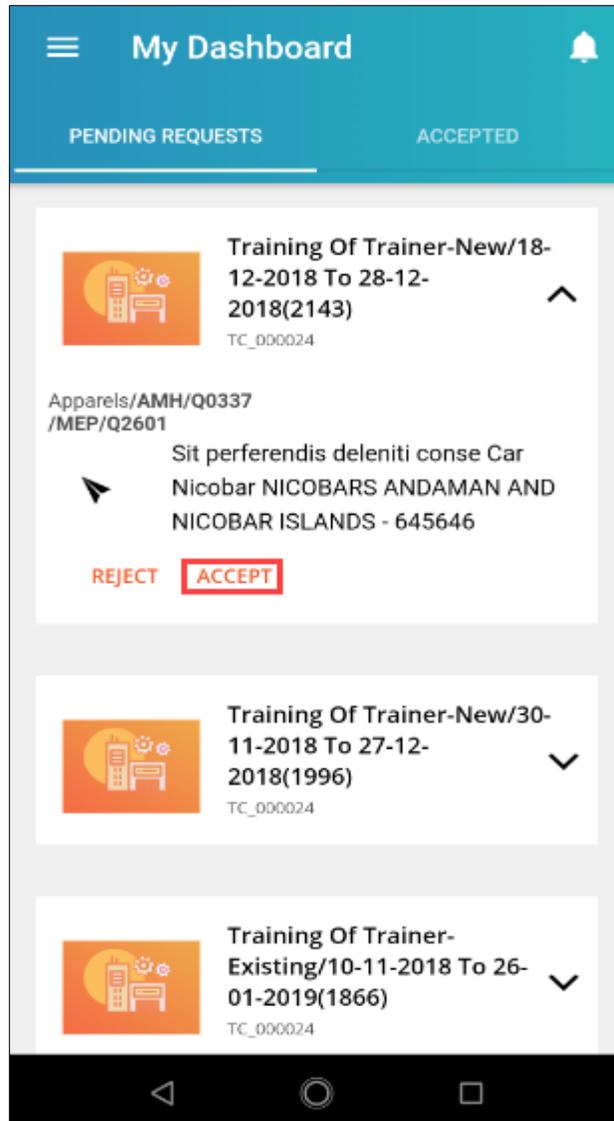
➤ The **My Dashboard** hosts **two** tabs as listed below.

- Pending Request
- Accepted

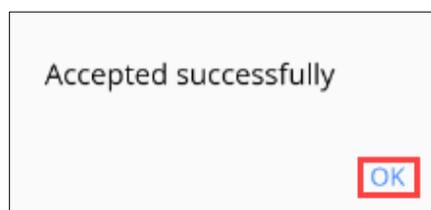


- The **Pending Request** screen lists all the batches assigned for the Assessor.
- The **Accepted** screen lists all the accepted assigned batches.

- The **Pending Requests** screen lists all the assigned assessment requests along with the details such as Batch Type, Batch Duration, Batch ID, Sector Name, and QP Code. Also displays the information of the Training Centre.

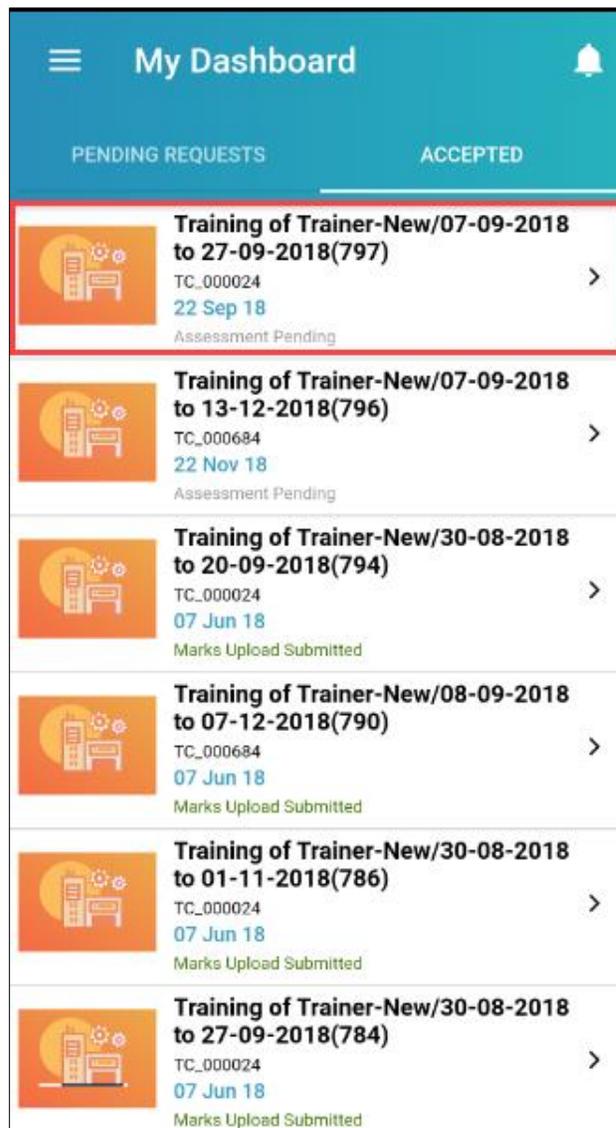


- Tap **Accept**, the **Accepted Successfully** screen appears.



- Tap **OK**, to navigate to the **Pending Request** screen.

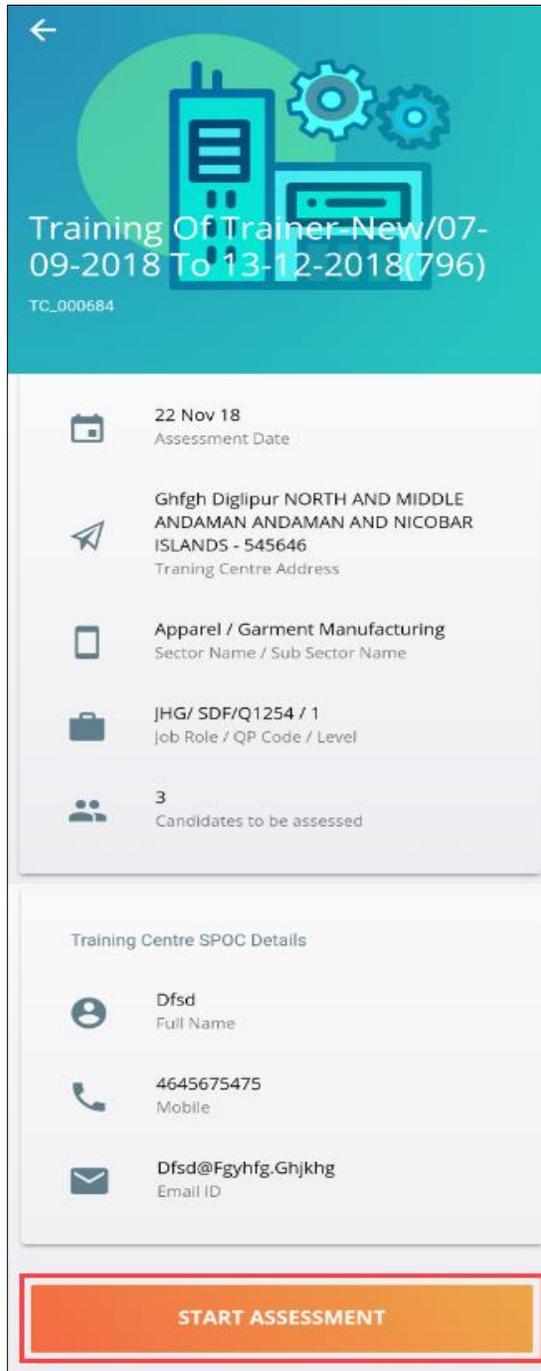
- The **Accepted** screen displays all the accepted batches along with the details such as Batch Type, Batch Duration, Batch ID, Sector Name, and Training Centre ID.



- Tap the **Batch Name**, the **Batch Details** screen appears.

**Note:** The Assessor can start the assessment only for the batches with the status as *Assessment Pending*.

- The **Batch Details** screen displays the details of the respective batches such as Assessment Date, Training Centre Address, Sector/Sub Sector Names, Job Role/QP Code/Level and Number of Candidates needs to be assessed in the batch.



←

Training Of Trainer New/07-09-2018 To 13-12-2018(796)  
TC\_000684

22 Nov 18  
Assessment Date

Ghgh Diglipur NORTH AND MIDDLE ANDAMAN ANDAMAN AND NICOBAR ISLANDS - 545646  
Training Centre Address

Apparel / Garment Manufacturing  
Sector Name / Sub Sector Name

JHG/ SDF/Q1254 / 1  
Job Role / QP Code / Level

3  
Candidates to be assessed

Training Centre SPOC Details

Dfsd  
Full Name

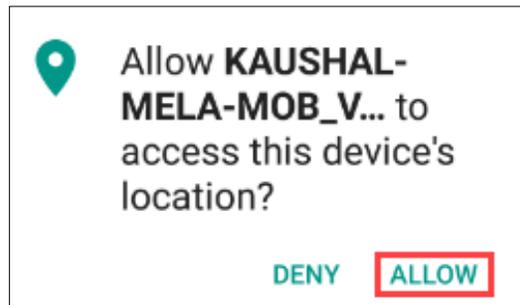
4645675475  
Mobile

Dfsd@Fgyhfg.Ghjkhg  
Email ID

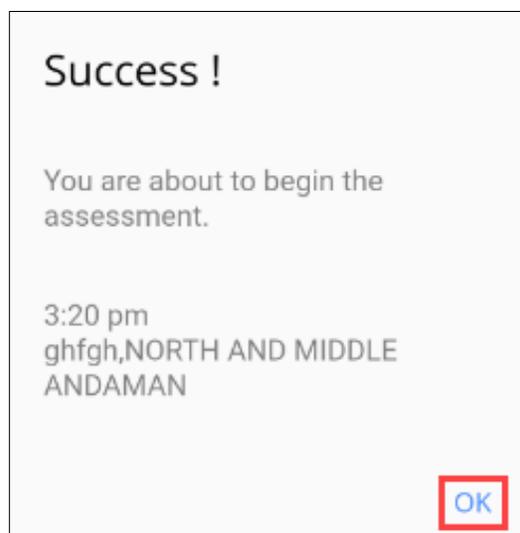
**START ASSESSMENT**

- The **Training Centre SPOC (Single Point of Contact) Details** section displays the SPOC details such as Name of SPOC, Mobile Number of SPOC and Email address of SPOC.

- Tap **Start Assessment**, the verification screen appears.

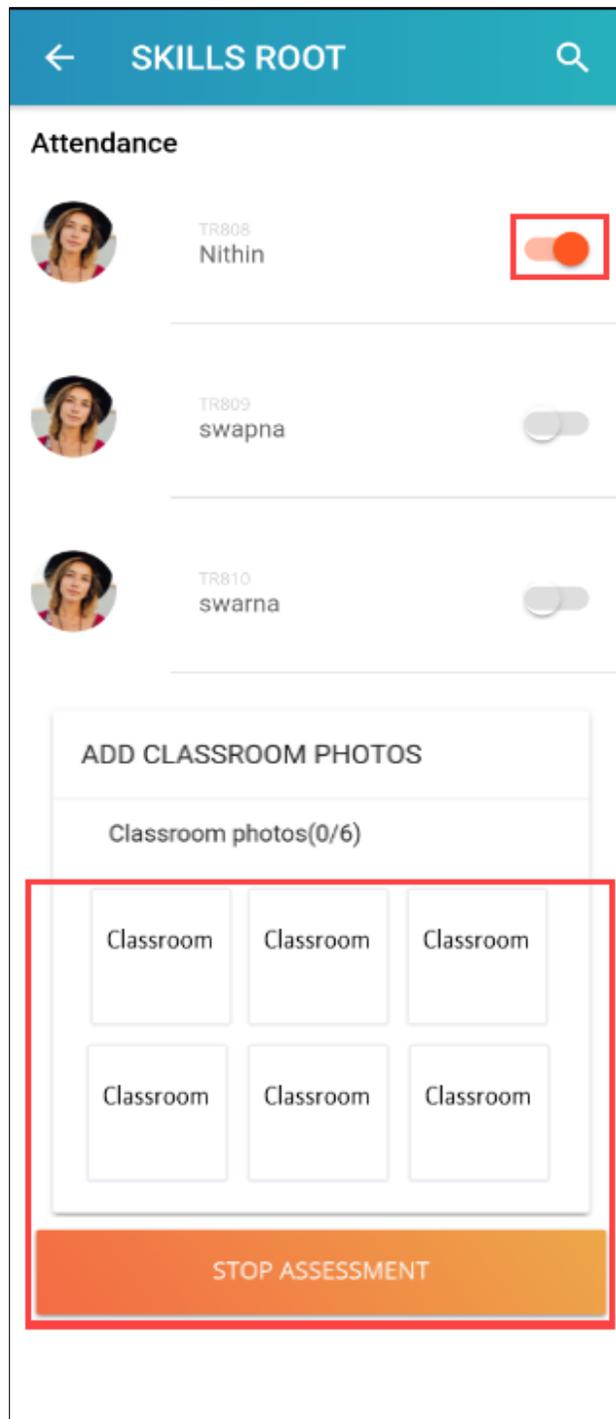


- Tap **Allow**, the **Success** screen appears.

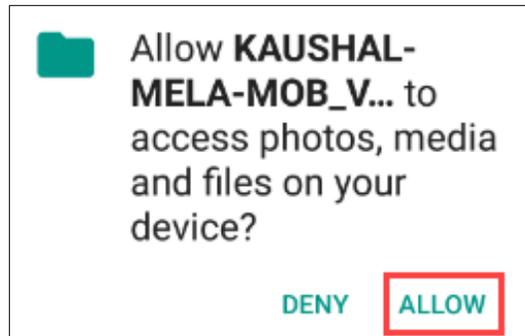


- Tap **OK**, to navigate to the **Attendance** screen.

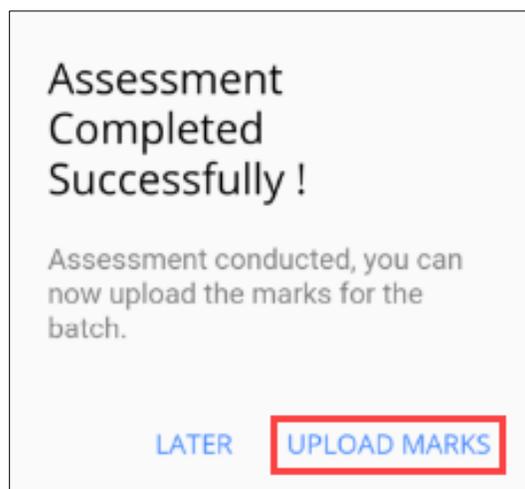
- The **Attendance** screen allows the Assessor to mark the candidate attendance. Tap the slider button of the respective candidate to mark the present.



- The **Add Classroom Photos** section allows the Assessor to add the classroom photos. Tap the respective section to add the classroom photos. The following permission screen appears.

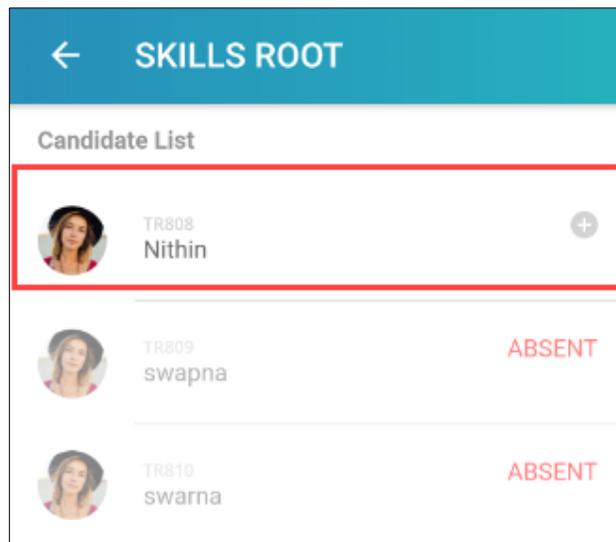


- Tap **ALLOW**, to *Geotag* the images. Click **six** different photos of the classroom. Tap STOP ASSESSMENTS.



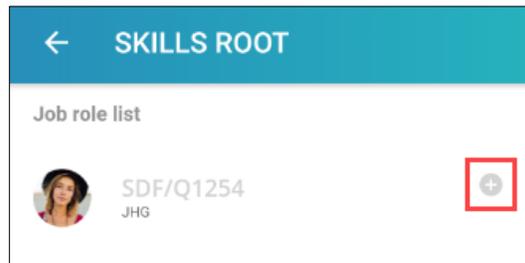
- Tap **UPLOAD MARKS**, the **Candidate List** screen appears.

- The **Candidate List** section displays all (present and absent) the candidates of the batch.



- Tap on **+**, to navigate to the **Job Role List** screen.

- The **Job Role List** screen displays all the job role for the batch.



- Tap on +, to upload the marks for respective NOS.
- The **Upload Marks** screen allows the Assessor to add the marks for all the NOS of the particular job role of the candidate.

Compulsory NOS		TOTAL MARKS :0	
AMH/N0222 NOS Code			
PC Description			
Theory	/10	Practical	/50
OJT	/20	Viva	/40
Total	/120		

- The **Compulsory NOS** section allows the Assessor to enter the appropriate score gained by a candidate for *Compulsory NOS*, in Theory, Practical, OJT and Viva against the maximum score. The system *auto calculates* the total marks and displays the total.
- Tap **Save**, the **Successfully Saved** screen appears.



- Tap **OK**, to navigate to the **Upload Marks** screen.
- Tap **Next**, to navigate to the **Elective NOS** screen.
- The **Elective NOS** screen allows the Assessor to enter the respective score gained by a candidate for *Elective NOS*, in Theory, Practical, OJT and Viva against the maximum score. The system *auto calculates* the total marks and displays the total.

← UPLOAD MARKS

58% progress

TR808  
Nithin

Step 2 of 3

Elective TOTAL MARKS : 0

hghgf

AMH/N0179		NOS Code	
zxcvbcv 0			
Theory	Practical	OJT	Viva
35 /40	25 /30	15 /20	8 /10
Total		83 /100	

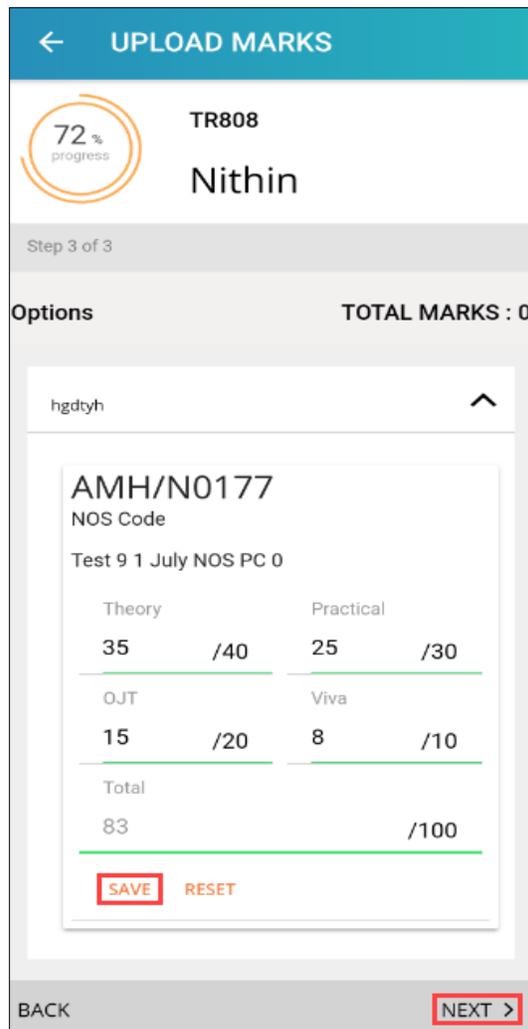
SAVE RESET

BACK NEXT >

- Tap **Save**, the **Successfully Saved** screen appears.



- Tap **OK**, to navigate to the **Upload Marks** screen.
- Tap **Next**, to navigate to the **Options NOS** screen.
- The **Options NOS** section allows the Assessor to enter the respective score gained by a candidate for *Optional NOS*, in Theory, Practical, OJT and Viva against the maximum score. The system *auto calculates* the total marks and displays the total.



← **UPLOAD MARKS**

72% progress

TR808  
Nithin

Step 3 of 3

**Options** **TOTAL MARKS : 0**

hgdyh

**AMH/N0177**  
NOS Code  
Test 9 1 July NOS PC 0

Theory		Practical	
35	/40	25	/30
OJT		Viva	
15	/20	8	/10
Total			
83			/100

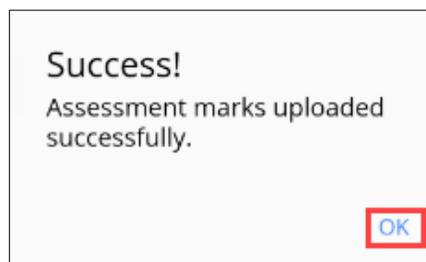
**SAVE** **RESET**

BACK **NEXT >**

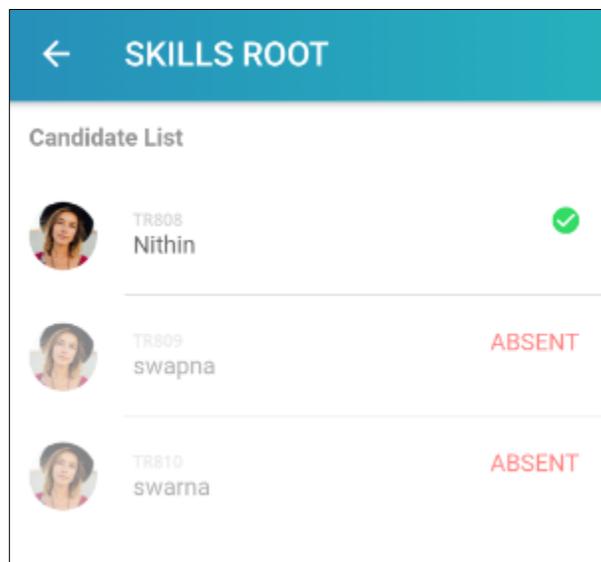
- Tap **Save**, the **Successfully Saved** screen appears.



- Tap **OK**, to navigate to the **Upload Marks** screen.
- Tap **Next**, the **Success** screen appears.



- Tap **OK**, to navigate to the **Candidate List** screen.



- The  appears after all the scores uploaded.

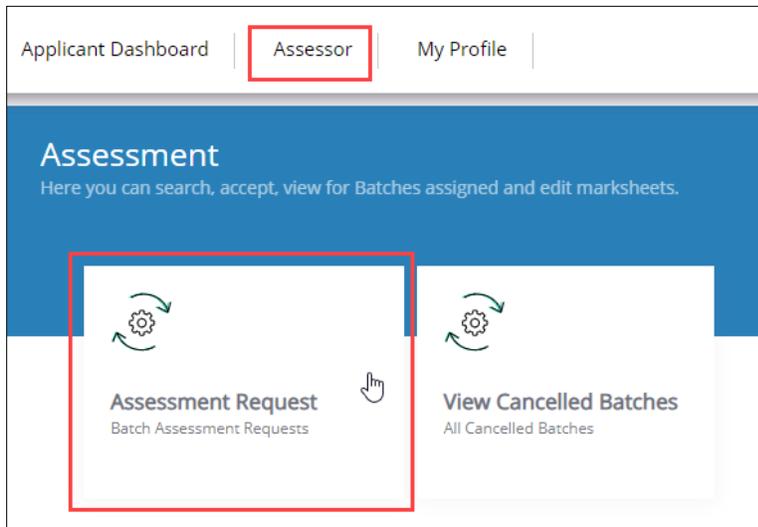
**Note:** The Assessor **must** upload all the assigned candidates' marks and attendance for the batches conducted.

## 4 Upload Marks

The **Upload Marks** screen allows the Assessor to upload the marks of the candidate.

### To Navigate

Home --> Assessor Dashboard --> Assessment Request --> Assessed Batch Request --> Pending Requests --> Actions --> View Details --> Approved Applicants --> Action --> View Job Role Details --> Action --> Upload Marks



- The **Upload Marks** screen allows the Assessor to upload marks of the applicant.
- The **Candidate ID** screen displays the marks given for all the QP's under different categories such as Theory, Practical, OJT, Viva and also displays Total marks.

- The **Assessor** can upload the marks for all the QP's such as NOS Code. Also displays Core NOSs Total Marks, Non-Core NOSs Total Marks, and Grand Total.

Candidate ID - CAN\_025095 ( Batch ID - 1604 ) - Sanjeev - Hair Stylist (QP Code - BWS/Q0202) [Go Back](#)

Nos Name & ID	Nos Type	Theory	Practical	OJT	Viva	Total
NOSCode: BWS/N0202 (Compulsory Nos)	Core	<input type="text"/> / 27	<input type="text"/> / 73	--	--	/ 100
NOSCode: BWS/N0205 (Compulsory Nos)	Core	<input type="text"/> / 27	<input type="text"/> / 73	--	--	/ 100
NOSCode: BWS/N0206 (Compulsory Nos)	Core	<input type="text"/> / 27	<input type="text"/> / 73	--	--	/ 100
NOSCode: BWS/N0207 (Compulsory Nos)	Core	<input type="text"/> / 27	<input type="text"/> / 73	--	--	/ 100
NOSCode: BWS/N0208 (Compulsory Nos)	Core	<input type="text"/> / 27	<input type="text"/> / 73	--	--	/ 100
NOSCode: BWS/N0209 (Compulsory Nos)	Core	<input type="text"/> / 27	<input type="text"/> / 73	--	--	/ 100
NOSCode: BWS/N0210 (Compulsory Nos)	Core	<input type="text"/> / 28	<input type="text"/> / 72	--	--	/ 100
NOSCode: BWS/N0211 (Compulsory Nos)	Core	<input type="text"/> / 26	<input type="text"/> / 74	--	--	/ 100
NOSCode: BWS/N9001 (Compulsory Nos)	Non-Core	<input type="text"/> / 21	<input type="text"/> / 79	--	--	/ 100
NOSCode: BWS/N9002 (Compulsory Nos)	Non-Core	<input type="text"/> / 27	<input type="text"/> / 73	--	--	/ 100
NOSCode: BWS/N9003 (Compulsory Nos)	Non-Core	<input type="text"/> / 30	<input type="text"/> / 70	--	--	/ 100
<b>Total:</b>		294	806			/ 1100

Core NOSs Total Marks : 0/800 (0%)      Non Core NOSs Total Marks : 0/300 (0%)      GrandTotal : 0/1100 (0%)

**Save & Upload**
Cancel Changes

- Click **Save & Upload**, to save and upload the Marks.

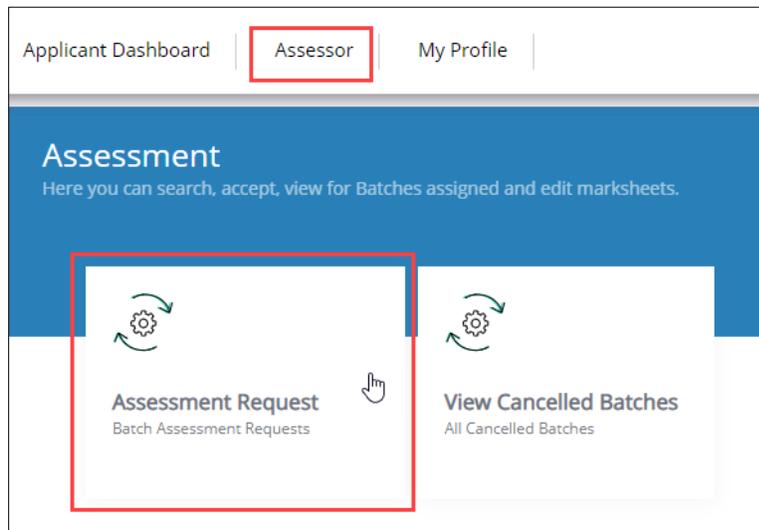
**Note:** The Assessor can upload the marks of the candidates for all the QP's.

## 5 Edit Marks

The **Edit Marks** screen allows the Assessor to edit/update marks of the candidates.

### To Navigate

Home - - > Assessor Dashboard - - > Assessment Request - - > Assessed Batch Request- - > Pending Requests - - > Action - - > View Details - - > Approved Applicants - - > Action - - > View Job Role Details - - > Listing of Job Role - - > Action - - > Edit Marks



- The **Listing of Job Role (Qualification Packs) of the Batch** screen displays the details such as QP Code, Job Role Name, Marks, Percentage, Result, Attendance Status, Status and also allows the Assessor to edit marks of the candidate under Action.

Batch ID - 910								Go Back
Candidate ID - CAN_023981								
Candidate Name - Qasij shekh Watt								
<b>Listing of Job Role (Qualification Packs) of the Batch</b>								
S.No	QP Code	Job Role Name	Marks	Percentage	Result	Attendance Status	Status	Action
1	ICT702	DTP and Print Publishing Assistant	Theory: 20.00 Practical: 75.00	Theory: 40.00% Practical: 50.00%	PARTIALLY PASS	Present	Marks Uploaded	...
								Edit Marks

- The **Candidate** screen displays the NOS Name & ID details along with the marks given for all the QP's under different categories such as Theory, Practical, OJT, Viva, and Total marks.
- Click **Edit Marks**, the following screen appears.

- The **Assessor** can view/edit the marks given for all the QP's and also displays Core NOSs Total Marks, Non-Core NOSs Total Marks, and Grand Total.

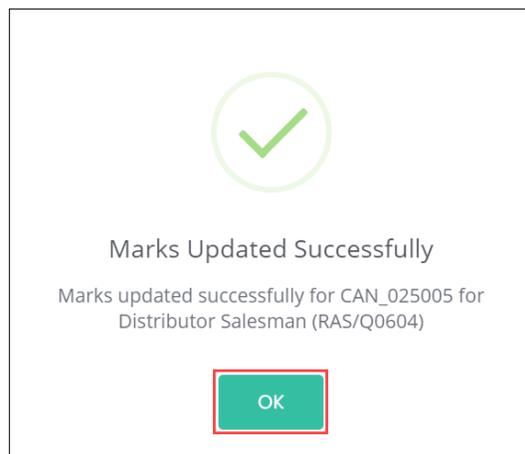
Candidate ID - CAN\_023981 ( Batch ID - ) - Qasij shekhwatt - DTP and  
Print Publishing Assistant (QP Code - ICT702) Go Back

Nos Name & ID	Nos Type	Theory	Practical	OJT	Viva	Total
NOSCode: ICT702 (Compulsory Nos)	Core	20 / 50	75 / 150	--	--	95 / 200
<b>Total:</b>		20 / 50	75 / 150			95 / 200

Core NOSs Total Marks : 95/200 (47.5%)      Non Core NOSs Total Marks : 0/ (NaN%)      GrandTotal : 95/200 (47.5%)

Save & Upload    Cancel Changes

- Click **Save & Upload**, the **Marks Uploaded Successfully** screen appears.



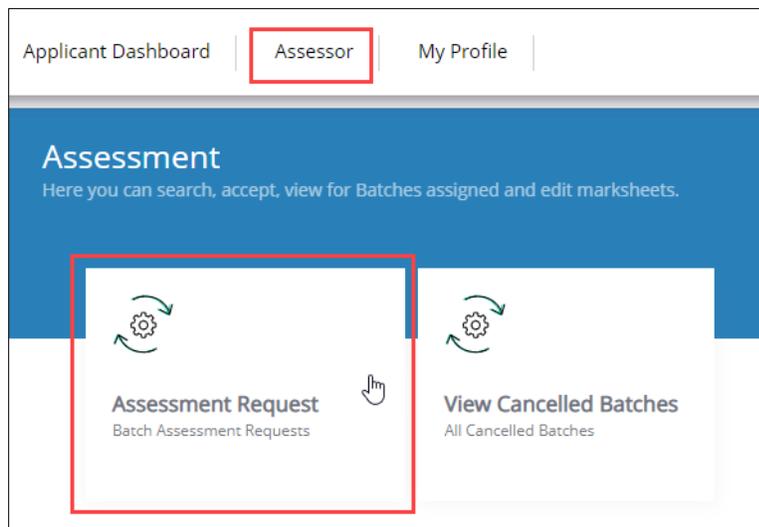
- Click **OK**, to navigate to the **Listing of Job Role (Qualified Packs) of the Batch** screen.

## 6 View Marks

The **View Marks** screen allows the Assessor to view the marks of the applicants.

### To Navigate

Home --> Assessor Dashboard --> Assessment Request --> Assessed Batch Request --> Submitted --> Action --> View Details --> Approved Applicant --> View Job Role Details --> Action --> View Marks



- The **Listing of Job Role** section displays the listing of job role details such as QP Code, Job Role Name, Marks, Percentage, Result, Attendance Status, Status and also allows to view marks under Action.

Batch ID - 868								<a href="#">Go Back</a>
Candidate ID - TR1508								
Candidate Name - Prem Narayan Gouda								
<b>Listing of Job Role (Qualification Packs) of the Batch</b>								
S.No	QP Code	Job Role Name	Marks	Percentage	Result	Attendance Status	Status	Action
1	BWS/Q0202	Hair Stylist	1100.00/1100	100.00%	CERTIFIED FOR 2 YEARS	Present	Approved by SSC	...
2	MEP/Q2601	Trainer	700.00/700	100.00%	CERTIFIED FOR 2 YEARS	Present	Appr	<a href="#">View Marks</a> ...

- Click **View Marks**, the marks screen appears.

- The **Candidate** screen displays all the marks of the candidate.

Candidate ID - CAN_025000 ( Batch ID - 1264 ) - shisti N - Distributor Salesman (QP Code - RAS/Q0604)						
Nos Name & ID	Nos Type	Theory	Practical	OJT	Viva	Total
NOSCode: RAS/N0601 (Compulsory Nos)	Core	24 / 50	23 / 50	--	--	47 / 100
NOSCode: RAS/N0602 (Compulsory Nos)	Non-Core	20 / 50	20 / 50	--	--	40 / 100
NOSCode: RAS/N0603 (Compulsory Nos)	Core	20 / 50	20 / 50	--	--	40 / 100
NOSCode: RAS/N0604 (Compulsory Nos)	Non-Core	10 / 50	10 / 50	--	--	20 / 100
NOSCode: RAS/N0605 (Compulsory Nos)	Non-Core	21 / 50	5 / 50	--	--	26 / 100
<b>Total:</b>		<b>95 / 250</b>	<b>78 / 250</b>			<b>173 / 500</b>
Core NOSs Total Marks : 87/200 (43.5%)		Non Core NOSs Total Marks : 86/300 (28.67%)		GrandTotal : 173/500 (34.6%)		

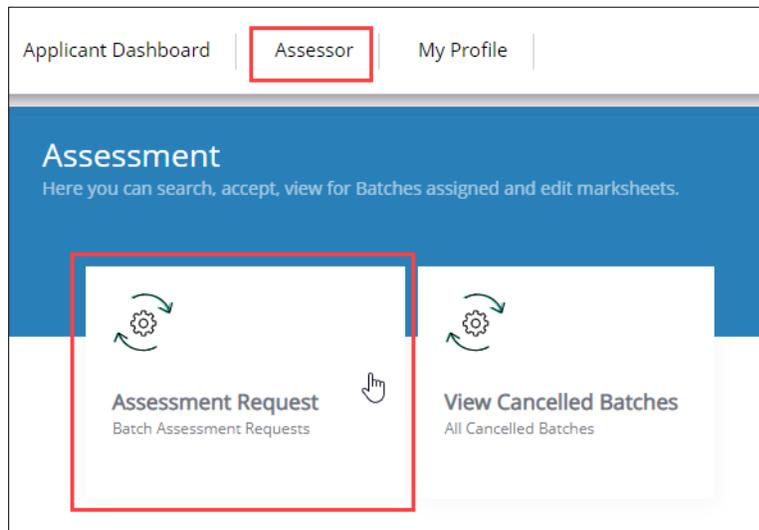
- The **Candidate** screen displays the marks given for all the QP's under different categories such as Theory, Practical, OJT, Viva, and Total marks.
- The **Assessor** can view the marks given for all the QP's such as Compulsory (Core). Also displays Nos Name & ID, Nos Type, Total Marks, Non-Core NOSs Total Marks, and Grand Total.
- Click **Go Back**, to navigate to the **Listing of Job Role (Qualified Packs) of the Batch** screen.

## 7 Submit for Approval to Assessment Agency

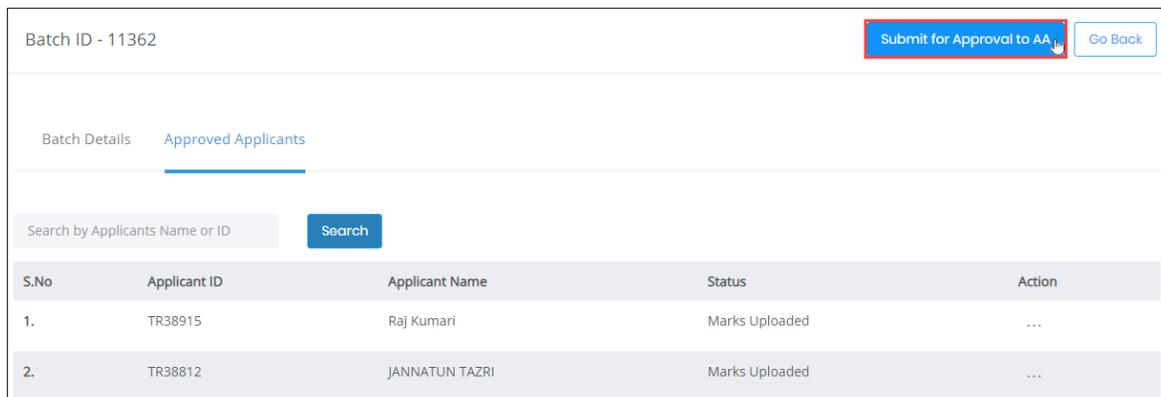
The **Submit for Approval to Assessment Agency** screen allows the Assessor to submit the edited marks for approval.

### To Navigate

Home --> Assessor Dashboard --> Assessment Request --> Assessed Batch Request --> Submitted --> Actions --> View Details --> Approved Applicants --> Submit for Approval to AA



- The **Approved Applicants** section lists all the applicants of the batch along with the applicant details such as Applicant ID, Applicant Name, Status, and also allows the Assessor to view the job role details under Action.

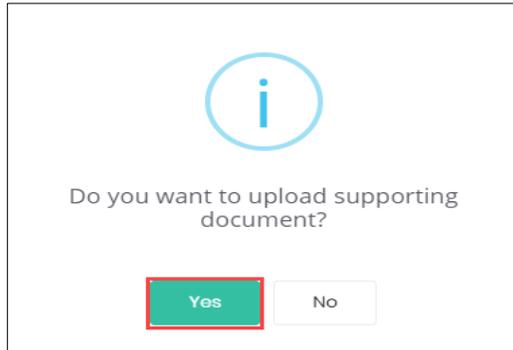


The screenshot shows the 'Approved Applicants' section for Batch ID - 11362. At the top right, there is a 'Submit for Approval to AA' button (highlighted with a red box) and a 'Go Back' button. Below this, there are tabs for 'Batch Details' and 'Approved Applicants'. A search bar is present with the text 'Search by Applicants Name or ID' and a 'Search' button. Below the search bar is a table with the following data:

S.No	Applicant ID	Applicant Name	Status	Action
1.	TR38915	Raj Kumari	Marks Uploaded	...
2.	TR38812	JANNATUN TAZRI	Marks Uploaded	...

**Note:** The Assessor can send the assessed marks to Assessment Agency only for the assessment completed batches.

- Click **Submit for Approval to AA**, the following screen appears.



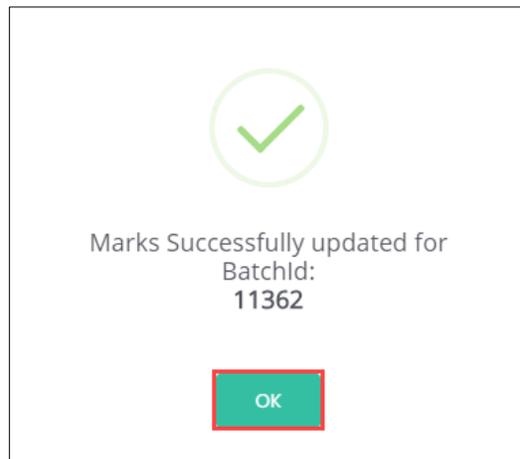
- Click **Yes**, the **Do you want to add Supporting Document** screen appears.
- The **Do you want to add Supporting Document** screen allows the Assessor to upload supporting documents for all the job roles of the batch.

The screenshot shows a window titled "Do you want to add Supporting Document" with a close button (X) in the top right corner. The window contains three sections, each for a different job role:

- Job Role 1:** "1 Analyst (SSC/Q0701) - 1.0". It includes a "Choose file" button, a "Browse" button, a file size limit of "5 mb", and a list of supported file formats: "(Only pdf, docx, jpeg, jpg, png)". An "Upload" button is located below the file format list.
- Job Role 2:** "2 Analyst Research (SSC/Q2601) - 1.0". It includes a "Choose file" button, a "Browse" button, a file size limit of "5 mb", and a list of supported file formats: "(Only pdf, docx, jpeg, jpg, png)". An "Upload" button is located below the file format list.
- Job Role 3:** "3 Trainer (MEP/Q2601) - 1.0". It includes a "Choose file" button, a "Browse" button, a file size limit of "5 mb", and a list of supported file formats: "(Only pdf, docx, jpeg, jpg, png)". An "Upload" button is located below the file format list.

At the bottom of the window, there are two buttons: a white "Close" button and a blue "Submit" button with a red border.

- Click **Browse** to *upload* the appropriate Supporting Documents for all the job roles of the batch. The Assessor can upload the only in pdf, docx, jpeg, jpg, png, and the maximum file size is **five** MB. Click **Upload**. On successful upload of the document the message appears as **FileName.ext uploaded successfully**.
- Click **Submit**, the following screen appears.



- Click **OK**, to navigate to the **Approved Applicants** screen.