



# User manual

## Assessment and Certification-OT



सत्यमेव जयते

GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP

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## 1 Introduction

The *User Manual for Assessment and Certification – Optional Trade* is designed to provide information on, how the Assessment is initiated and completed. Also, how the Sector Skill Council (SSC) can assign the Assessment Agency (AA) and Assessor (AR) to the Assessment requests. Also, the Apprentice can perform the following functionalities as listed.

- View Apprentice Details - Establishment
  - Notification – Attendance Update Pending
  - Enter Attendance
- Apply for Assessments -Apprentice
  - Notification – Registration Fees Paid
  - View Acknowledgement - NAPS and/Non-NAPS Joint Certification (JC)
  - View Acknowledgement – Non-NAPS Single Certification (SC)
- View Assessment Request - Establishment
  - Notification – Start Assessments
  - Enter Marks – NAPS and/Non-NAPS Joint Certification (JC) - Individual
  - Enter Marks – Non-NAPS Single Certification (SC) - Individual
  - Enter Marks - Bulk
  - View Review History
  - Publish Result
- View Assessment Request – SSC for NAPS and Non-NAPS Joint Certification (JC)
  - Notification – Result Upload
  - View Contract Details
  - View Review History
  - Assign Assessment Agency
  - View Practical Marks
- View all Assessment Request – Assessment Agency
  - Accept SSC Assessment Request
  - Reject SSC Assessment Request
  - View Review History
  - Change Assessment Agency
  - Assign Assessor
- View all Assessment Request – Assessor
  - Accept Assessment Request
  - Reject Assessment Request
  - View Review History
  - Change Assessor
  - Enter Theory Marks
  - Enter theory Marks - Bulk
- View Theory Marksheet – Assessment Agency
  - Approve Marksheet
  - Send Back Marksheet
- View Theory Marksheet – SSC
  - Approve Marksheet

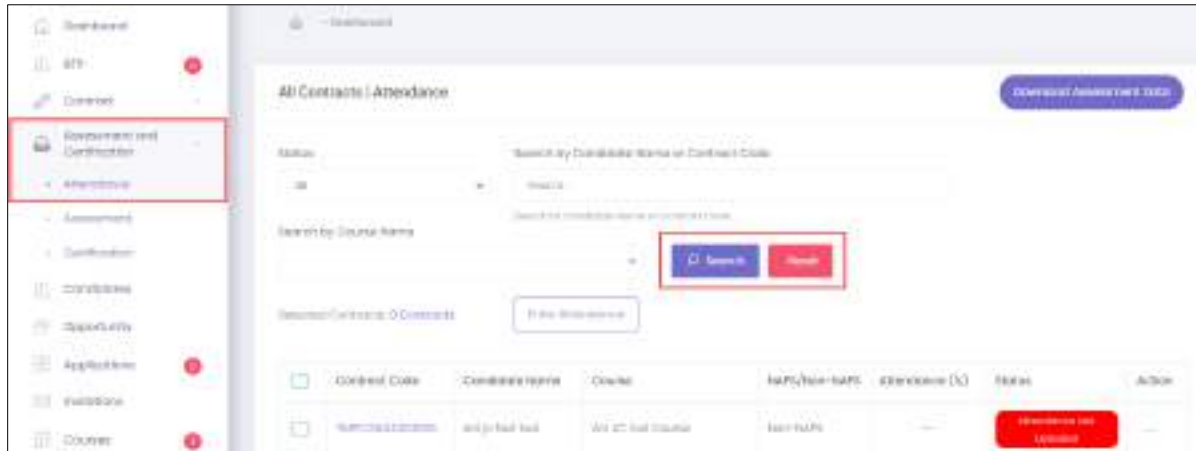
- Send Back Marksheet
- Apply for Re-Assessment – Apprentice
  - Enter Marks – NAPS and Non - Joint Certification (JC) - Individual
  - Enter Marks – Non-NAPS Single Certification (SC) - Individual
  - Enter Marks - Bulk
- View/Download Marksheet
- View/Download Certificate
- Notifications – A&C

## 2 View Apprentice Details - Establishment

The **Attendance** screen lists all the apprentices associated with the Establishment.

### To Navigate

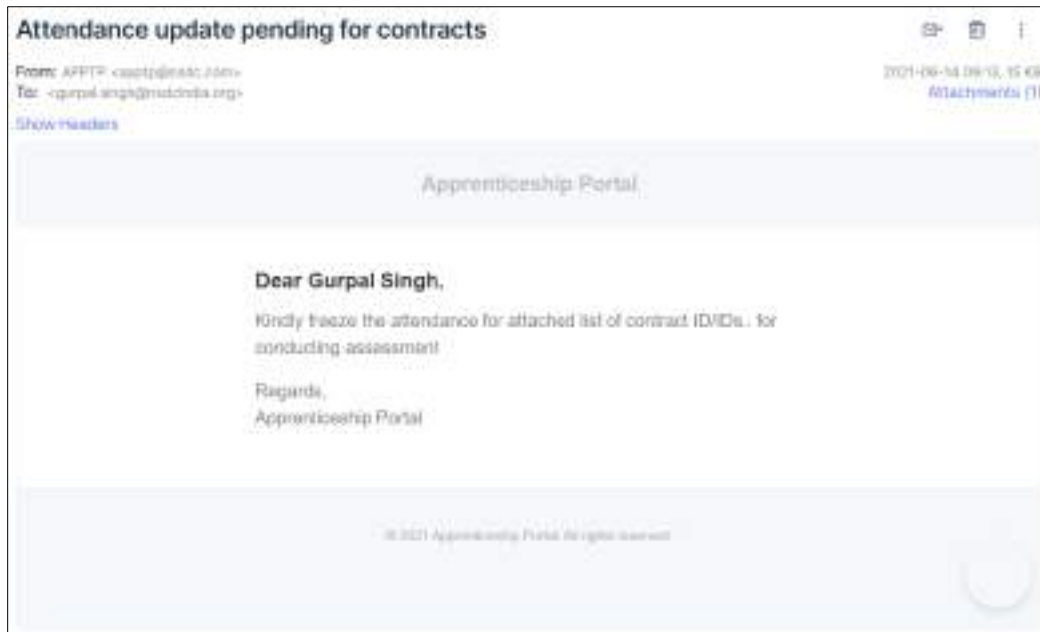
Home --> Establishment Login --> Dashboard --> Assessment and Certificate --> Attendance



- The **Attendance** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance (%), Status, and can view the details under Action.
- The **Establishment** can search a particular Apprentice based on Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.

## 2.1 Notification - Attendance Update Pending

The **Attendance update pending for contracts** notification email is to notify Establishment to enter the attendance for the Apprentice before **45** days of contract completion.

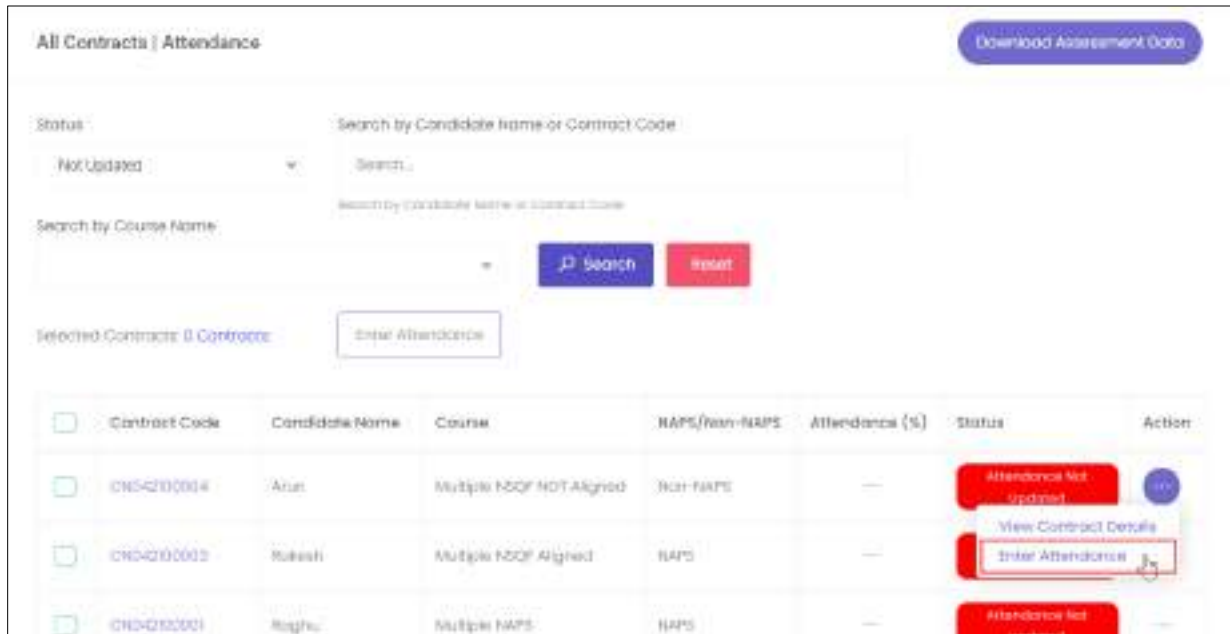


## 2.2 Enter Attendance - Individual

The **Enter Attendance** screen allows the Establishment to enter the attendance for the selected Apprentice.

### To Navigate

Home --> Establishment Login --> Dashboard --> Assessment and Certificate --> Attendance --> Enter Attendance



**All Contracts | Attendance** Download Assessment Data

Status: Not Updated Search by Candidate Name or Contract Code

Search by Course Name: Search by Candidate Name or Contract Code  
 Search Reset

Selected Contracts: 0 Contracts Enter Attendance

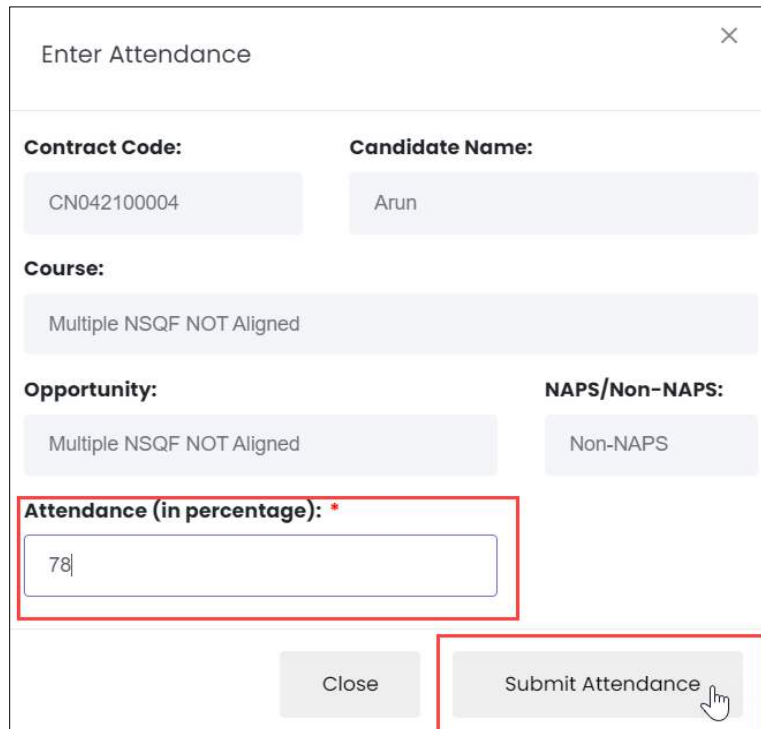
<input type="checkbox"/>	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Status	Action
<input type="checkbox"/>	CRS4200004	Arun	Multiple NSQF NOT Aligned	Non-NAPS	—	Attendance Not Updated	<a href="#">View Contract Details</a>
<input type="checkbox"/>	CRS4200003	Rakesh	Multiple NSQF Aligned	NAPS	—	Attendance Not Updated	<a href="#">Enter Attendance</a>
<input type="checkbox"/>	CRS4200003	Rajhu	Multiple NAPS	NAPS	—	Attendance Not Updated	—

- The **Attendance** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance (%), Status and also allows to enter attendance under Action.
- The **Establishment** can search a particular Apprentice based on Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Enter Attendance**, the **Enter Attendance** screen appears.

**Note:** The Establishment can enter the attendance of Apprentice only prior **45** days to the OJT End Date.



- The **Enter Attendance** screen displays the Apprentice details such as Contract Code, Apprentice Name, Course, Opportunity, NAPS/ Non-NAPS, and allows to enter details of Attendance (in percentage).



Enter Attendance

**Contract Code:** CN042100004

**Candidate Name:** Arun

**Course:** Multiple NSQF NOT Aligned

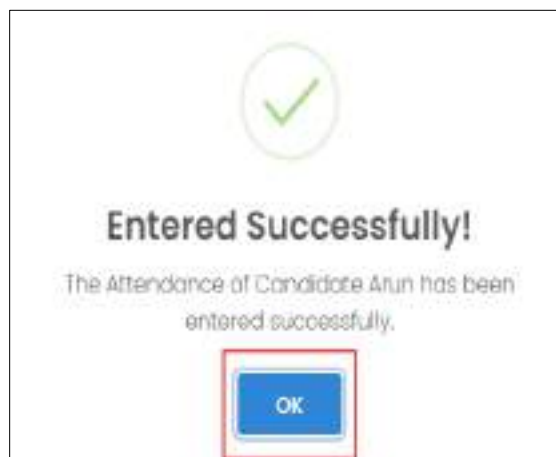
**Opportunity:** Multiple NSQF NOT Aligned

**NAPS/Non-NAPS:** Non-NAPS

**Attendance (in percentage): \*** 78

Close Submit Attendance

- Click **Submit Attendance**, following screen appears.



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

- The Establishment can view the Attendance Percentage after the successful update of Apprentice attendance along with the changed status as Attendance Updated under **Attendance** screen, also view the details of the Apprentice such as Contract Code, Apprentice Name, Course, and NAPS/Non-NAPS.

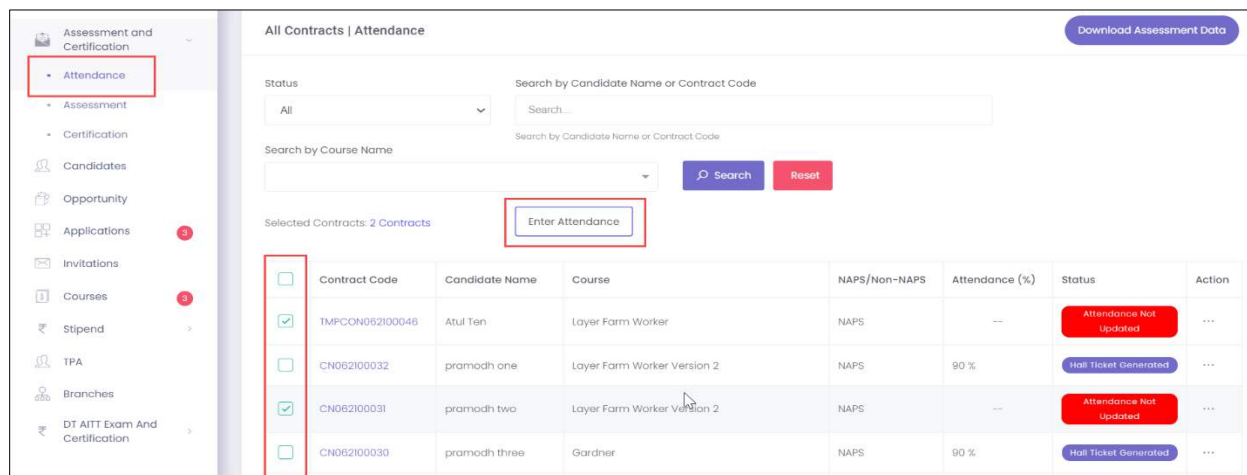
<input type="checkbox"/>	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Status	Action
<input type="checkbox"/>	CH042000034	Jruti	Multiple NSQF NOT Aligned	Non-NAPS	78 %	Attendance Updated	...
<input type="checkbox"/>	CH042000033	Hakish	Multiple NSQF Aligned	NAPS	---	Attendance Not Updated	...

## 2.3 Enter Attendance – Bulk

The **Enter Attendance - Bulk** screen allows the Establishment to enter the attendance for the multiple Apprentice.

### To Navigate

Home --> Establishment Login --> Dashboard --> Assessment and Certificate --> Attendance --> Enter Attendance



**All Contracts | Attendance** Download Assessment Data

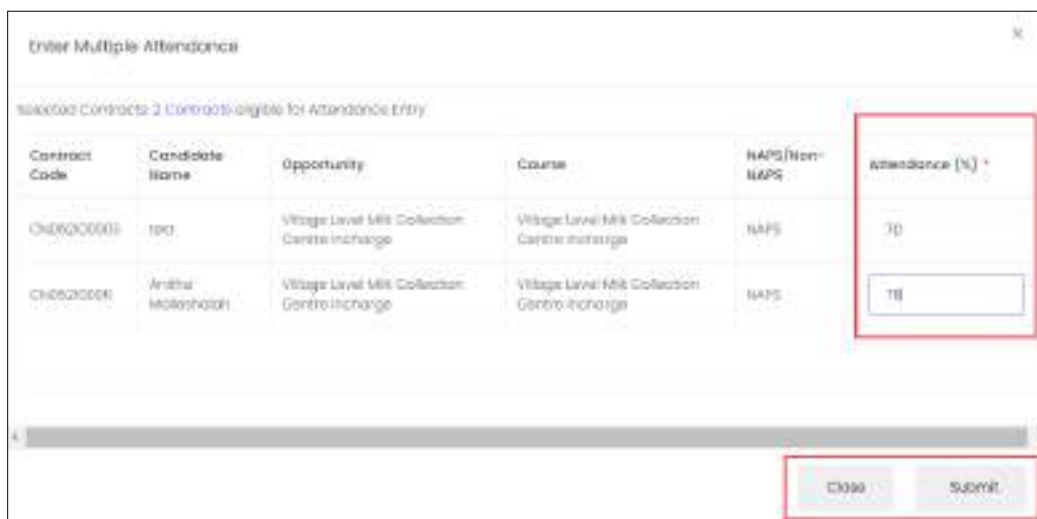
Status: All Search by Candidate Name or Contract Code:

Search by Course Name:  Search Reset

Selected Contracts: 2 Contracts Enter Attendance

<input type="checkbox"/>	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Status	Action
<input checked="" type="checkbox"/>	TMPCON062100048	Atul Ten	Layer Farm Worker	NAPS	--	Attendance Not Updated	...
<input type="checkbox"/>	CN062100032	pramodh one	Layer Farm Worker Version 2	NAPS	90 %	Hall Ticket Generated	...
<input checked="" type="checkbox"/>	CN062100031	pramodh two	Layer Farm Worker Version 2	NAPS	--	Attendance Not Updated	...
<input type="checkbox"/>	CN062100030	pramodh three	Gardner	NAPS	90 %	Hall Ticket Generated	...

- To Enter the Attendance for the multiple apprentices, select the check box next to the respective candidate code, click Enter Attendance.



**Enter Multiple Attendance**

Selected Contracts: 2 Contracts - eligible for Attendance Entry

Contract Code	Candidate Name	Opportunity	Course	NAPS/Non-NAPS	Attendance (%) *
CN062100001	roo	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	70
CN062100001	Aritha Malleshahalli	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	78

Cancel Submit

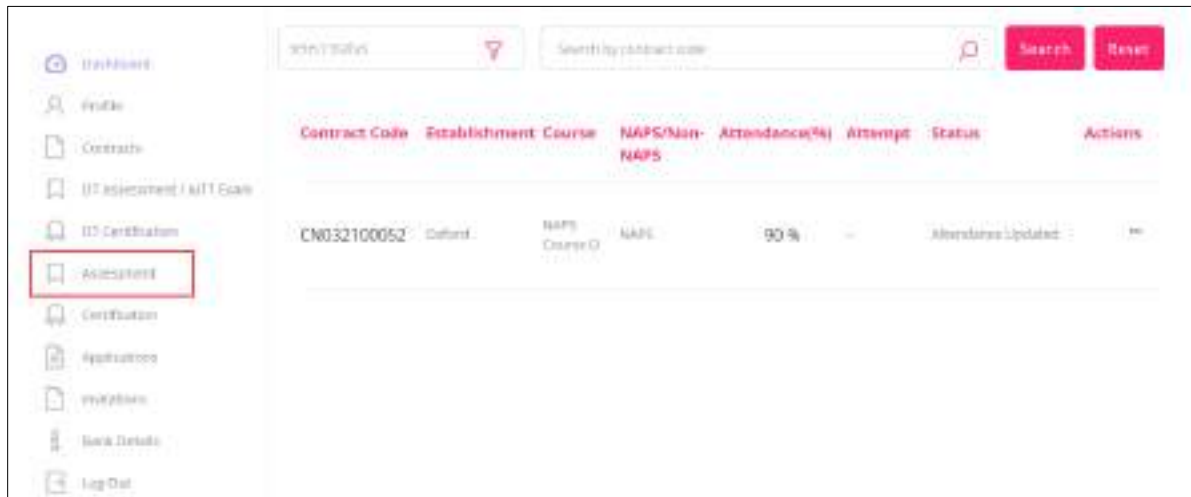
- The **Enter Multiple Attendance** screen list the details of the apprentices such as Contract Code, Candidate Name, Opportunity, Course, NAPS/Non-NAPS, and also allows an employer to enter the Attendance (%)\* for the required apprentices.
- Click **Submit**, The **Attendance Updated Successfully** message appears.

### 3 Apply for Assessment – Apprentice

The **Apply for Assessment** screen allows the Apprentice to apply for the required assessment for the contract.

#### To Navigate

Home --> Apprentice Login --> Dashboard --> Assessment --> Action --> Apply for Assessments



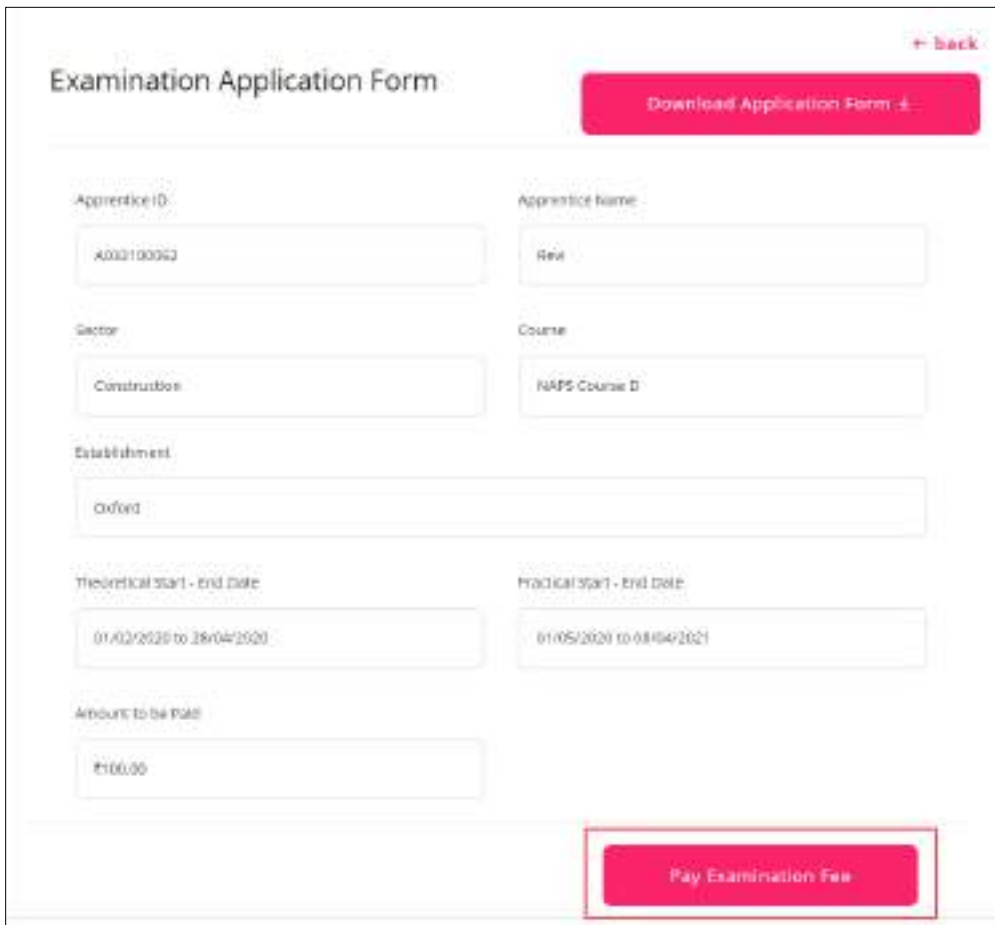
- The **Assessment** screen displays the Apprentice details such as Contract Code, Establishment, Course, NAPS/Non-NAPS, Attendance (%), Attempt, Status and also allows to apply for assessment under Action.
- The **Apprentice** can search for a particular contract based on Status, and Contract Code. Click **Search**, to search for a particular contract.



- Click **Apply for Assessment**, the **Examination Application Form** screen appears.

**Note:** The Apprentice can apply for assessment, **40** days prior to the OJT End Date (only after the **Establishment** entered the attendance).

- The **Examination Application Form** screen displays the auto-filled details such as Apprentice ID, Apprentice Name, Sector, Course, Establishment, Theoretical Start-End Date, and Practical Start-End Date.



Examination Application Form

+ back

Download Application Form

Apprentice ID: A002100062

Apprentice name: Revit

Sector: Construction

Course: NAPS Course D

Establishment: Oxford

Theoretical start - end Date: 01/02/2020 to 28/04/2020

Practical start - end Date: 01/05/2020 to 08/04/2021

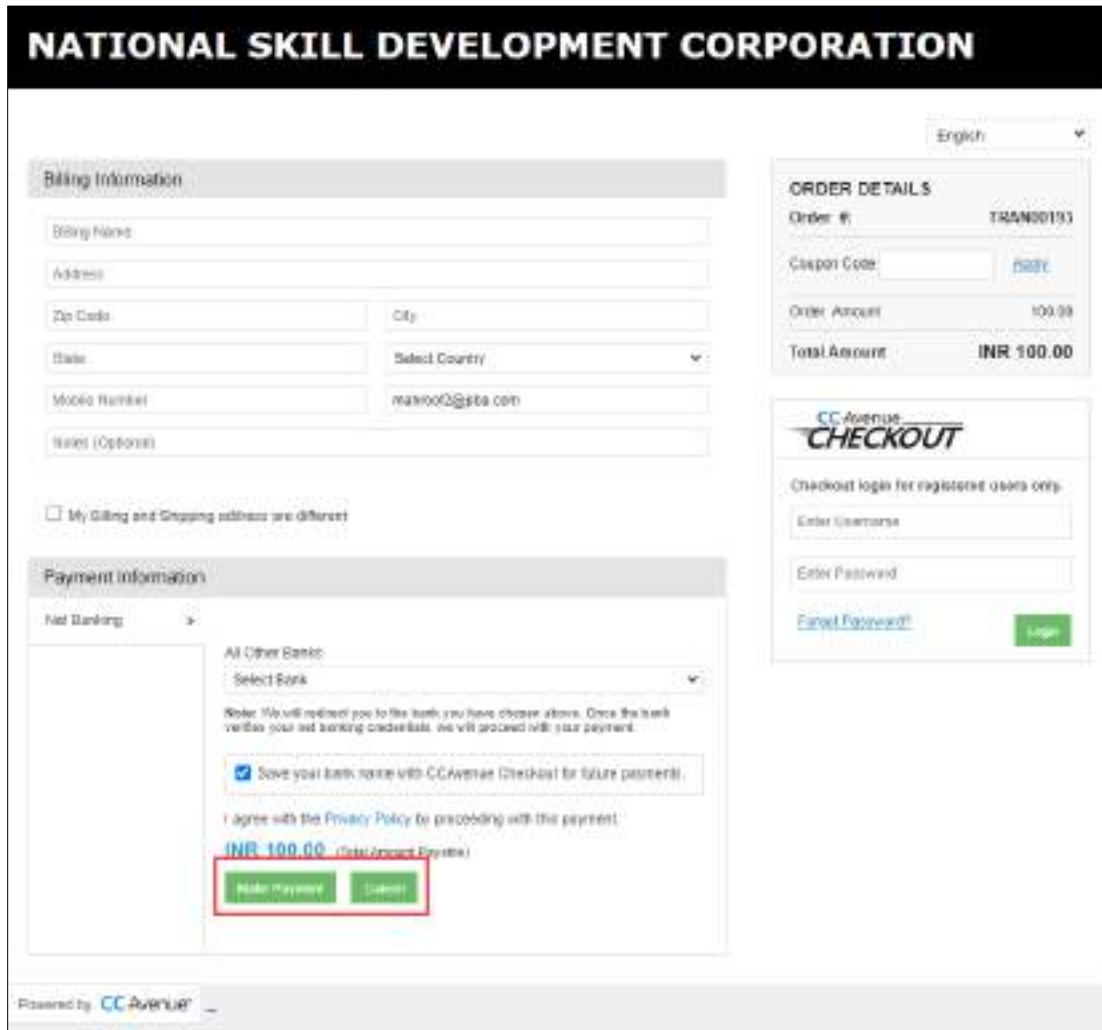
Amount to be Paid: ₹100.00

Pay Examination Fee

- Click **Pay Examination Fee**, the **Billing Information** screen appears.

**Note:** The **Pay Examination Fee** option is not available for the Non-NAPS course.

- The **Billing Information and Payment Information** section allows the Apprentice to enter the payment details.




- The **Billing Information** section allows the Apprentice to enter the appropriate billing details of the applicants.
- Click **Cancel**, to cancel the payment procedure.

- The **Payment Information** section allows the Apprentice to enter the payment details. Enter the appropriate details to make the payment. Click **Make Payment**, the following message appears.

PRN	310007221943
BID	1622622126802
AMT	100.00
PID	AVN0002
TXNDATETIME	02/06/2021
Transaction Status	Y
<a href="#">Return To the Merchant Site</a>	

- Click **Return To the Merchant Site**, the **Payment Information** screen appears as follows.

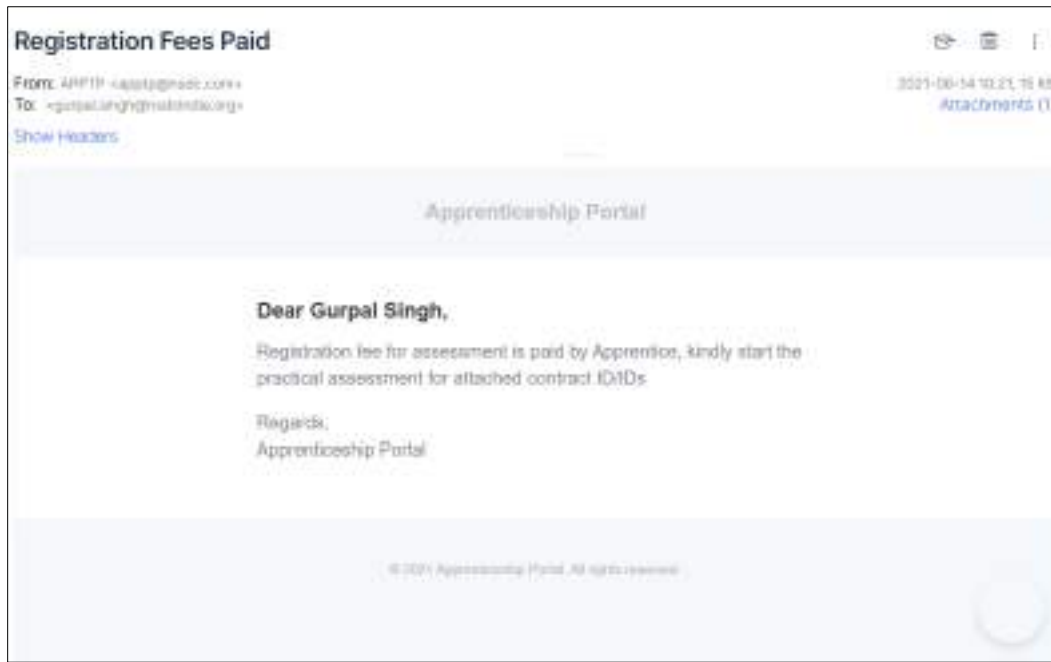


The screenshot shows a screen titled "Payment Information" with a dark blue header. Below the header, there is a large, light blue button with a left-pointing arrow and the text "Go Back To Dashboard". At the bottom of the screen, there is a small line of text: "Thank you for the payment. Your credit card has been charged and your transaction is successful. You are successfully applied for the assessment."

- Click **Go to Dashboard**, to navigate to the **Apprentice Dashboard**.

### 3.1 Notification – Registration Fees Paid

The **Registration Fees Paid** notification email to notify the Apprentice to pay the required assessment fee after Establishment add the attendance.





### 3.2 View Acknowledgement - NAPS and/Non-NAPS Joint Certification (JC)

The **View Acknowledgement** screen allows the Apprentice to view the acknowledgment receipt/Hall Ticket of the assessments.

#### To Navigate

Home - - > Apprentice Login - - > Dashboard - - > Assessment - - > Action - - > View Acknowledgement

Contract Code	Establishment	Course	NAPS/Non-NAPS	Attendance(%)	Attempt	Status	Actions
CN042100004	Oxford	Multiple NSQF NOT Aligned	Non-NAPS	78%	First	ASSESSMENT Completed	<a href="#">View Contract Details</a> <a href="#">View Acknowledgement Receipt</a>

- Click **View Acknowledgement Receipt**, to view and download the hall ticket.




**ED2213200002 - Oxford  
Assessment under Optional Trade**

1. Candidate Contract No	: CN042100004
2. Name of Candidate	: Arun
3. Date of Birth	: 08-04-1993
4. Father's/Mother's/Guardian Name	: Rajesh
5. Course Name and Code	: Multiple NSQF NOT Aligned (CN042100005)
6. Sector	: Construction
7. Practical Assessment conducted by	: Oxford Peoples Kattiyedil Kasargod Kerala
8. Theory Assessment conducted by	: Oxford
9. Transaction ID	: N/A
10. Assessment Fee	: ₹ 100
11. Date of receipt	: 15-04-2021

**Note:** Please note this is not an identity card. Please carry a valid photo ID card to the Assessment Center.

- The **Acknowledgement Receipt** displays the Apprentice details such as Apprentice Contract No, Name of the Apprentice, Date of Birth, Father's/Mother's/Guardian's Name, Course Name and Code, Sector, Practical Assessment Conducted by, Theory Assessment conducted by, Transaction ID, Assessment Fee and Date of receipt.

### 3.3 View Acknowledgement - Non-NAPS Single Certification (SC)

The **View Acknowledgement** screen allows the Apprentice to view the acknowledgment receipt/Hall Ticket of the assessments.

#### To Navigate

Home --> Apprentice Login --> Dashboard --> Assessment --> Action --> View Acknowledgement

Contract Code	Establishment	Course	NAPS/Non-NAPS	Attendance(%)	Attempt	Status	Actions
CN042100004	Oxford	Multiple NSQF NOT Aligned	Non-NAPS	78%	First	None/Failed/Generated	<a href="#">View Contract Details</a> <a href="#">View Acknowledgement Receipt</a>

- Click **View Acknowledgement Receipt**, to view and download the hall ticket.




EST213200002 - Oxford  
Assessment under Optional Trade

1. Candidate Contract No	: CN042100008
2. Name of Candidate	: pramothe fiv
3. Date of Birth	: 14-06-2002
4. Father's/Mother's/Guardian Name	: Pramothe fiv
5. Course Name and Code	: Agriculture Extension Service Provider (C042100002)
6. Sector	: Agriculture
7. Practical Assessment conducted by	: Oxford Personnel Kattiyadi Eswarajal Sarda
8. Theory Assessment conducted by	: Oxford
9. Transaction ID	: N/A
10. Assessment Fee	: 50A
11. Date	: 20-06-2021

Note: Please note this is not an identity card. Please carry a valid photo ID card to the Assessment Center.

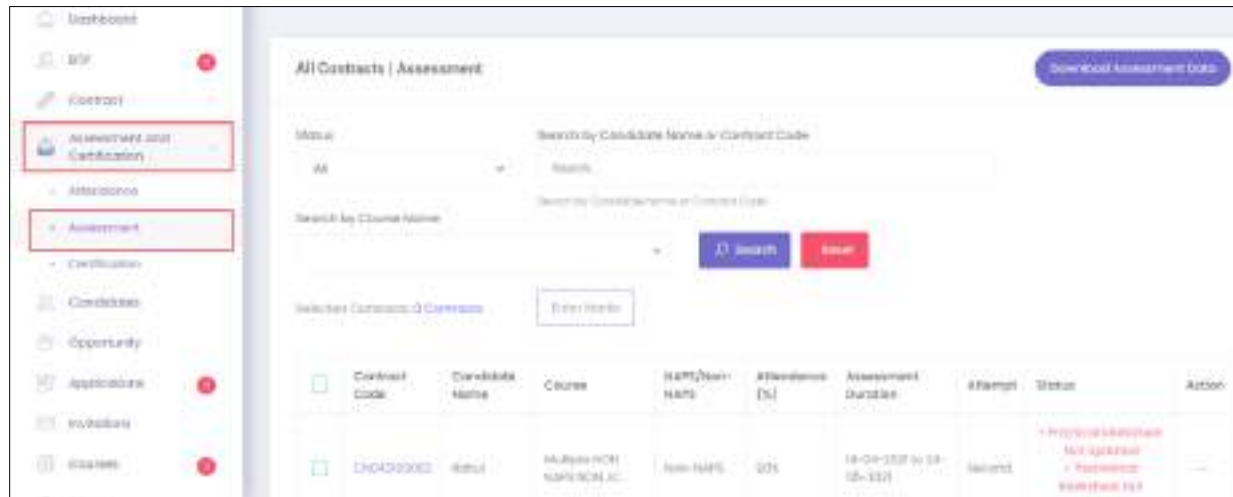
- The **Acknowledgement Receipt** displays the Apprentice details such as Apprentice Contract No, Name of the Apprentice, Date of Birth, Father's/Mother's/Guardian's Name, Course Name and Code, Sector, Practical Assessment Conducted by, Theory Assessment conducted by, Transaction ID, Assessment Fee and Date of receipt.

## 4 View Assessment Request – Establishment

The **View Assessment Request** screen allows the Establishment to view all the assessment requests received from Apprentice.

### To Navigate

Home - - > Establishment Login - - > Dashboard - - > Assessment and Certificate - - > Assessment

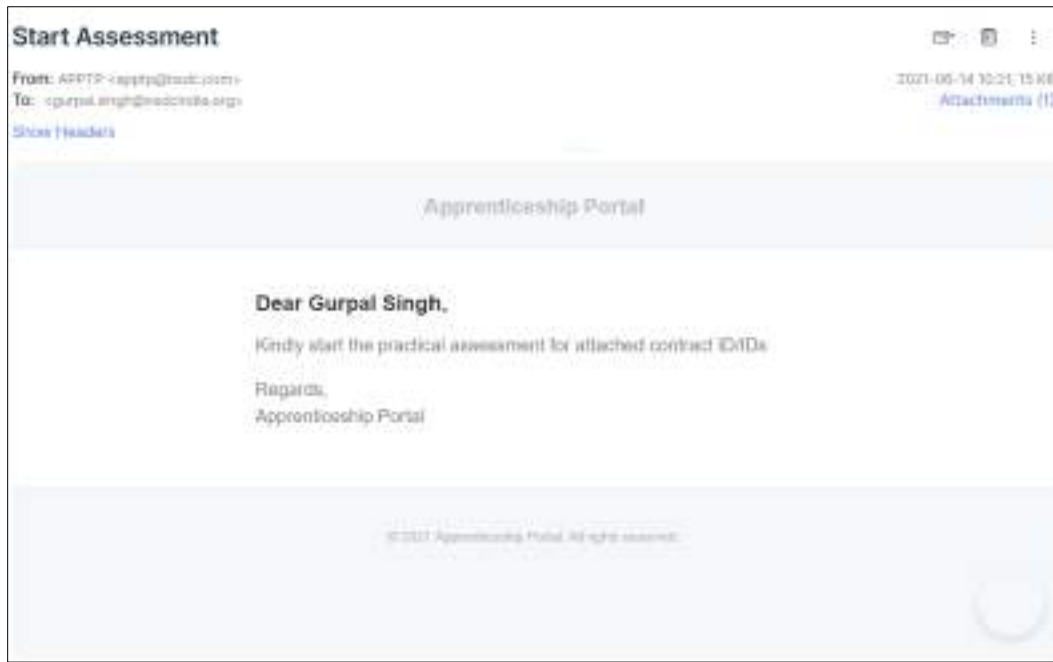


Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Action
DHO420002	Rahul	HAJARA/NOI NAPS/NOI.NC	Non-NAPS	100%	18-04-2021 to 18-05-2021	Second	Failed	<a href="#">+ Previous Submission</a> <a href="#">Not Submitted</a> <a href="#">+ Feedback</a> <a href="#">View Feedback</a>

- The **Assessment** screen displays the details of the assessment requests such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance (%), Assessment Duration, Attempt, Status and also allows to view the details under Action.
- The **Establishment** can search particular assessment requests based on Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular assessment request.

#### 4.1 Notification –Start Assessment

The **Start Assessment** notification email notify the Establishment to start the assessment after Apprentice pays the required assessment fees.



## 4.2 Enter Marks – NAPS and/Non-NAPS Joint Certification (JC) - Individual

The **Enter Practical Marks** screen allows the Establishment to enter the practical marks for the assessments.

### To Navigate

Home --> Establishment Login --> Dashboard --> Assessment and Certificate --> Assessment --> Enter Marks

<input type="checkbox"/>	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Action
<input type="checkbox"/>	CND42100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS Joint Certification	78%	15-04-2021 to 25-05-2021	First	- Practical Marksheet Not	<a href="#">View Contract Details</a> <a href="#">Enter Marks</a> <a href="#">Review History</a> <a href="#">View Acknowledgement Receipt</a>
<input type="checkbox"/>	CND42100003	Rahul	Multiple NON NAPS NON JC	Non-NAPS	90%	14-04-2021 to 24-05-2021		Marksheet Not Updated	

- The **Assessment** screen displays the details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance (%), Assessment Duration, Attempt, Status and also allows to enter marks under Action.
- Click **Enter Marks**, the **Apprentice Details for Marksheet** screen appears.
- The **Apprentice Details for Marksheet** screen displays the details of the marks into **two** different sections as listed below.
  - Apprentice Details
  - Marksheet

- The **Apprentice Details** screen displays the details such as Contract Code, Apprentice Name, NSQF Level, Course, Sector, Opportunity.

**Apprentice Details for Marksheet** ← Back

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<p><b>Contract Code:</b></p> <input type="text" value="CNOQ10004"/>	<p><b>Candidate Name:</b></p> <input type="text" value="Arun"/>
<p><b>NSQF Level:</b></p> <input type="text" value="3"/>	<p><b>Course:</b></p> <input type="text" value="Multiple NSQF NOT Aligned"/>
<p><b>Sector:</b></p> <input type="text" value="Construction"/>	<p><b>Opportunity:</b></p> <input type="text" value="Multiple NSQF NOT Aligned"/>

---

**Upload Questionnaire**

Upload Questionnaire

Please upload only (jpg, pdf, png, ppt, pps) file, Maximum 4MB allowed.

- Click **Browse** to *upload* the appropriate Questionnaire Documents. The Establishment can upload only jpg, png, jpeg, pdf, and the maximum file size is **four** MB each.

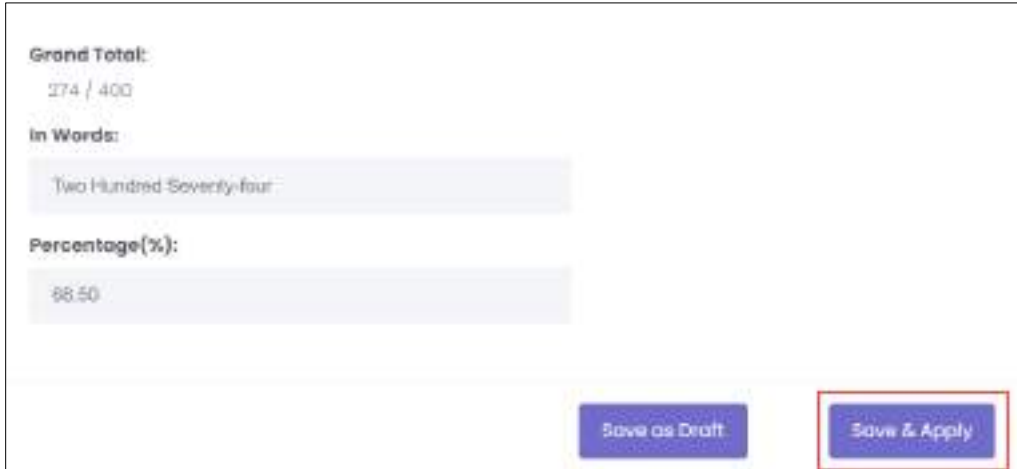
**Marksheet**

**Practical** Note: Enter -1 if absent for any module

Assessment Month + Year:

Sl.No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	MCD00642	NAPS 1	100	30	Enter	
2	MCD00643	NAPS 2	100	30	Enter	
3	MCD00684	Multiple 1	100	40	Enter	
4	MCD00685	Multiple 2	100	30	Enter	
<b>Total Marks :</b>			<b>400</b>		<b>0</b>	

- The **Marksheet** screen displays the details such as Module ID, Module Name, Maximum Marks, Passing Percentage %, Pass/Fail and allows to choose Assessment Month+ Year from the calendar and also allows to enter Marks Obtained.



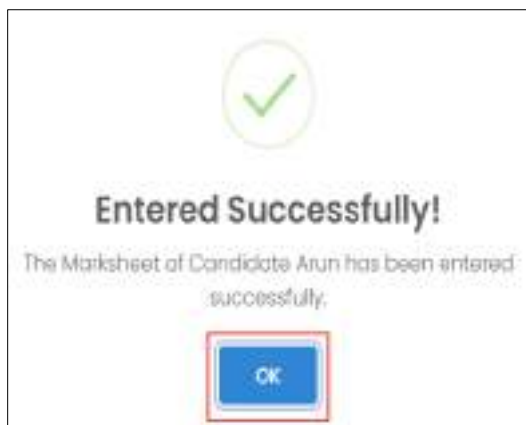
Grand Total:  
274 / 400

In Words:  
Two Hundred Seventy-four

Percentage(%):  
88.50

Save as Draft Save & Apply

- The **Grand Total** screen displays the details such as Grand Total, In Words, and the total Percentage (%) of the assessments.
- Click **Save & Apply**, the following screen appears.



- Click **OK**, to navigate to the **Assessment** screen.

**Note:**

- The **Establishment** should enter **only** practical marks for Naps Joint Certificate, and Non-Naps Joint Certificate (JC).
- The **Establishment** should enter for **both** Practical and Theory marks for Non-NAPS Single Certification (SC).

- The Establishment can view the status as Practical Marksheet Updated for the assessment along with details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance (%), Assessment Duration, Attempt, and Payment Status.

<input type="checkbox"/>	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
<input type="checkbox"/>	CHM20001	Arifza Nadeem	Welding MIG Collection Copy Exchange	Non-NAPS Jist Collection	70%	04-09-2021 to 14-09- 2021	1st	<div style="border: 1px solid red; padding: 2px;">                     + Practical Marksheet Updated + Theoretical Marksheet Pending with SSC                 </div>	Paid	...

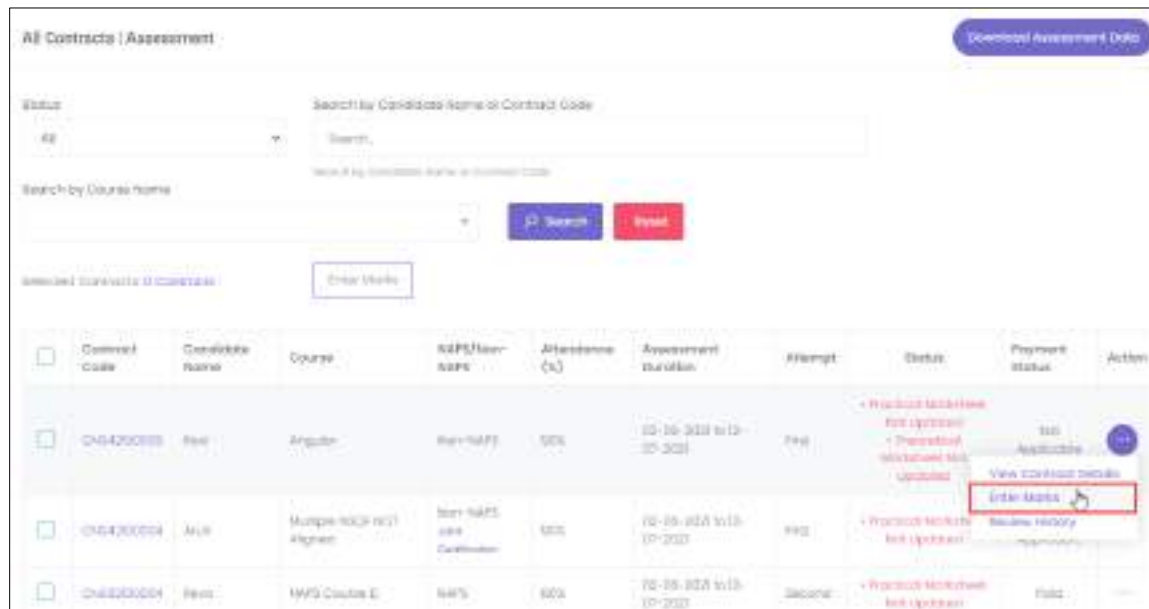


### 4.3 Enter Marks – Non-NAPS Single Certification (SC) - Individual

The **Enter Marks** screen allows the Establishment to enter the practical and Theory marks for the assessments.

#### To Navigate

Home --> Establishment Login --> Dashboard --> Assessment and Certificate --> Assessment --> Enter Marks



Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
CN64300000	Real	Angular	Non-NAPS	50%	10-20-2020 to 10-20-2020	First	Failed	Failed	View Contract Details
CN64300004	Arul	Multiple NAPS (M2) - Angular	Non-NAPS	100%	10-20-2020 to 10-20-2020	First	Failed	Failed	Enter Marks
CN68200004	Real	NAPS Course E	NAPS	60%	10-20-2020 to 10-20-2020	Second	Failed	Failed	View Contract Details

- The **Assessment** screen displays the details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance (%), Assessment Duration, Attempt, Status and also allows to enter marks under Action.

**Note:** The **Establishment** should enter for **both** Practical and Theory marks for *NON NAPS Single Certification (SC)* courses.

- Click **Enter Marks**, the **Apprentice Details for Marksheet** screen appears.
- The **Apprentice Details for Marksheet** screen displays the details of the marks into **two** different sections as listed below.
  - Apprentice Details
  - Marksheet

- The **Apprentice Details** screen displays the details such as Contract Code, Apprentice Name, NSQF Level, Course, Sector, and Opportunity.



Apprentice Details for Marksheet ← Back

Contract Code:	CN042100005	Candidate Name:	Ravi
NSQF Level:	3	Course:	Angular
Sector:	Agriculture	Opportunity:	Angular

Upload Questionnaire

Upload Questionnaire

Please upload one (eg. PDF, JPG, JPEG, PNG) file, maximum size 4MB (Browsers)

- Click **Browse** to *upload* the appropriate Questionnaire Documents. The Establishment can upload only jpg, png, jpeg, pdf, and the maximum file size is **four** MB each.
- The **Marksheet** screen displays the marks into sections as listed below.
  - Theory
  - Practical

- The **Theory** section displays the details such as Module ID, Module Name, Maximum Marks, Passing Percentage %, Total Marks and allows to choose Assessment Month + Year from the calendar and also allows to enter Marks Obtained.

**Marksheet**

**Theory** Note: Enter -1 if obtained for any module

Assessment Month + Year:

S.No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	M000001	Topic 1	100	20	Enter	
2	M000002	Topic 2	100	20	Enter	
3	M000003	Topic 3	100	20	Enter	
4	M000004	Topic 4	100	20	Enter	
5	M000005	Topic 5	100	20	Enter	
<b>Total Marks :</b>			<b>500</b>		<b>0</b>	

- The **Theory** section displays the details such as Module ID, Module Name, Maximum Marks, Passing Percentage %, Total Marks and allows to choose Assessment Month + Year from the calendar and also allows to enter Marks Obtained.

Practical Save & Enter - ( If absent for any module )

Class: O.T. (Mark and Fee)

Assessment Month + Year:

Sl No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	ACD00001	Topic 1	100	35	Enter	
2	ACD00002	Topic 2	100	35	Enter	
3	ACD00003	Topic 3	100	35	Enter	
4	ACD00004	Topic 4	100	35	Enter	
5	ACD00005	Topic 5	100	35	Enter	
Total Marks :			500		0	

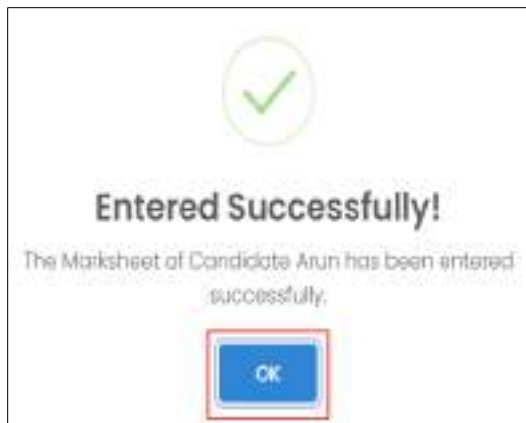
- Also displays the details such as Grand Total, In Words, and Percentage.

**Grand Total:**  
274 / 400

**In Words:**

**Percentage(%):**

- Click **Save & Apply**, the following screen appears.



- Click **OK**, to navigate to the **Assessment** screen.
- The Establishment can view the status as Practical Marksheet Updated for the assessment along with details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance (%), Assessment Duration, Attempt, and Payment Status.

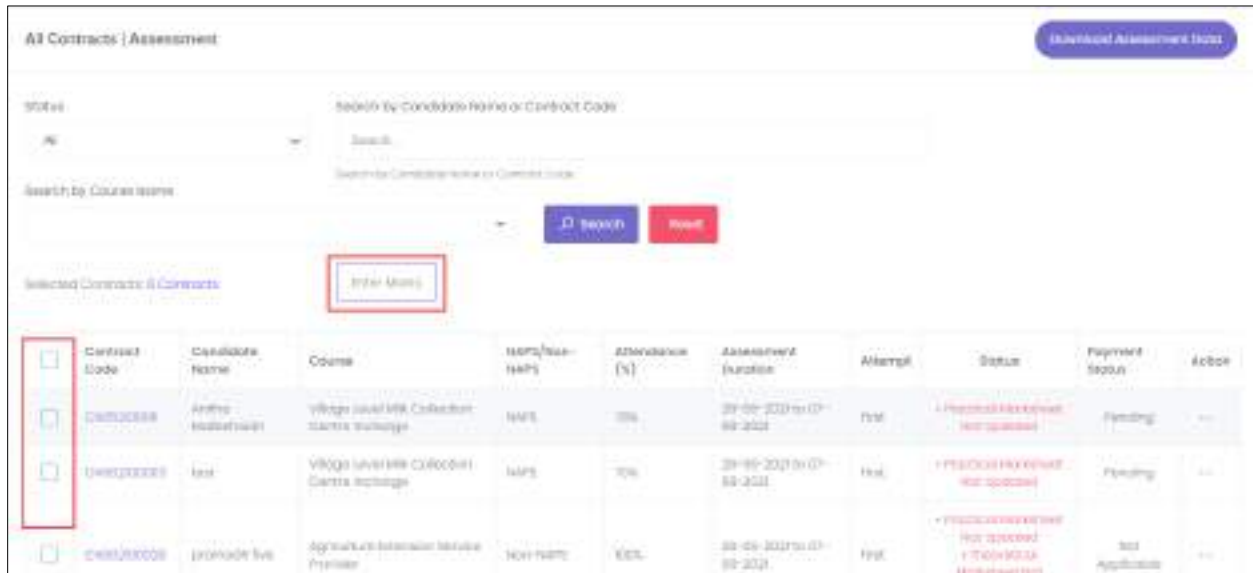
<input type="checkbox"/>	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
<input type="checkbox"/>	CH020002	Geetha	National Skills Qualification	Non-NAPS	100%	01-01-2021 to 31-01-2021	First	<div style="border: 1px solid red; padding: 2px;">                     + Practical Marksheet Updated                      + Theory Marksheet Updated                      + Marksheet Updated                 </div>	PAID	---

#### 4.4 Enter Marks – Bulk

The **Enter Marks** screen allows the Establishment to enter the practical marks for the assessments for multiple apprentices at a time.

#### To Navigate

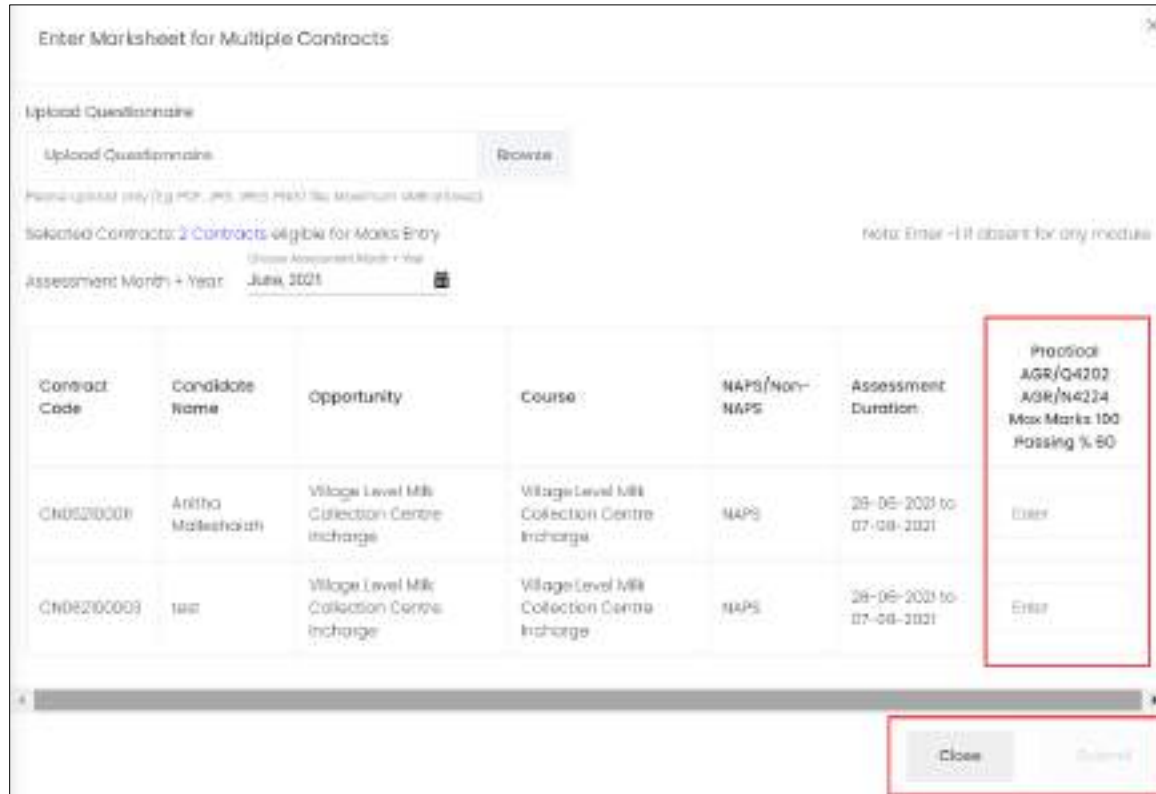
Home --> Establishment Login --> Dashboard --> Assessment and Certificate --> Assessment --> Enter Marks



Contract Code	Candidate Name	Course	Term/Session	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
028520008	Anita Kulkarni	Welding and HR Collection Centre Package	1st	100%	20-09-2019 to 01-09-2021	1st	Practical Assessment Not Started	Pending	...
028520009	Keel	Welding and HR Collection Centre Package	1st	100%	20-09-2019 to 01-09-2021	1st	Practical Assessment Not Started	Pending	...
028520008	Pranav S	Apprentice Training Service Provider	1st	100%	20-09-2019 to 01-09-2021	1st	Practical Assessment Not Started	Not Applicable	...

- To Enter the Marks for the multiple apprentices, select the check box next to the respective candidate code, click **Enter Marks**.

- The **Enter Marksheet for Multiple Contracts** screen displays the details such as Contract Code, Candidate Name, Opportunity, Course, NAPS/Non-NAPS, Assessment Duration, Practical, Max Marks 100, Passing % 60 and along with the Assessment month and year.



Enter Marksheet for Multiple Contracts

Upload Questionnaire

Upload Questionnaire

Please upload only (.doc, .docx, .pdf, .xls, .xlsx) file. Maximum size: 10MB

Selected Contracts: 2 Contracts eligible for Marks Entry Note: Enter - If absent for any module

Assessment Month + Year:

Contract Code	Candidate Name	Opportunity	Course	NAPS/Non-NAPS	Assessment Duration	Practical
CH05200001	Anitha Malleshwar	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	28-06-2021 to 07-08-2021	Practical AGR/Q4202 AGR/N4214 Max Marks: 100 Passing % 60 <input type="text" value="Enter"/>
CH05200003	test	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	28-06-2021 to 07-08-2021	<input type="text" value="Enter"/>

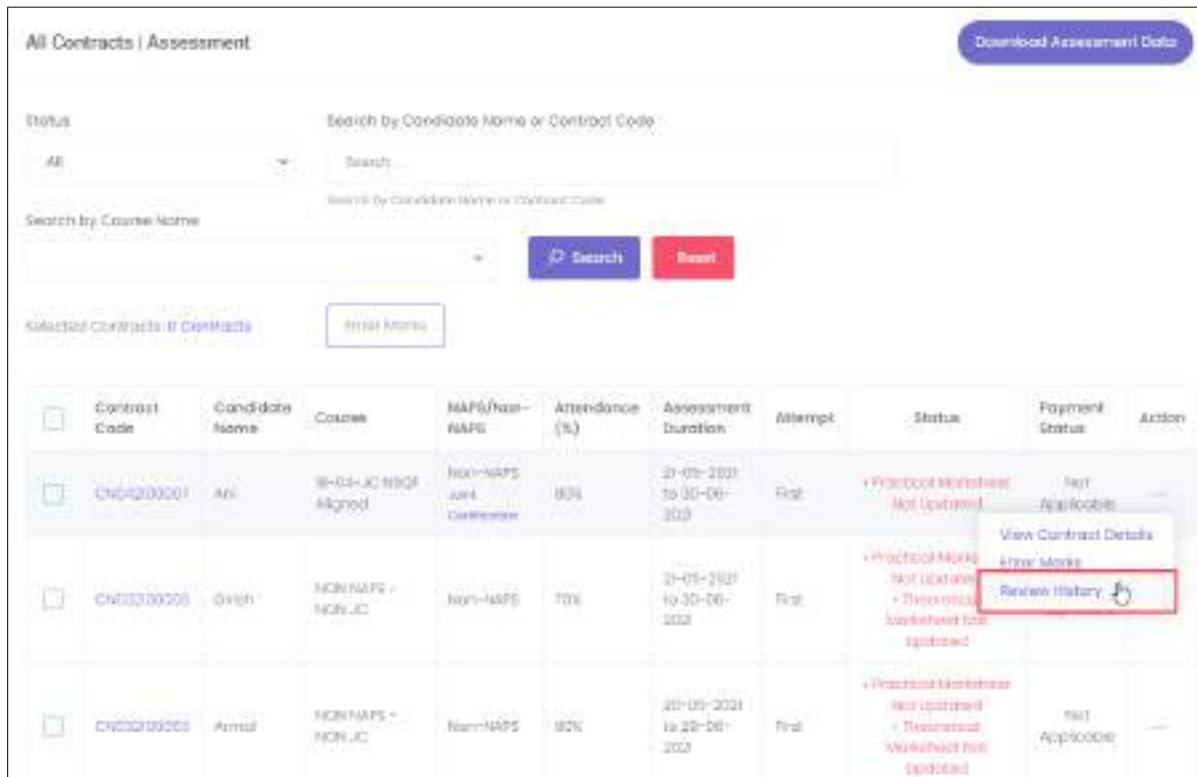
- The **Establishment** can upload questionnaire allows to upload the questionnaire if required. Click **Browse** and select the document and click **open**.
- The **Establishment** can enter the marks for the candidate. Click **Submit**, the message appears as **Marks for these candidates are updated successfully**.

## 4.5 View Review History

The **View Review History** screen allows the Establishment to view the history of the assessment requests.

### To Navigate

Home --> Establishment Login --> Dashboard --> Assessment --> All Contracts | Assessment --> Action --> View Review History



All Contracts | Assessment Download Assessment Data

Status: All Search by Candidate Name or Contract Code

Search:

Search by Course Name:  Search Reset

Selected Contracts: 0 Contracts Print Table

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
CNE4200001	Ani	SI-04-JC NBOF Allprod	Non-NAPS Joint Certificate	80%	21-05-2021 to 30-06-2021	Final	+ Practical Worksheet Not Updated	Not Applicable	View Contract Details Error Message <b>Review History</b>
CNE3200005	Girish	NON NAPS - NON JC	Non-NAPS	70%	21-05-2021 to 30-06-2021	Final	+ Practical Marks Not Updated + Theoretical Worksheet Not Updated		
CNE0200005	Arvind	NON NAPS - NON JC	Non-NAPS	80%	20-05-2021 to 29-06-2021	Final	+ Practical Worksheet Not Updated + Theoretical Worksheet Not Updated	Not Applicable	

- The **Assessment** screen displays the Apprentice details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to review history under Action.
- The **Establishment** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Review History**, the **Review History** screen appears.



- The **Review History** screen displays the review history details such as Action Taken Date, Actor Name (role), and Action.



Action Taken Date	Actor Name (role)	Action
28-05-2020	Oxford (Establishment)	Applied For Assessment

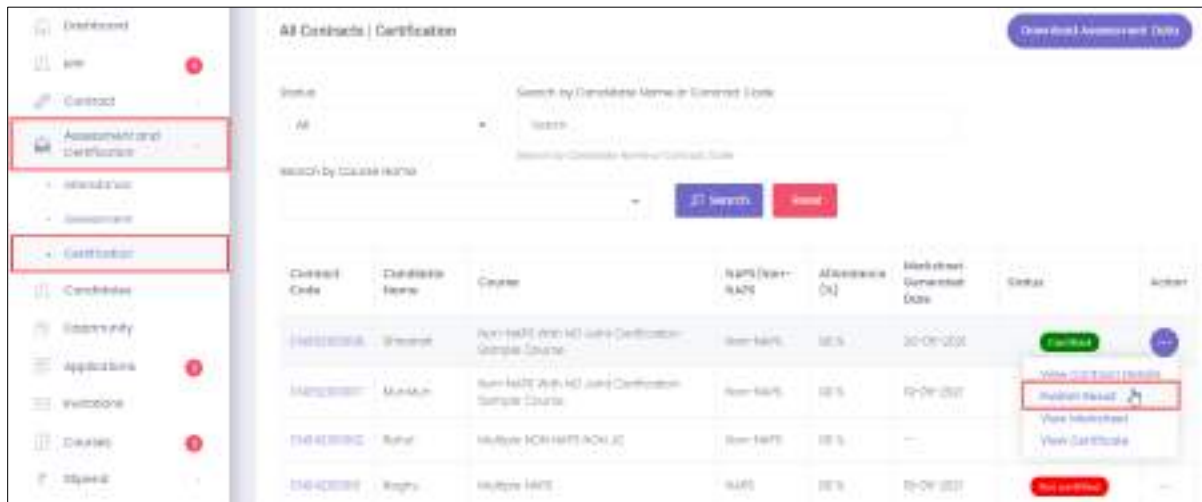
- Click **X**, to navigate to the **Assessment** screen.

## 4.6 Publish Result

The **Publish Result** screen allows the Establishment to publish the result of the Apprentice.

### To Navigate

Home - - > Establishment Login - - > Dashboard - - > Assessment and Certificate - - > Certification - - > Action - - > Publish Result



Contract Code	Apprentice Name	Course	NAPS/Non-NAPS	Attendance (%)	Marksheet Generated Date	Status	Action
CN052100008	Shreesh	Non-NAPS With NCJ and Certification Sample Course	Non-NAPS	100%	20-01-2021	Completed	<a href="#">View Certificate</a> <a href="#">Publish Result</a> <a href="#">View Marksheet</a> <a href="#">View Certificate</a>
CN052100007	Munish	Non-NAPS With NCJ and Certification Sample Course	Non-NAPS	100%	19-01-2021	Completed	<a href="#">View Certificate</a> <a href="#">Publish Result</a> <a href="#">View Marksheet</a> <a href="#">View Certificate</a>
CN052100002	Rahul	Multiple Non-NAPS/NCJ	Non-NAPS	100%	---	Completed	<a href="#">View Certificate</a> <a href="#">Publish Result</a> <a href="#">View Marksheet</a> <a href="#">View Certificate</a>
CN052100001	Rishi	Multiple NAPS	NAPS	100%	19-01-2021	Completed	<a href="#">View Certificate</a> <a href="#">Publish Result</a> <a href="#">View Marksheet</a> <a href="#">View Certificate</a>

➤ The **Certification** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance, Marksheet Generated Date, Status and also allows to publish result under Action.

➤ Click **Publish Result**, the following screen appears.



➤ Click **Yes**, the **Published Successfully** screen appears.



- Click **OK**, to navigate to the **All Contracts | Certification** screen.

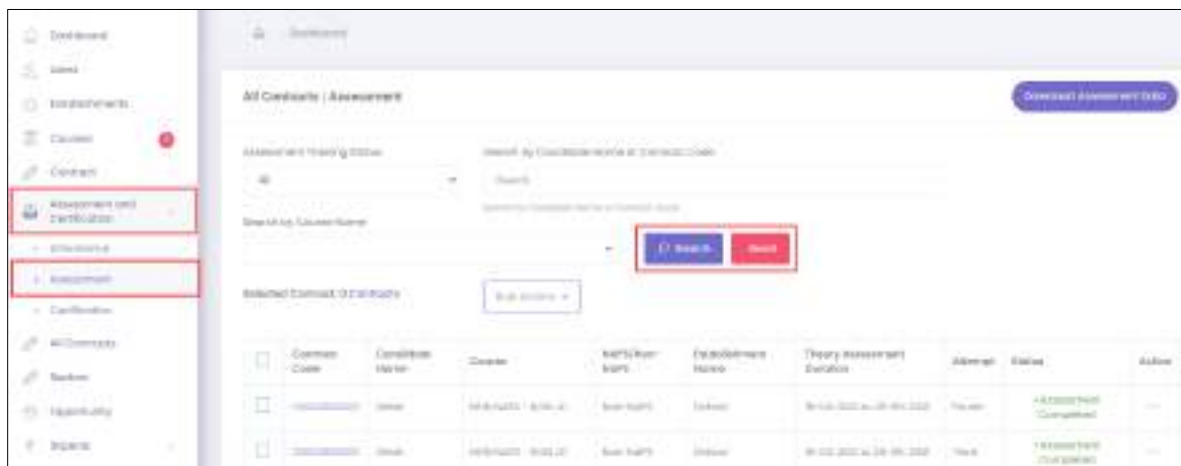
**Note:** The Apprentice can view the mark sheet and certificate **only** after the Result is published by the Establishment.

## 5 View Assessment Request – SSC for NAPS and Non-NAPS Joint Certification (JC)

The **View Assessment Request** screen allows the Sector Skill Council (SSC) to view all the assessment requests.

### To Navigate

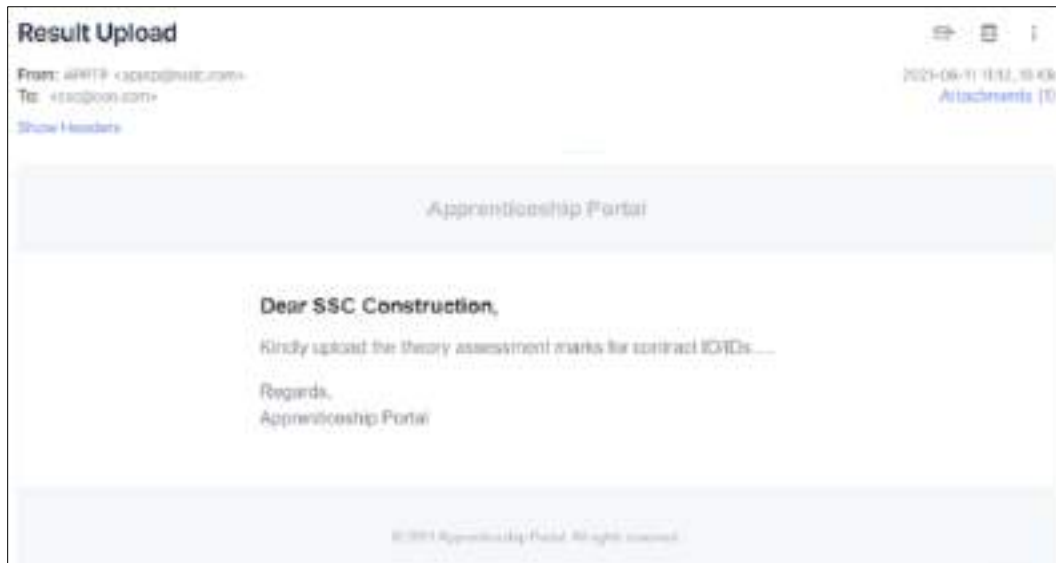
Home --> SSC Login --> Dashboard --> Assessment and Certificate --> Assessment --> All Contracts | Assessment



- The **Assessment** screen displays the contract details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Establishment Name, Theory Assessment Duration, Attempt, Status, and can also view the details under Action.
- The **Sector Skill Council (SSC)** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.

## 5.1 Notification – Result Upload

The **Result Upload** notification email notify Sector Skill Council (SSC) to start the theory assessment for the Apprentice, after establishment submits practical marks.

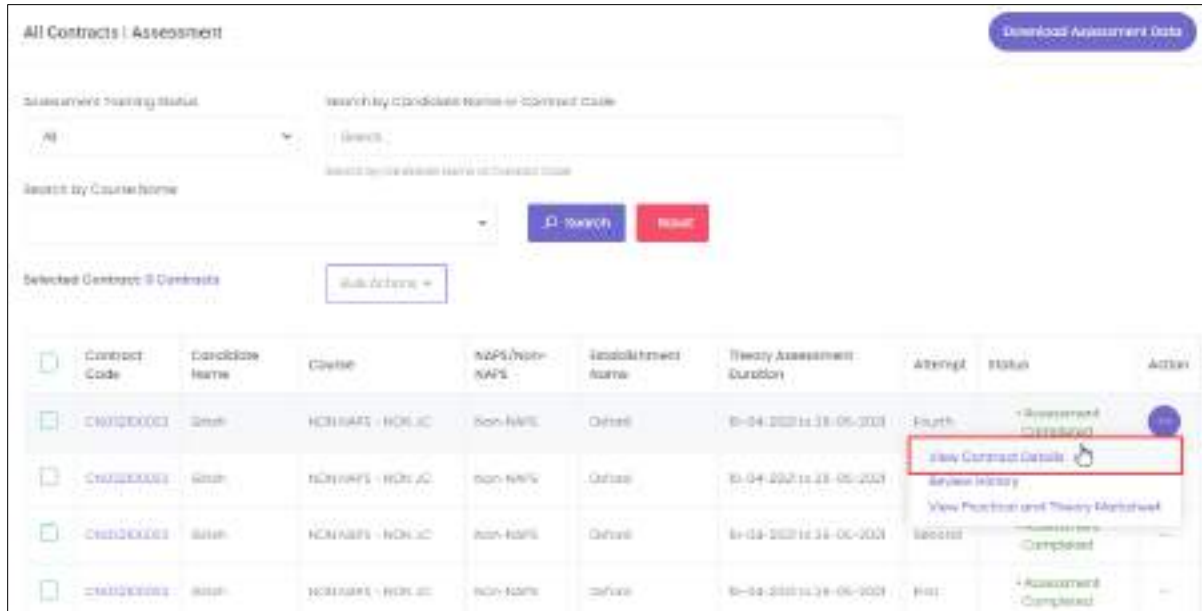


## 5.2 View Contract Details

The **View Contract Details** screen allows the Sector Skill Council (SSC) to view the contract details of the Apprentice.

### To Navigate

Home - -> SSC Login - -> Dashboard - -> Assessment and Certificate - -> Assessment - -> All Contracts | Assessment - -> Action - -> View Contracts Details



Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
C60200001	Shah	NCN NAPS - NCR JC	Non-NAPS	Defence	01-04-2021 to 30-06-2021	Fourth	- Assessment Completed	<a href="#">View Contract Details</a> <a href="#">View History</a> <a href="#">View Position and Theory Marksheet</a> <a href="#">Completed</a>
C60200002	Shah	NCN NAPS - NCR JC	Non-NAPS	Defence	01-04-2021 to 30-06-2021			
C60200003	Shah	NCN NAPS - NCR JC	Non-NAPS	Defence	01-04-2021 to 30-06-2021	Second	Completed	
C60200004	Shah	NCN NAPS - NCR JC	Non-NAPS	Defence	01-04-2021 to 30-06-2021	First	- Assessment Completed	

- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Establishment Name, Theory Assessment Duration, Attempt, Status and allows to view contract details under Action.
- Click **View Contract Details**, the **Contract Details** screen appears.
- The **View Contract Details** screen displays the details of the contract into **four** different sections as listed below.
  - Apprentice Details
  - Contract Details
  - Module Mapped
  - Remarks

- The **Apprentice Details** section displays the details of the Apprentice such as Apprentice Code, Apprentice Name, Establishment Code, Establishment Name, Opportunity Code, Opportunity Name, Course Code, and Course Name.

Non Naps - Non Jc		← Back	
Candidate Code	A032100003	Candidate Name	Girish
Establishment Code	00221000000	Establishment Name	Orford
Opportunity Code	A00013	Opportunity Name	Non Naps - Non Jc
Course Code	0002100045	Course Name	Non Naps - Non Jc

- The **Contract Details** section displays the contract details such as Contract Generated at, First Year Stipend, Second Year Stipend, Third Year Stipend, Is NAPS, Joint Certification, TPA Applicable, and TPA Name.

Contract Details			
Contract Generated at	01-03-2021		
First Year Stipend	9000		
Second Year Stipend	--		
Third Year Stipend	--		
Is NAPS	No		
Joint Certification	--		
TPA Applicable	No	TPA Name	--
Training Periods			
Basic Training Period	On Job Training Period	BT Hours/ Day	
2020-01-01 - 2021-03-03	2020-04-01 - 2021-03-15	--	
Basic Training Partner Details			
Training Partner	Mahroof BTP	Training Center	Fcmhrf
Training Center Address	Iatfag, Bihar, Bhagalpur		

- The **Training Periods** section displays the training period details such as Basic Training Period, On Job Training Period, and BT Hours/Day.
- The **Basic Training Partner Details** section displays the basic Training Partner details such as Training Partner, Training Center, and Training Center Address.

- The **Module Mapped** section displays the module mapped details such as Type, QP Code, QP Name, NOS/ Module Code, NOS/ Module Name, Maximum Practical (On the Job Training) marks, Maximum Theory (with/without Basic Training) marks, and Total Marks and also displays the details of Passing percentage for Practical (On the Job Training) and Passing percentage for Theory (with/without Basic Training).

Module Mapped						
Type	QP Code	QP Name	NOS/MODULE CODE	NOS/MODULE Name	Maximum Practical (On the Job Training) marks	Maximum Theory (with/without Basic Training) marks
MODULE	--	--	MCC00042	NAPS 1	100	100
MODULE	--	--	MCC00043	NAPS 2	100	100
<b>Total Marks :</b>					<b>200</b>	<b>200</b>
Passing percentage for Practical (On the Job Training)			--	Passing percentage for Theory (with/without Basic Training)		--

- The **Remarks** section displays the remark details such as Authority Remarks and Apprentice Remarks.

Remarks	
<b>Authority Remarks</b>	<b>Candidate Remarks</b>
--	--

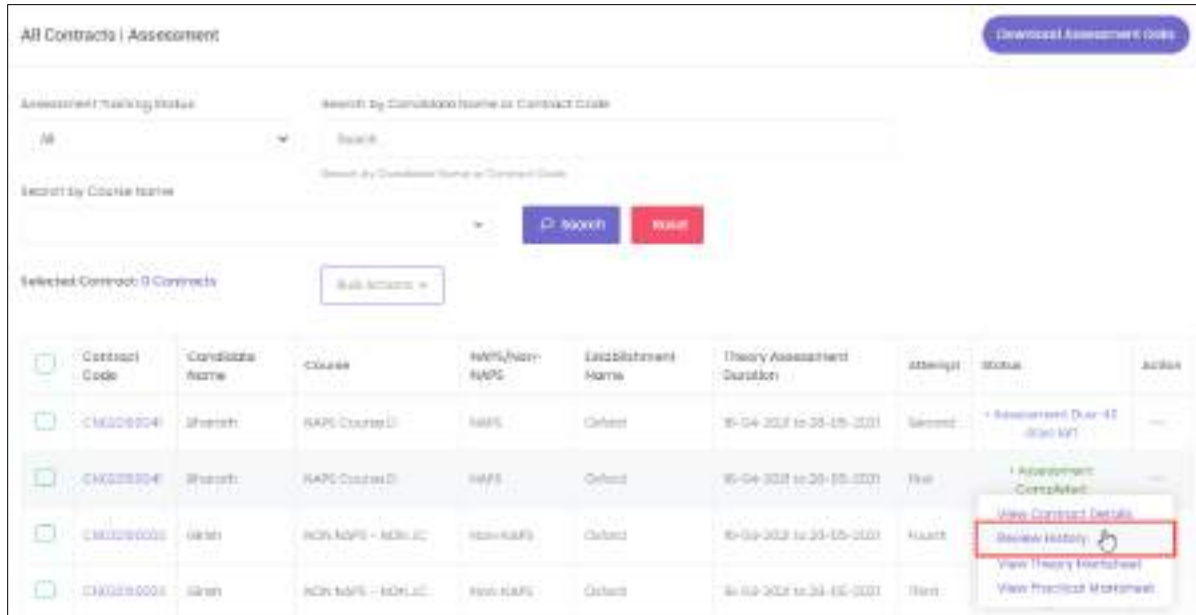


### 5.3 View Review History

The **View Review History** screen allows the Sector Skill Council (SSC) to view the history of the assessment request.

#### To Navigate

Home - - > SSC Login - - > Dashboard - - > Assessment and Certificate - - > Assessment - - > All Contracts | Assessment - - > Action - - > Review History



Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
CHG22804	Shreshth	NAPS Course ID	NAPS	Defect	16-04-2021 to 20-05-2021	Second	Assessment Duration (3000 MT)	...
CHG22804	Shreshth	NAPS Course ID	NAPS	Defect	16-04-2021 to 20-05-2021	First	Assessment Completed	<a href="#">View Contract Details</a> <a href="#">Review History</a> <a href="#">View Theory Worksheet</a> <a href="#">View Practical Worksheet</a>
CHG228000	Abhi	NON-NAPS - NDLJC	Non-NAPS	Defect	16-04-2021 to 20-05-2021	First		
CHG228000	Abhi	NON-NAPS - NDLJC	Non-NAPS	Defect	16-04-2021 to 20-05-2021	First		

- The **Assessment** screen displays the details of the contract such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Establishment Name, Theory Assessment Duration, Attempt, Status and also allows to view the history under Action.
- The **Sector Skill Council (SSC)** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Review History**, the **Review History** screen appears.

- The **Review History** screen displays the review history details such as Action Taken Date, Actor Name (role), and Action.

Action Taken Date	Actor Name (role)	Action
18-04-2021	Oxford (Establishment)	Applied For Assessment.
18-04-2021	Oxford (Establishment)	Practical Marks Entered.
18-04-2021	SSC Construction (SSC)	Assigned Assessment Agency career Point University.
18-04-2021	Career Point University (Assessment Agency)	Accepted The Assessment Request.
18-04-2021	Career Point University (Assessment Agency)	Assigned Assessor netra Pal Singh.
18-04-2021	Netra Pal Singh (Assessor)	Accepted The Assessment Request.
18-04-2021	Netra Pal Singh (Assessor)	Theoretical Marks Entered.
18-04-2021	Career Point University (Assessment Agency)	Approved Theoretical Marks.

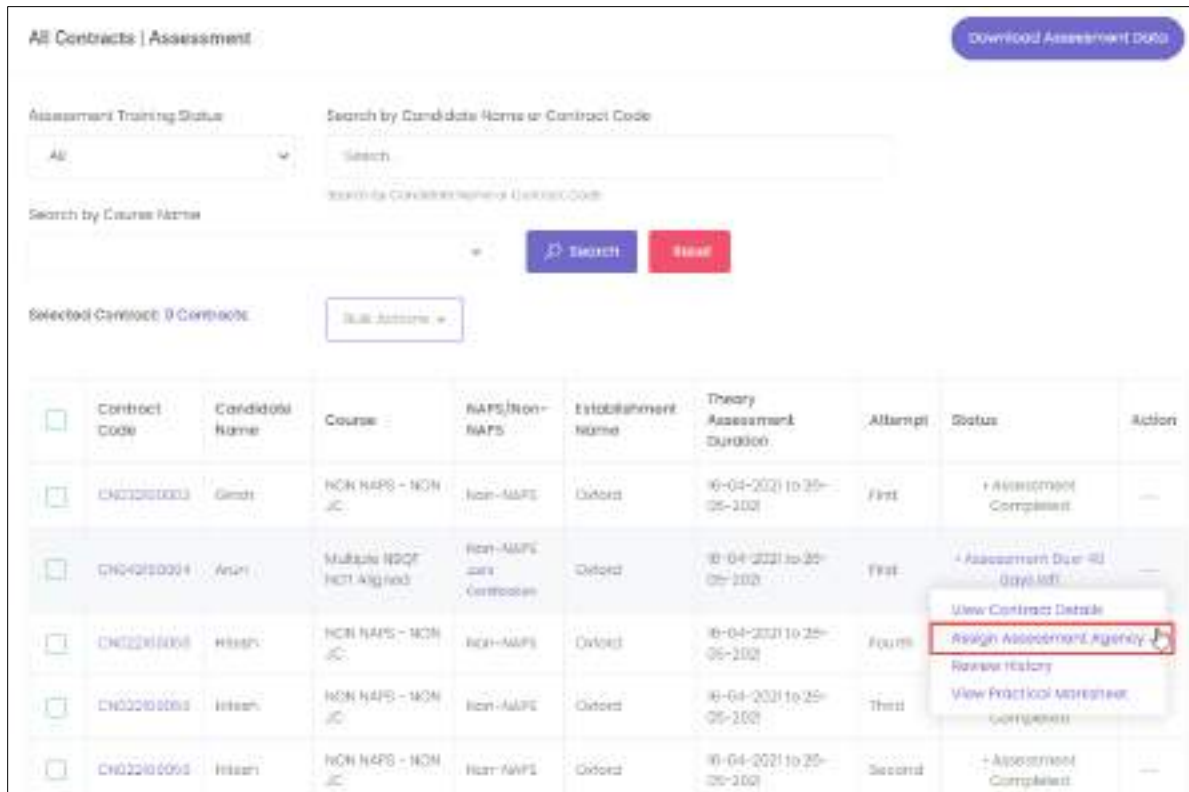
- Click **X**, to navigate to the **Assessment** screen.

## 5.4 Assign Assessment Agency

The **Assign Assessment Agency** screen allows the Sector Skill Council (SSC) to assign the required Assessment Agency (AA) for the assessment request.

### To Navigate

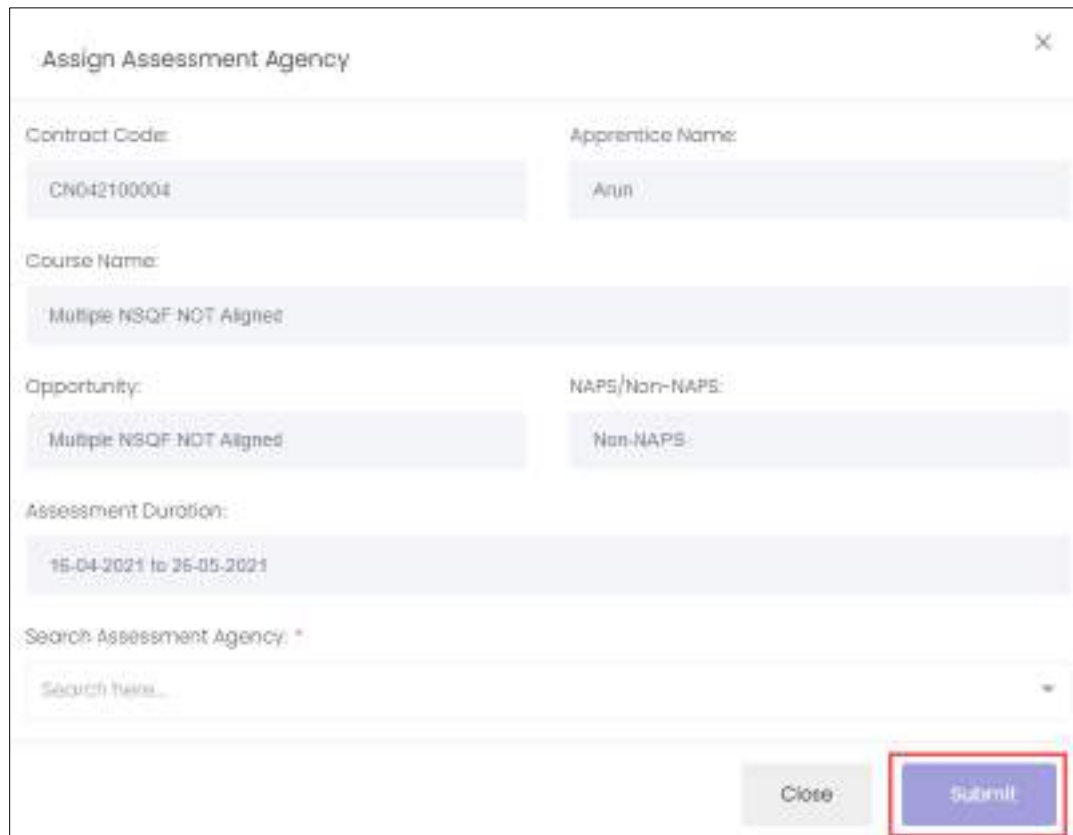
Home - - > SSC Login - - > Dashboard - - > Assessment and Certificate - - > Assessment - - > All Contracts | Assessment - - > Action - - > Assign Assessment Agency



Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
EN022010003	Gendh	NON NAPS - NON JC	Non-NAPS	Oxford	10-04-2021 to 25-05-2021	First	+ Assessment Completed	---
EN022010004	Arshi	Multiple NQCF NOT Aligned	Non-NAPS with Certificate	Oxford	10-04-2021 to 25-05-2021	First	+ Assessment Due-RI (Days Left)	---
EN022010005	Hresh	NON NAPS - NON JC	Non-NAPS	Oxford	10-04-2021 to 25-05-2021	Fourth	---	<ul style="list-style-type: none"> <li>View Contract Details</li> <li>Assign Assessment Agency</li> <li>Review History</li> <li>View Practical Addressed completed</li> </ul>
EN022010006	Ilseeh	NON NAPS - NON JC	Non-NAPS	Oxford	10-04-2021 to 25-05-2021	Third	---	---
EN022010007	Ilseeh	NON NAPS - NON JC	Non-NAPS	Oxford	10-04-2021 to 25-05-2021	Second	+ Assessment Completed	---

- The **Assessment** screen displays the contract details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Establishment Name, Theory Assessment Duration, Attempt, Status and also allows to assign Assessment Agency (AA) under Action.
- The **Sector Skill Council (SSC)** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Assign Assessment Agency**, the **Assign Assessment Agency** screen appears.

- The **Assign Assessment Agency** screen displays the Assessment Agency (AA) details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, Assessment Duration, and also allows Sector Skill Council (SSC) to search a particular Assessment Agency (AA).

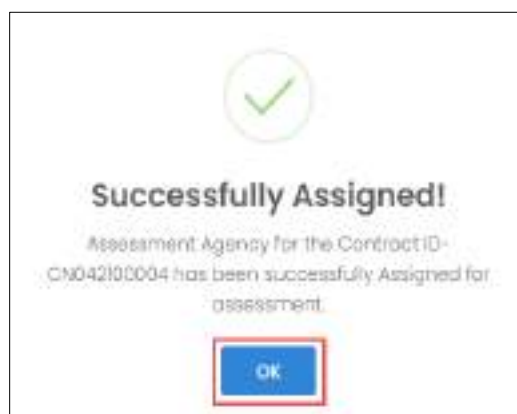


The image shows a web form titled "Assign Assessment Agency" with a close button (X) in the top right corner. The form contains several input fields:

- Contract Code:** CN042100004
- Apprentice Name:** Arun
- Course Name:** Multiple NSQF NOT Aligned
- Opportunity:** Multiple NSQF NOT Aligned
- NAPS/Non-NAPS:** Non-NAPS
- Assessment Duration:** 15-04-2021 to 26-05-2021
- Search Assessment Agency: \*** Search Here...

At the bottom right, there are two buttons: "Close" and "Submit". The "Submit" button is highlighted with a red border.

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



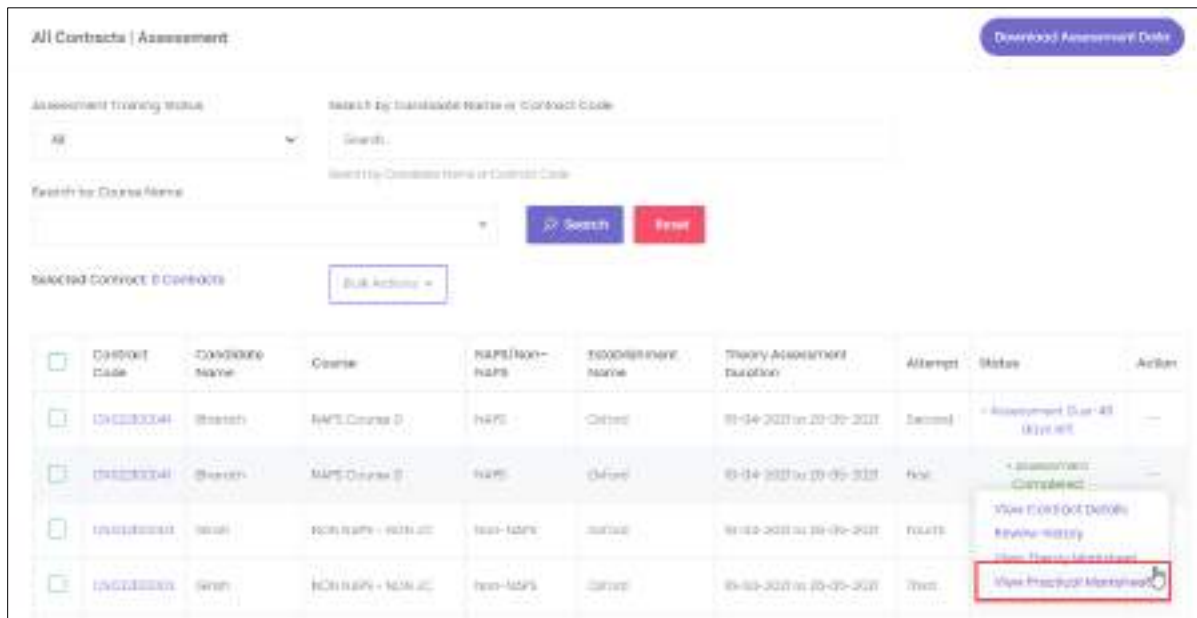
- Click **OK**, to navigate to the **Assessment** screen.

## 5.5 View Practical Marksheet

The **View Practical Marksheet** screen allows the Sector Skill Council (SSC) to view the practical marks.

### To Navigate

Home --> SSC Login --> Dashboard --> Assessment and Certificate --> Assessment --> All Contracts | Assessment --> Action --> View Practical Marksheet



Contract Code	Apprentice Name	Course	NAPS/Non-NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
124223334	Shashi	NAPS Course 0	NAPS	Other	01-04-2021 to 20-09-2021	Second	Assessment Due 45 Days	View Practical Marksheet
124223334	Shashi	NAPS Course 0	NAPS	Other	01-04-2021 to 20-09-2021	First	Assessment Completed	View Practical Marksheet
124223333	Shashi	NON NAPS - NON JC	Non-NAPS	Other	01-04-2021 to 20-09-2021	First	View Practical Marksheet	View Practical Marksheet
124223333	Shashi	NON NAPS - NON JC	Non-NAPS	Other	01-04-2021 to 20-09-2021	First	View Practical Marksheet	View Practical Marksheet

- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Establishment Name, Theory Assessment Duration, Attempt, Status and also allows to view practical marksheet under Action.
- The **Sector Skill Council (SSC)** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **View Practical Marksheet**, the **Apprentice Details for Marksheet** screen appears.
- The **Apprentice Details for Marksheet** screen displays the details of the marks into **two** different sections as listed below.
  - Apprentice Details
  - Marksheet

- The **Apprentice Details for Marksheet** section displays the details of the marksheet such as Contract Code, Apprentice Name, NSQF level, Course, Sector, Opportunity, and also displays the questionnaire uploaded by the Establishment.

### Apprentice Details for Marksheet ← Back

<p><b>Contract Code:</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">CN032100056</div> <p><b>NSQF Level:</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">E</div> <p><b>Sector:</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Construction</div>	<p><b>Candidate Name:</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Roomi</div> <p><b>Course:</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">NAPS Course D</div> <p><b>Opportunity:</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">NAPS Course D</div>
--	---

**Uploaded Questionnaire:** View

- Click **View**, to view the uploaded questionnaire.
- The **Marksheet** section displays the details of the practical marksheet such as Assessment Month+ Year, Module ID, Module Name, Maximum Marks, Passing Percentage %, Marks Obtained, and Pass/Fail.

**Marksheet**

Assessment Month + Year: **April, 2021**

**Practical**

S/N	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	MCD00642	NAPS 1	80	80	2	Fail
2	MCD00643	NAPS 2	200	40	1	Fail
<b>Total Marks:</b>			<b>300</b>		<b>3</b>	

**Grand Total:**  
003 / 300

**In Words:**  
One Hundred and three

**Percentage(%):**  
1

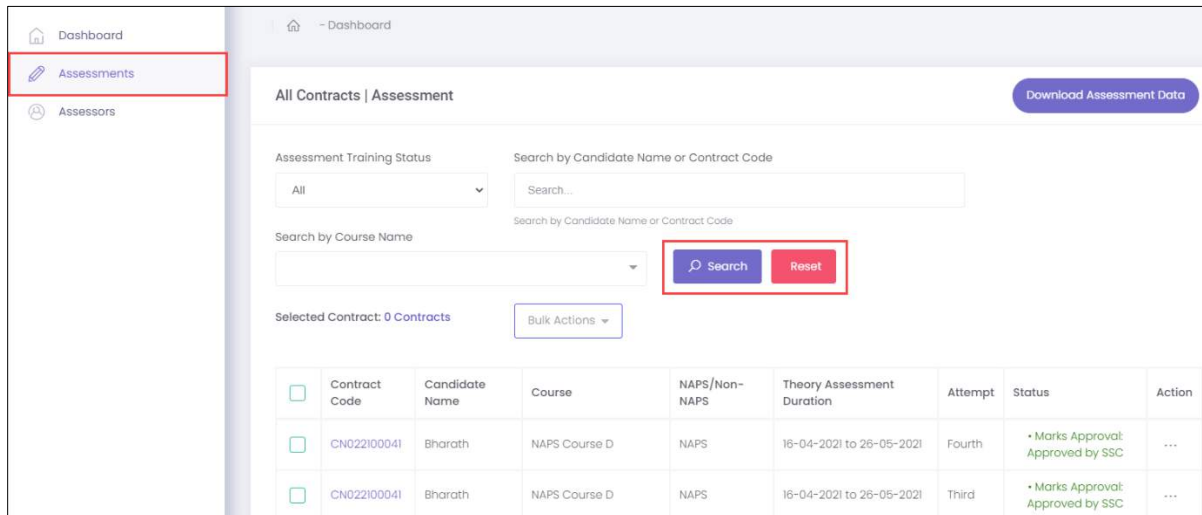
- Click **Back**, the **Assessment** screen appears.

## 6 View all Assessment Request-Assessment Agency

The **View all Assessment Request** screen allows the Assessment Agency (AA) to view the assessment request.

### To Navigate

Home --> Assessment Agency Login --> Dashboard --> Assessment



Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Status	Action
CN022100041	Bharath	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	Fourth	• Marks Approval Approved by SSC	...
CN022100041	Bharath	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	Third	• Marks Approval Approved by SSC	...

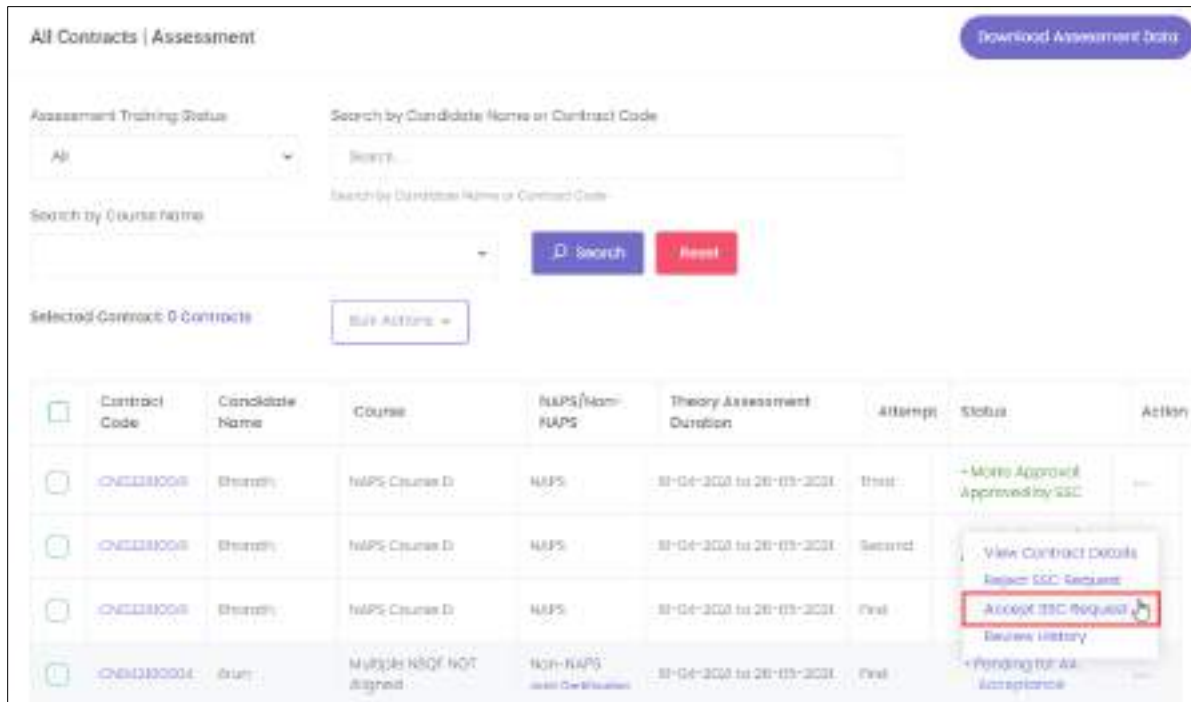
- The **Assessment** screen displays the Apprentice details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and can view the details under Action.
- The **Assessment Agency (AA)** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.

## 6.1 Accept SSC Assessment Request

The **Accept SSC Assessment Request** screen allows the Assessment Agency (AA) to accept the assessment request assigned by the Sector Skill Council (SSC).

### To Navigate

Home --> Assessment Agency Login --> Dashboard --> Assessment --> All Contracts | Assessment --> Action --> Accept SSC Request



**All Contracts | Assessment** Download Assessment Data

Assessment Training Status: All

Search by Candidate Name or Contract Code

Search by Course Name

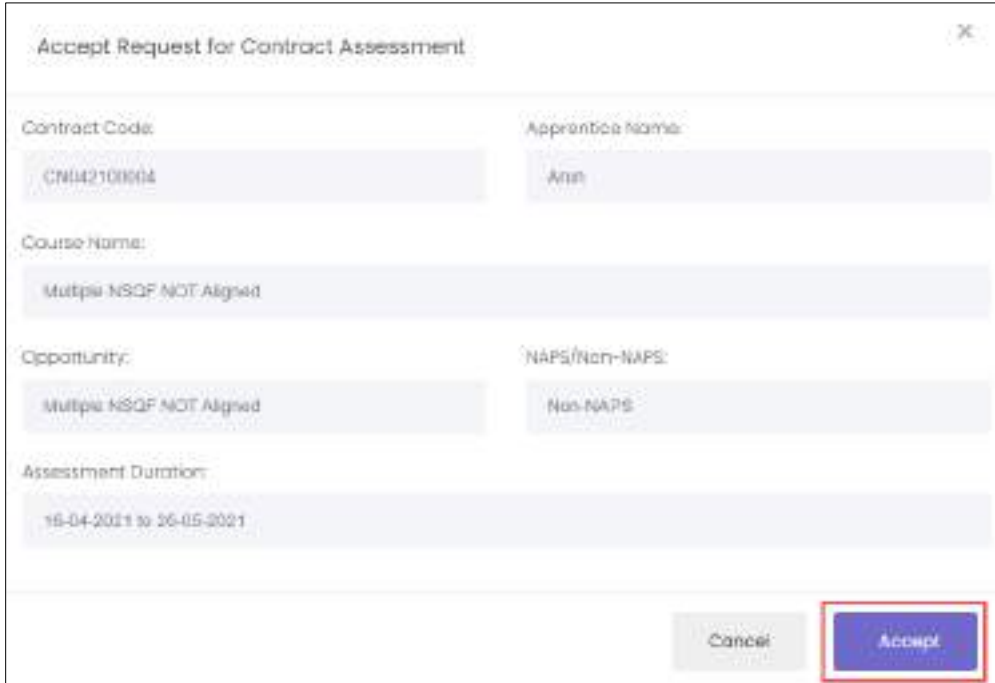
Selected Contract: 0 Contracts See Actions

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Status	Action
CH03330003	Bharath	NAPS Course D	NAPS	31-04-2023 to 28-03-2023	Third	More Approval Approved by SSC	View Contract Details Request SSC Request Accept SSC Request Review History
CH03330003	Bharath	NAPS Course D	NAPS	31-04-2023 to 28-03-2023	Second		View Contract Details Request SSC Request Accept SSC Request Review History
CH03330003	Bharath	NAPS Course D	NAPS	31-04-2023 to 28-03-2023	First		View Contract Details Request SSC Request Accept SSC Request Review History
CH03330004	Brun	Multiple NQF NOT assigned	Non-NAPS <small>Level Certification</small>	31-04-2023 to 28-03-2023	First	Pending for AA Acceptance	View Contract Details Request SSC Request Accept SSC Request Review History

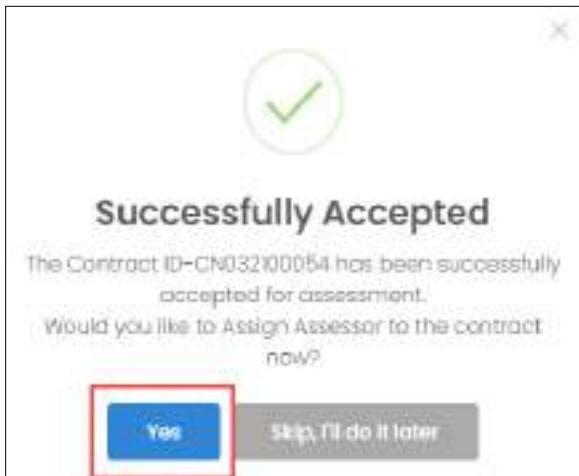
- The **Assessment** screen displays the Apprentice details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to accept Sector Skill Council (SSC) request under Action.
- The **Assessment Agency (AA)** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Accept Sector Skill Council (SSC) Request**, the **Accept Request for Contract Assessment** screen appears.



- The **Accept Request for Contract Assessment** screen displays the contract assessment details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, and Assessment Duration.



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



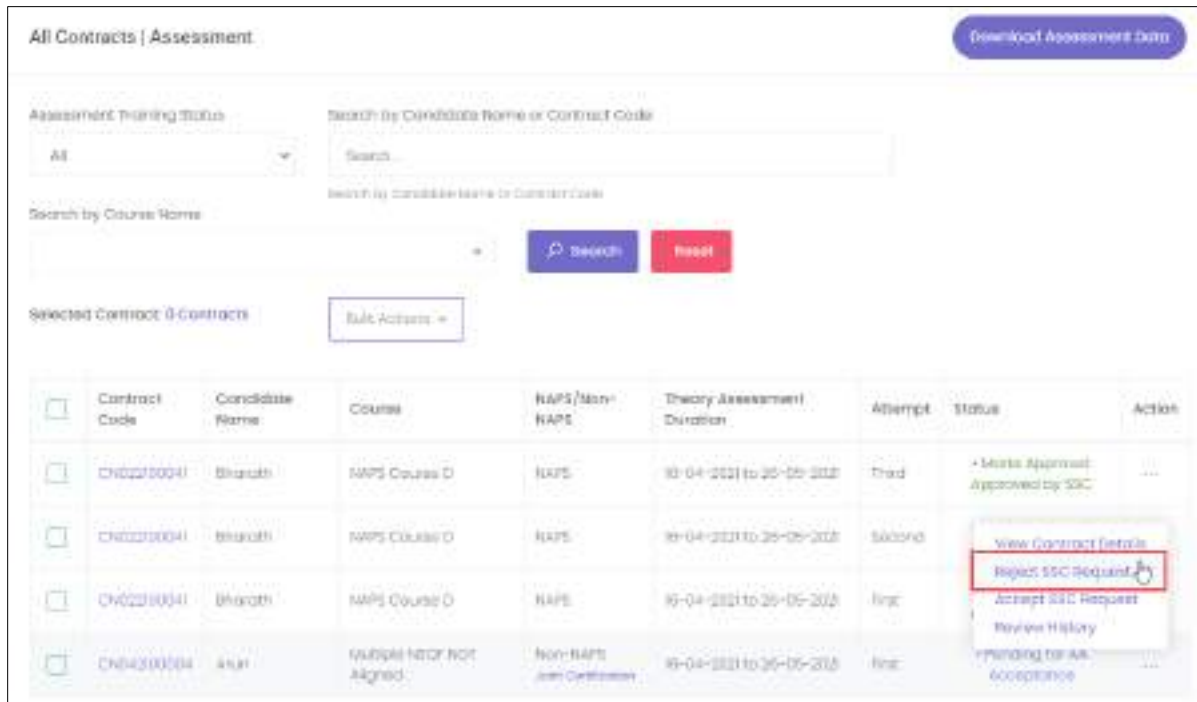
- Click **Yes**, to navigate to the **Assign Assessor for Contract Assessment** screen.

## 6.2 Reject SSC Assessment Request

The **Reject SSC Assessment Request** screen allows the Assessment Agency (AA) to reject the assessment request assigned by the Sector Skill Council (SSC) request.

### To Navigate

Home - - > Assessment Agency Login - - > Dashboard - - > Assessment - - > All Contracts | Assessment - - > Action - - > Reject SSC Request



**All Contracts | Assessment** Download Assessment Data

Assessment Training Status: All

Search by Candidate Name or Contract Code

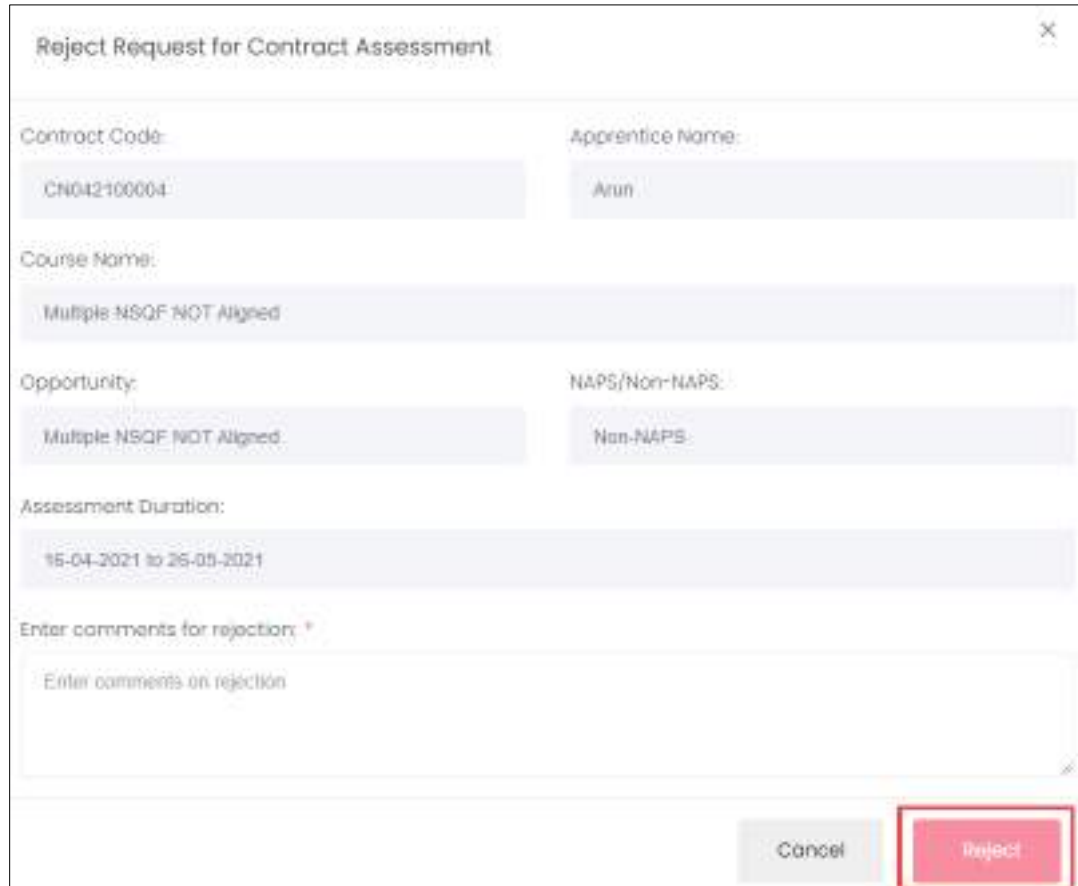
Search by Courses Name

Selected Contract: 0 Contracts Full Actions

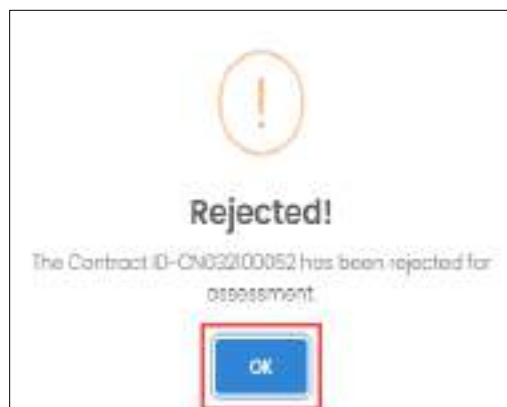
<input type="checkbox"/>	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Status	Action
<input type="checkbox"/>	CH02200041	Bharath	NAPS Course D	NAPS	01-04-2021 to 30-05-2021	Third	• Marks Approval Approved by SSC	...
<input type="checkbox"/>	CH02200041	Bharath	NAPS Course D	NAPS	01-04-2021 to 30-05-2021	Second	View Contract Details <b>Reject SSC Request</b> Accept SSC Request Review History	...
<input type="checkbox"/>	CH02200041	Bharath	NAPS Course D	NAPS	01-04-2021 to 30-05-2021	First	Pending for AA Acceptance	...
<input type="checkbox"/>	CH04300004	AJAY	Multiple NCF NOT Aligned	Non-NAPS Join Certificates	01-04-2021 to 30-05-2021	First	...	...

- The **Assessment** screen displays the Apprentice details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to reject Sector Skill Council (SSC) request under Action.
- The **Assessment Agency (AA)** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Reject Sector Skill Council (SSC) Request**, the **Reject Request for Contract Assessment** screen appears.

- The **Reject Request for Contract Assessment** screen displays the contract assessment details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, Assessment Duration, and also allows to enter comments for rejection.



- Click **Reject**, the **Rejected** screen appears.



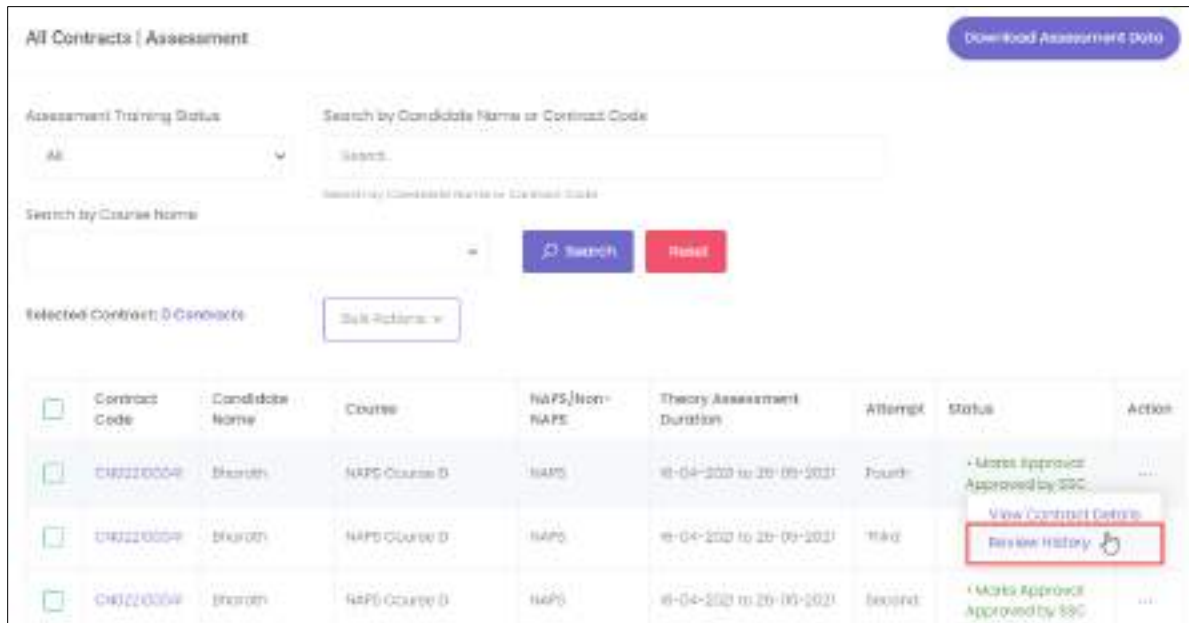
- Click **OK**, to navigate to the **Assessment** screen.

### 6.3 View Review History

The **Review History** screen allows the Assessment Agency (AA) to view the history of the assessment requests.

#### To Navigate

Home - - > Assessment Agency Login - - > Dashboard - - > Assessment - - > All Contracts | Assessment - - > Action - - > View Review History



**All Contracts | Assessment** Download Assessment Data

Assessment Training Status: All

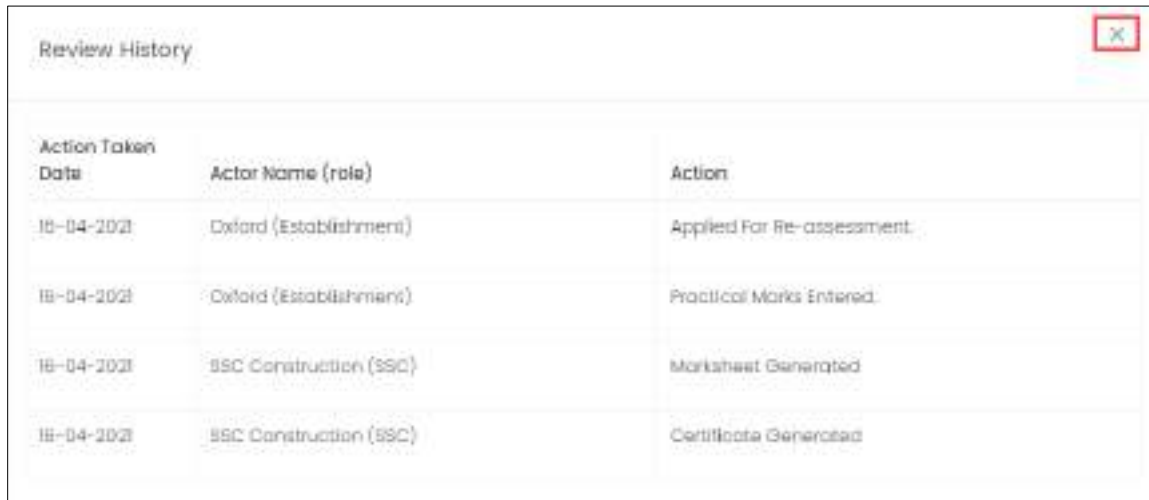
Search by Course Name:

Selected Contract: 0 Contracts

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Status	Action
CH2220004	Shrothi	NAPS Course D	NAPS	18-04-2021 to 26-09-2021	Fourth	Marks Approved Approved by SSC	...
CH2220004	Shrothi	NAPS Course D	NAPS	18-04-2021 to 26-09-2021	Third	Marks Approved Approved by SSC	View Contract Details <b>Review History</b>
CH2220004	Shrothi	NAPS Course D	NAPS	18-04-2021 to 26-09-2021	Second	Marks Approved Approved by SSC	...

- The **Assessment** screen displays the Apprentice details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to review history under Action.
- The **Assessment Agency (AA)** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Review History**, the **Review History** screen appears.

- The **Review History** screen displays the review history details such as Action Taken Date, Actor Name (role), and also the action updated.



Action Taken Date	Actor Name (role)	Action
18-04-2021	Oxford (Establishment)	Applied For Re-assessment.
18-04-2021	Oxford (Establishment)	Practical Marks Entered.
18-04-2021	BSC Construction (SSC)	Marksheet Generated
18-04-2021	BSC Construction (SSC)	Certificate Generated

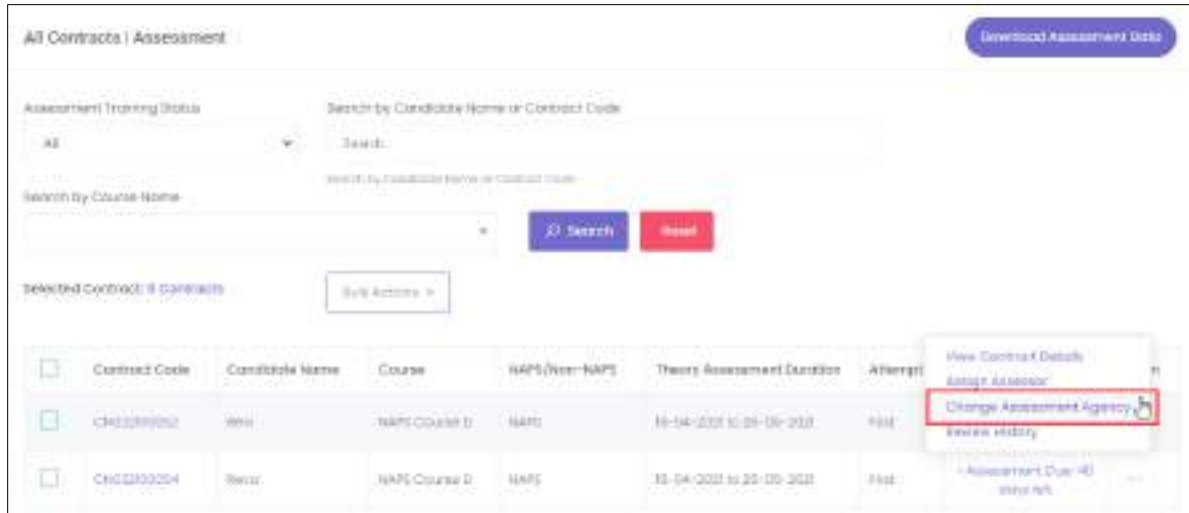
- Click **X**, to navigate to the **Assessment** screen.

## 6.4 Change Assessment Agency

The **Change Assessment Agency** screen allows the Assessment Agency (AA) to change the Assessment Agency (AA) for the particular assessment request.

### To Navigate

Home - - > Assessment Agency Login - - > Dashboard - - > Assessment - - > All Contracts | Assessment - - > Action - - > Change Assessment Agency



All Contracts | Assessment (Unlocked Assessment Data)

Assessment/Training Status: All Search by Candidate Name or Contract Code

Search:

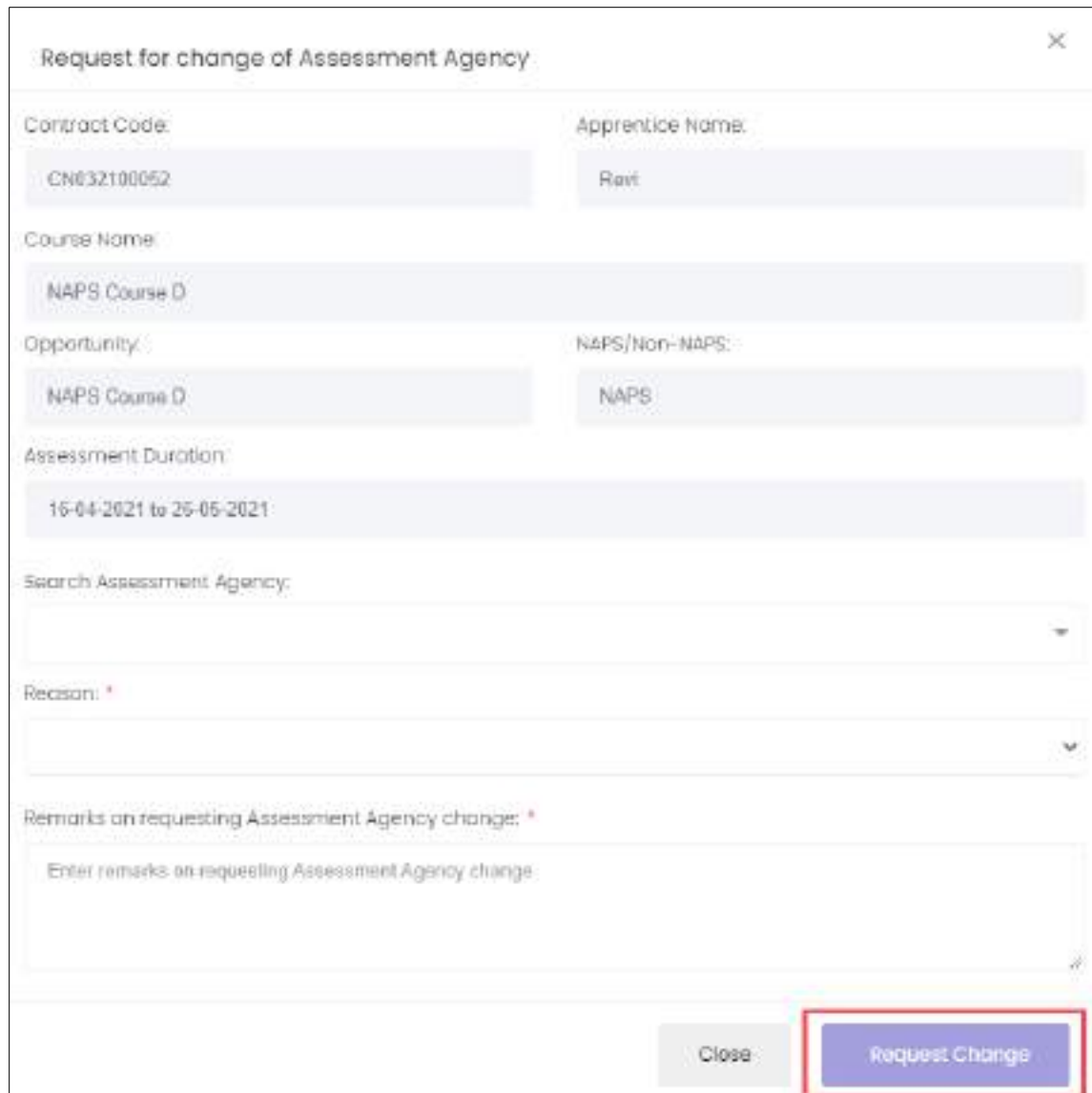
Search by Course Name:  Search Reset

Selected contract(s): 0 contracts Bulk Actions

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Action
CH3339902	Yash	NAPS Course D	NAPS	16-04-2022 to 20-05-2022	Fail	<ul style="list-style-type: none"> <li>View Contract Details</li> <li>Change Assessment Agency</li> <li>View History</li> </ul>
CH3339904	Rishi	NAPS Course D	NAPS	16-04-2022 to 20-05-2022	Fail	<ul style="list-style-type: none"> <li>View Contract Details</li> <li>Change Assessment Agency</li> <li>View History</li> </ul>

- The **Assessment** screen displays the Apprentice details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to change Assessment Agency (AA) under Action.
- The **Assessment Agency (AA)** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Change Assessment Agency**, the **Request for Change of Assessment Agency** screen appears.

- The **Request for Change of Assessment Agency** screen displays the details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, Assessment Duration and also allows to enter reason and Remarks on requesting Assessment Agency (AA) change. And also allows to search a particular Assessment Agency (AA) from the drop-down list.



Request for change of Assessment Agency

Contract Code: CN032100052

Apprentice Name: Ravi

Course Name: NAPS Course D

Opportunity: NAPS Course D

NAPS/Non-NAPS: NAPS

Assessment Duration: 16-04-2021 to 25-05-2021

Search Assessment Agency:

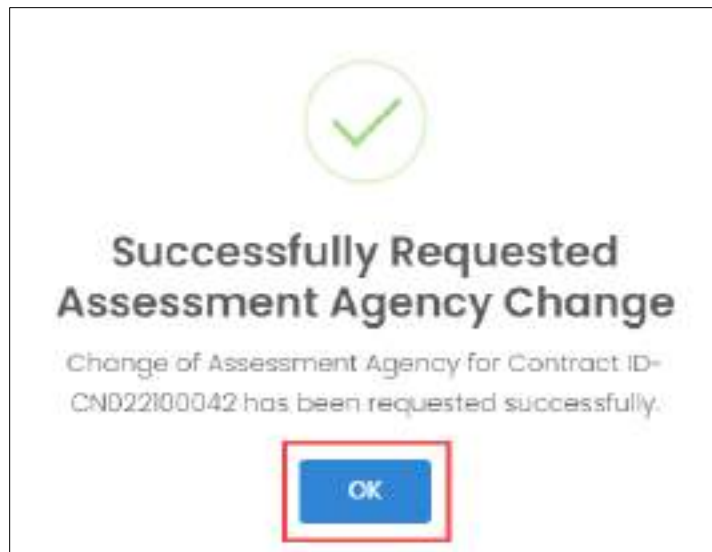
Reason: \*

Remarks on requesting Assessment Agency change: \*

Enter remarks on-requesting Assessment Agency change

Close Request Change

- Click **Request Change**, the **Successfully Requested Assessment Agency Change** screen appears.



- Click **OK**, to navigate to the **Assessment** screen.

**Note:**

- The Sector Skill Council (SSC) can **Approve** or **Reject** the Change Assessment Agency (AA) request.
- If the Sector Skill Council (SSC) **Rejects** the Change Assessor request, then the request will re-assign for the **same** Assessment Agency (AA).

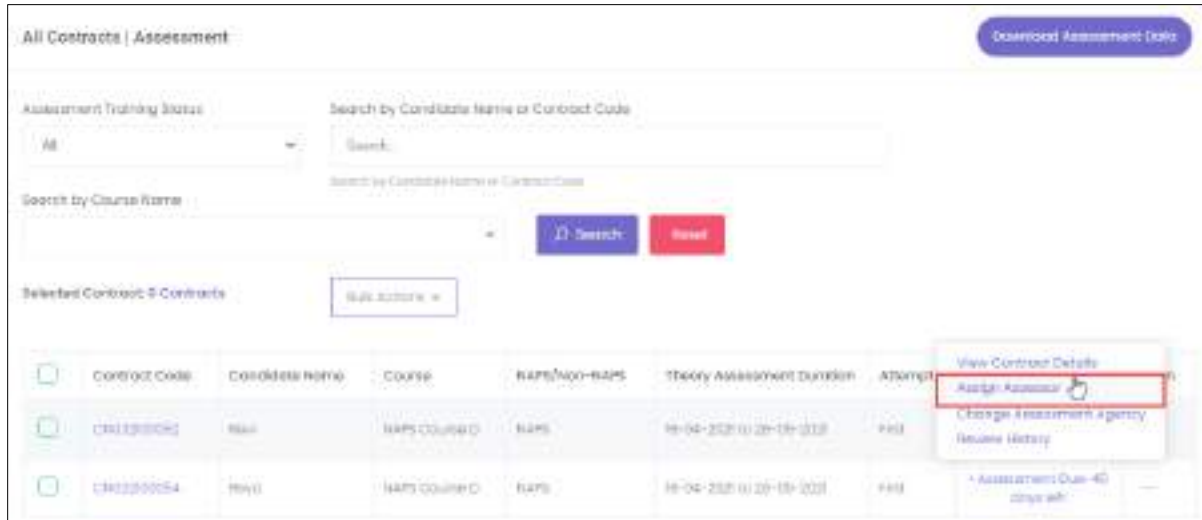


## 6.5 Assign Assessor

The **Assign Assessor** screen allows the Assessment Agency (AA) to assign the Assessor (AR) to the accepted assessment request.

### To Navigate

Home - - > Assessment Agency Login - - > Dashboard - - > Assessment - - > All Contracts | Assessment - - > Action - - > Assign Assessor

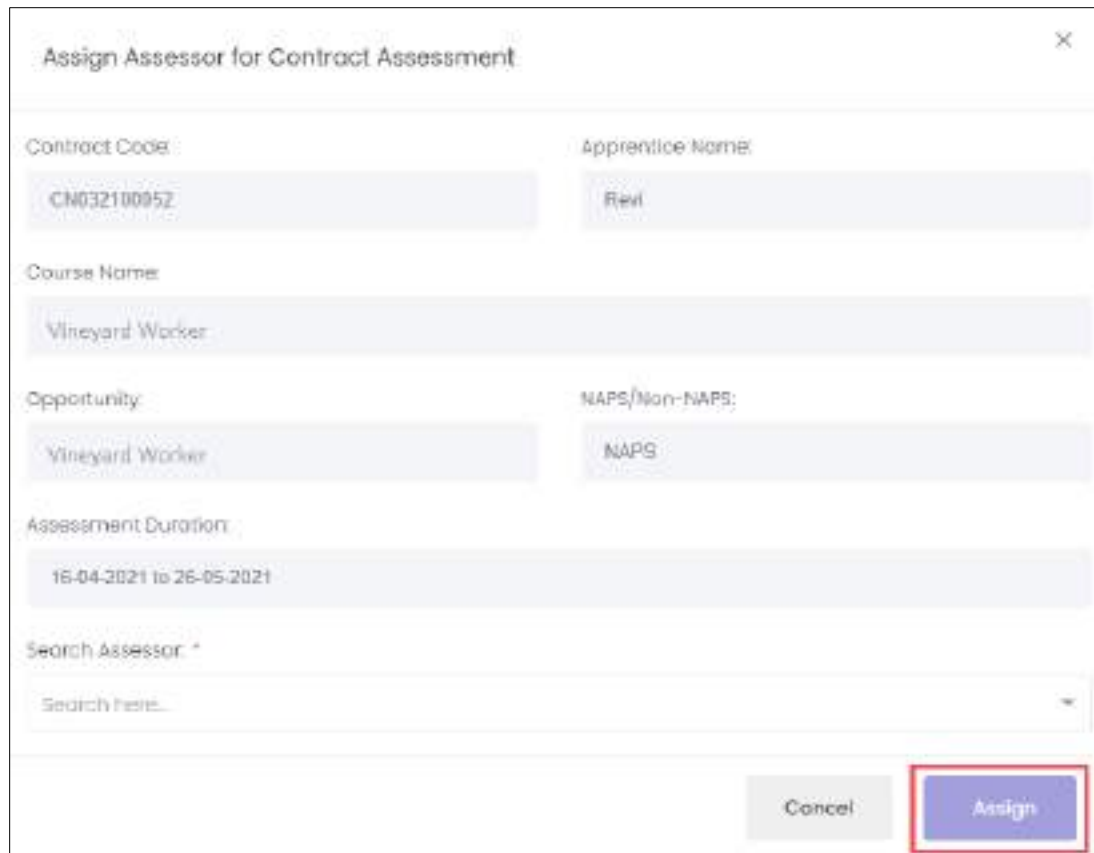


The screenshot displays the 'All Contracts | Assessment' interface. At the top right, there is a button labeled 'Download Assessment Data'. Below the header, there are search filters: 'Assessment Training Status' (set to 'All') and 'Search by Candidate Name or Contract Code'. A search bar with a 'Search' button is present. Below this, there is another search filter 'Search by Course Name' and a 'Search' button. A table titled 'Selected Contract(s) Contracts' is shown with a 'Sub Actions' button. The table has columns: Contract Code, Candidate Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, and Attempts. Two rows are visible in the table. A context menu is open over the first row, with the 'Assign Assessor' option highlighted by a red box.

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempts
C181230004	Rey	NAPS COURSE D	NAPS	16-04-2021 (1) 28-10-2021	PHI
C1812300054	Rey	NAPS COURSE D	NAPS	16-04-2021 (1) 28-10-2021	PHI

- The **Assessment** screen displays the Apprentice details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to Assign Assessor under Action.
- The **Assessment Agency (AA)** can search for a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Assign Assessor**, the **Assign Assessor for Contract Assessment** screen appears.

- The **Assign Assessor for Contract Assessment** screen displays the assessment details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, Assessment Duration and also allows to search Assessor (AR) from the drop-down list.



Assign Assessor for Contract Assessment

Contract Code: CNG32100952

Apprentice Name: Ravi

Course Name: Vineyard Worker

Opportunity: Vineyard Worker

NAPS/Non-NAPS: NAPS

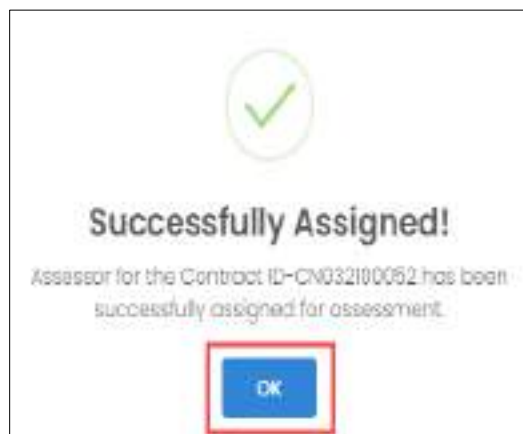
Assessment Duration: 16-04-2021 to 26-05-2021

Search Assessor: \*

Search here...

Cancel Assign

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



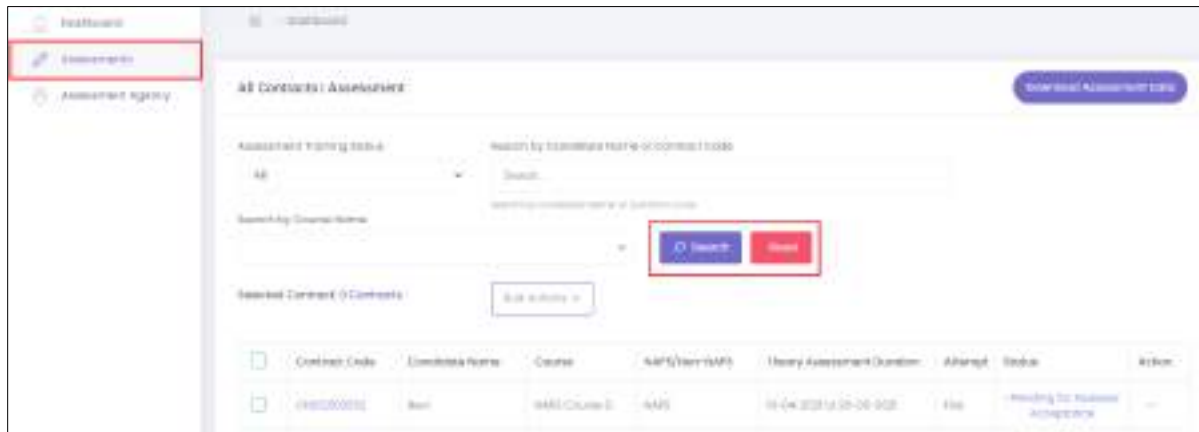
- Click **OK**, to navigate to the **Assessment** screen.

## 7 View all Assessment Request – Assessor

The **View all Assessment Request** screen allows the Assessor (AR) to view the assessment requests assigned by Assessment Agency (AA).

### To Navigate

Home --> Assessor Login --> Dashboard --> Assessments



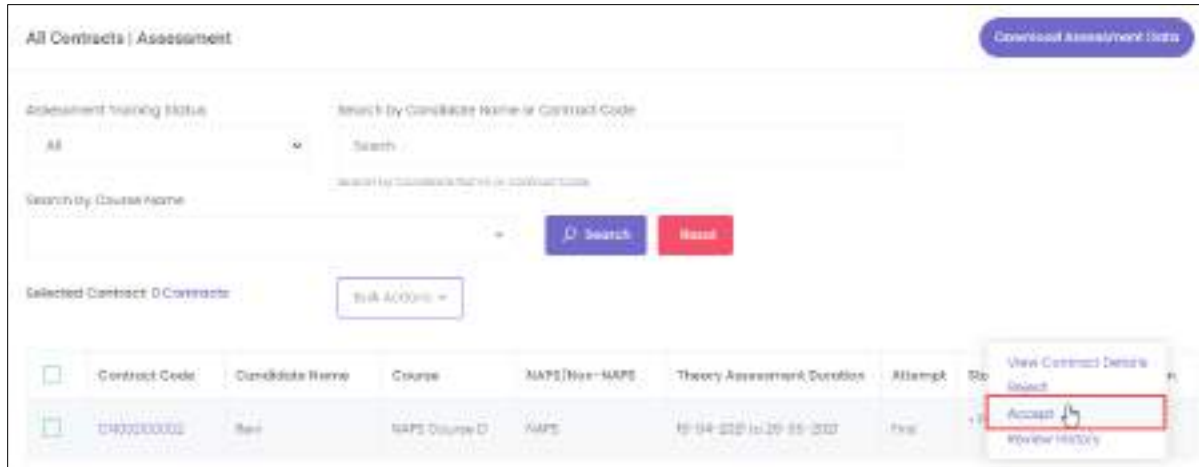
- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to view the details under Action.
- The **Assessor (AR)** can search a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.

## 7.1 Accept Assessment Request

The **Accept Assessment Request** screen allows the Assessor (AR) to accept the assessment request assigned by the Assessment Agency (AA).

### To Navigate

Home - - > Assessor Login - - > Dashboard - - > Assessments - - > All Contracts | Assessment - - > Action - - > Accept

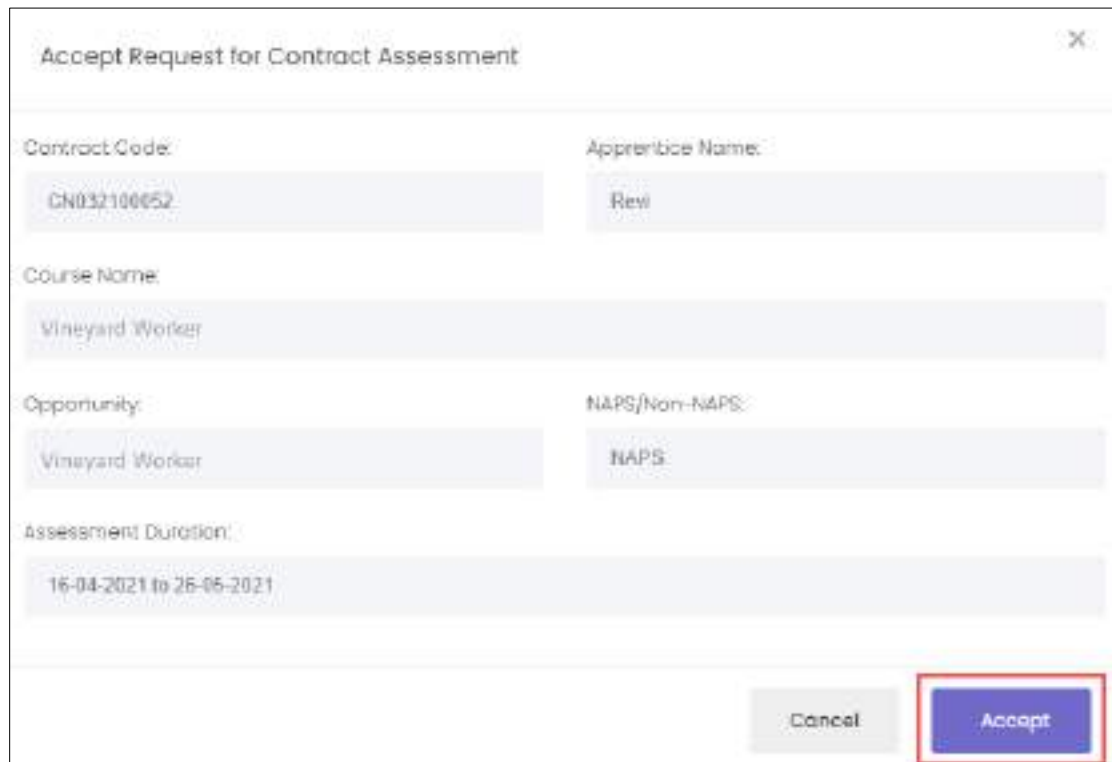


The screenshot displays the 'All Contracts | Assessment' interface. At the top right, there is a 'Download Assessment Data' button. Below the header, there are search filters: 'Assessment Training Status' (dropdown menu set to 'All') and 'Search by Candidate Name or Contract Code' (input field with a search button). Another search section is labeled 'Search by Course Name'. Below these, there is a 'Selected Contract ID Contracts' section with a '+ Add Action' button. The main part of the screen is a table with the following columns: Contract Code, Candidate Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, and Status. The first row of data has the following values: Contract Code: 1493200002, Candidate Name: Ben, Course: NAPS Course D, NAPS/Non-NAPS: NAPS, Theory Assessment Duration: 19-04-2020 to 20-05-2020, Attempt: First, and Status: Pending. In the 'Action' column for this row, there are three buttons: 'View Contract Details', 'Accept', and 'Review History'. The 'Accept' button is highlighted with a red box.

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Status	Action
1493200002	Ben	NAPS Course D	NAPS	19-04-2020 to 20-05-2020	First	Pending	View Contract Details Accept Review History

- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to accept the request under Action.
- The **Assessor (AR)** can search a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Accept**, the **Accept Request for Contract Assessment** screen appears.

- The **Accept Request for Contract Assessment** screen displays the details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, and Assessment Duration.



Accept Request for Contract Assessment

Contract Code: CN032100052

Apprentice Name: Revi

Course Name: Vineyard Worker

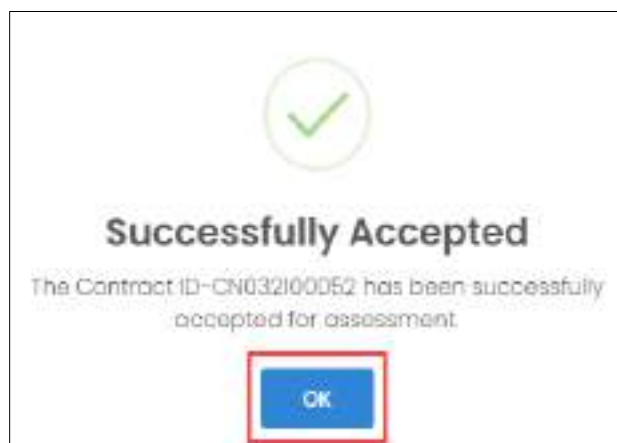
Opportunity: Vineyard Worker

NAPS/Non-NAPS: NAPS

Assessment Duration: 16-04-2021 to 26-06-2021

Cancel Accept

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



- Click **OK**, to navigate to the **Assessment** screen.

## 7.2 Reject Assessment Request

The **Reject Assessment Request** screen allows the Assessor (AR) to reject the assessment request assigned by the Assessment Agency (AA).

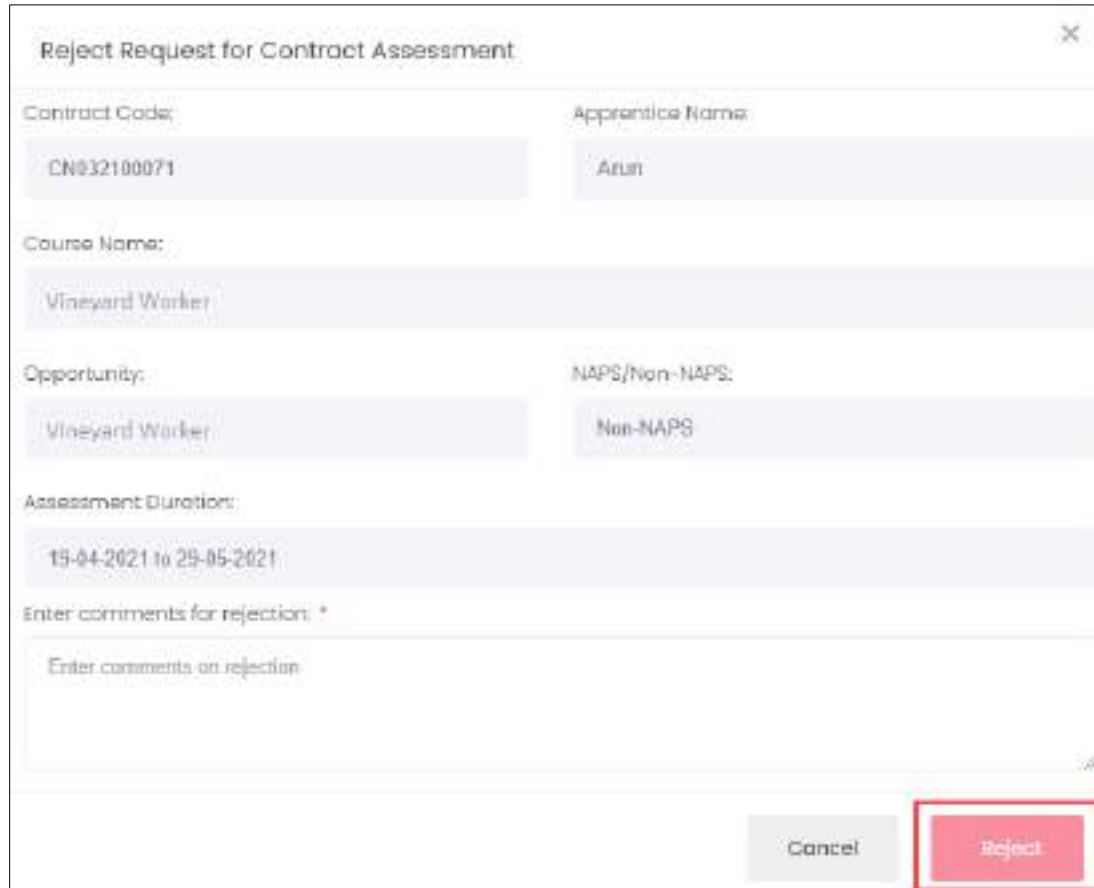
### To Navigate

Home - - > Assessor Login - - > Dashboard - - > Assessments - - > All Contracts | Assessment - - > Action - - > Reject



- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to reject request under Action.
- The **Assessor (AR)** can search a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Reject**, the **Reject Request for Contract Assessment** screen appears.

- The **Reject Request for Contract Assessment** screen displays the assessment request details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, Assessment Duration, and also allows to enter comments for rejection.



- Click **Reject**, the **Rejected** screen appears.



- Click **OK**, to navigate to the **Assessment** screen.

### 7.3 View Review History

The **Review History** screen allows the Assessor (AR) to view the history of the assessment requests.

#### To Navigate

Home --> Assessor Login --> Dashboard --> Assessments --> All Contracts | Assessment --> Action --> Review History



- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to review history under Action.
- The **Assessor (AR)** can search a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Review History**, the **Review History** screen appears.



- The **Review History** screen displays the review history details such as Action Taken Date, Actor Name (role), and Action.

Action Taken Date	Actor Name (role)	Action
18-04-2021	Oxford (Establishment)	Applied for Assessment.
18-04-2021	Oxford (Establishment)	Practical Marks Entered.
18-04-2021	SSC Construction (SSC)	Assigned Assessment Agency career Point University.
18-04-2021	Career Point University (Assessment Agency)	Rejected The Assessment Request.
18-04-2021	SSC Construction (SSC)	Assigned Assessment Agency career Point University.
18-04-2021	Career Point University (Assessment Agency)	Accepted The Assessment Request.
18-04-2021	Career Point University (Assessment Agency)	Assigned Assessor nitra Pal Singh.

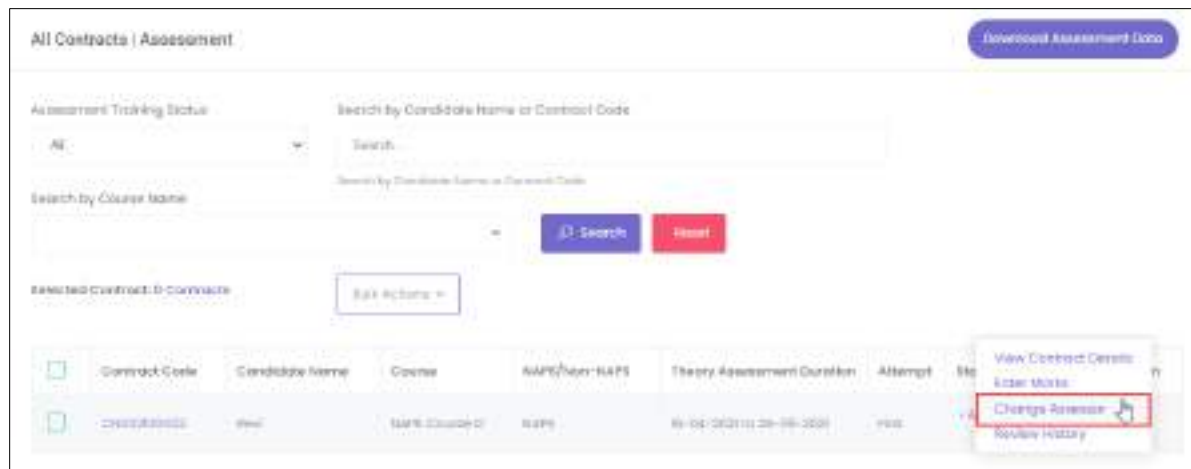
- Click **X**, to navigate to the **Assessment** screen.

## 7.4 Change Assessor

The **Change Assessor** screen allows the Assessor (AR) to change the Assessor (AR) for the particular assessment request.

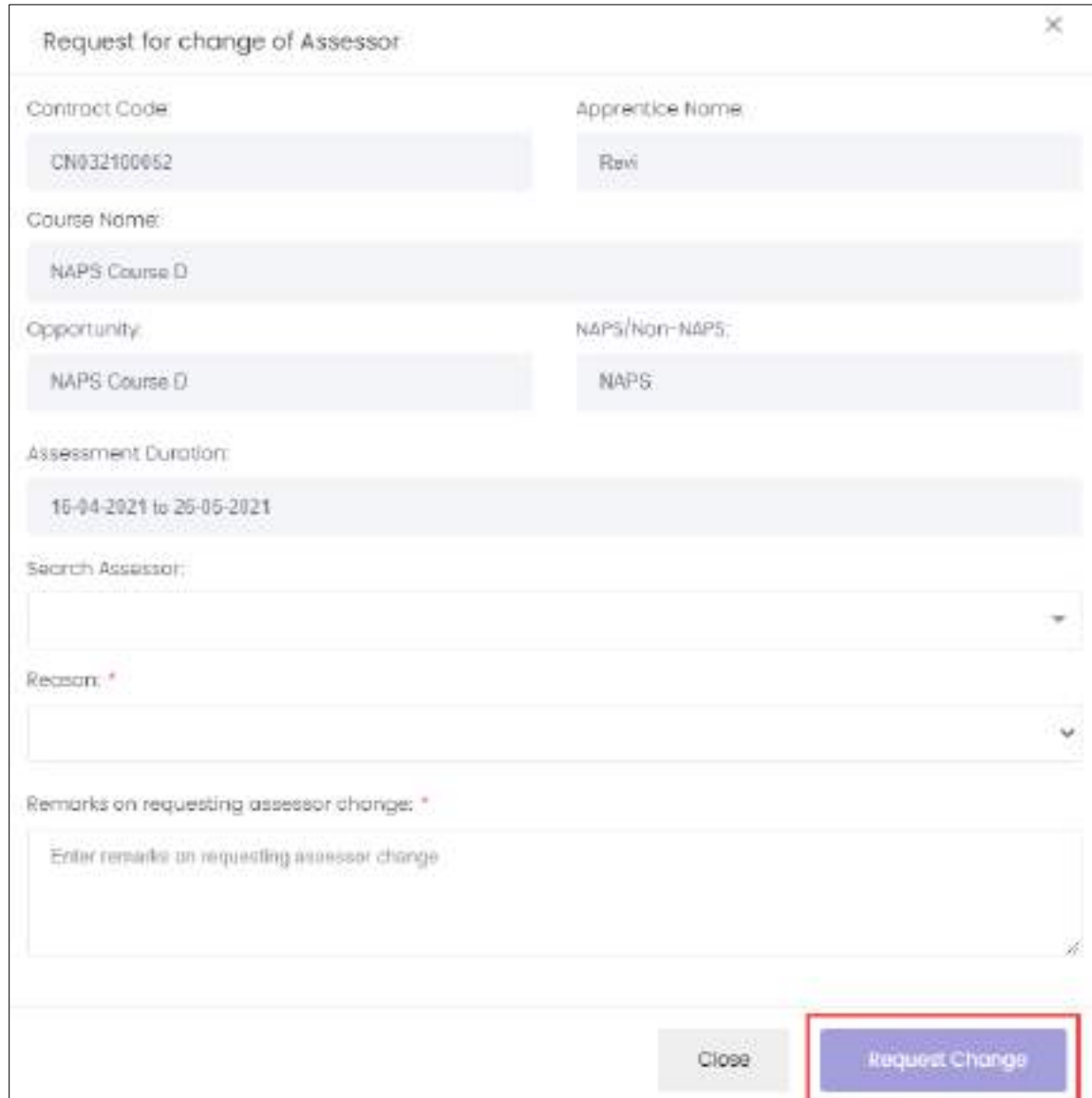
### To Navigate

Home - - > Assessor Login - - > Dashboard - - > Assessments - - > All Contracts | Assessment - - > Action - - > Change Assessor



- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to change Assessor under Action.
- The **Assessor (AR)** can search a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Change Assessor**, the **Request for Change of Assessor** screen appears.

- The **Request for Change of Assessor** screen displays the details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, Assessment Duration and also allows to enter reason and Remarks on requesting Assessor (AR) change.



Request for change of Assessor

Contract Code: CN032100052

Apprentice Name: Ravi

Course Name: NAPS Course D

Opportunity: NAPS Course D

NAPS/Non-NAPS: NAPS

Assessment Duration: 15-04-2021 to 25-05-2021

Search Assessor:

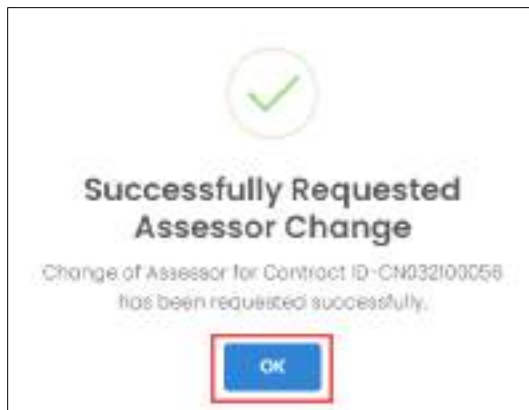
Reason: \*

Remarks on requesting assessor change: \*

Enter remarks on requesting assessor change

Close Request Change

- Select the appropriate Assessor (AR) from the drop-down list.
- Click **Request Change**, the **Successfully Requested Assessor Change** screen appears.



➤ Click **OK**, to navigate to the **Assessment** screen.

**Note:**

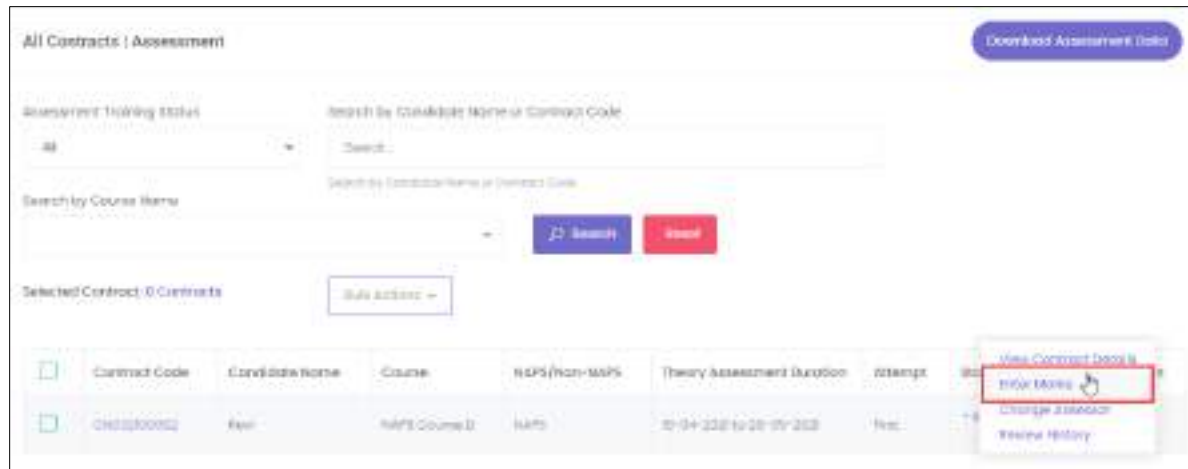
- The Sector Skill Council (SSC) can **Approve** or **Reject** the Change Assessor request.
- If Sector Skill Council (SSC) Rejects the Change Assessor request, then the request will re-assign for the **same** Assessor (AR).

## 7.5 Enter Theory Marks

The **Enter Theory Marks** screen allows the Assessor (AR) to enter the theory marks for the accepted assessment request.

### To Navigate

Home - - > Assessor Login - - > Dashboard - - > Assessments - - > All Contracts | Assessment - - > Action - - > Enter Marks



- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status and also allows to enter marks under Action.
- The **Assessor (AR)** can search a particular Apprentice based on Assessment Training Status, Apprentice Name or Contract Code, and Course Name. Click **Search**, to search for a particular Apprentice.
- Click **Enter Marks**, the **Apprentice Details for Marksheet** screen appears.
- The **Apprentice Details for Marksheet** screen displays the details of the marks into **two** different sections as listed below.
  - Apprentice Details
  - Marksheet

- The **Apprentice Details** screen displays the details of the marksheet such as Contract Code, Apprentice Name, NSQF level, Course, Sector, Opportunity and also allows to upload the Questionnaire.



Apprentice Details for Marksheet

Contract Code: CN032199052

Candidate Name: Ravi

NSQF Level: 8

Course: NAPS Course 0

Sector: Contractive

Opportunity: NAPS Course 0

Upload Questionnaire

Upload Questionnaire


Please upload only (.jpg, .png, .jpeg, .pdf) file. Maximum 4MB allowed.

- Click **Browse** to *upload* the Questionnaire. The Assessor (AR) can upload only jpg, png, jpeg, pdf, and the maximum file size is **four** MB each.

- The **Marksheet** screen displays the details of the marks such as Theory (Assessment Month+ Year, Module ID, Module Name, Maximum Marks, Passing Percentage, Pass/ Fail), Grand Total, In Words, and Percentage. And also allows to enter the appropriate marks obtained.

**Marksheet**

Theory Note: Enter -5 if absent for any module

Assessment Month + Year:  

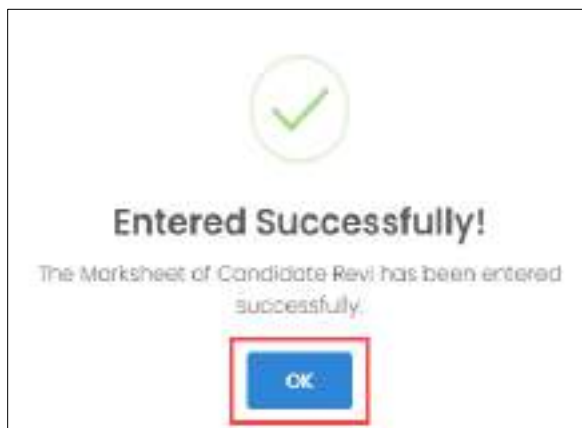
Sl No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	MC000642	NARS 1	100	50	Enter	
2	MC000642	NARS 2	200	50	Enter	
<b>Total Marks :</b>			<b>300</b>		<b>0</b>	

**Grand Total:**  
0 / 300

**In Words:**

**Percentage(%):**

- Click **Save & Apply**, the following screen appears.



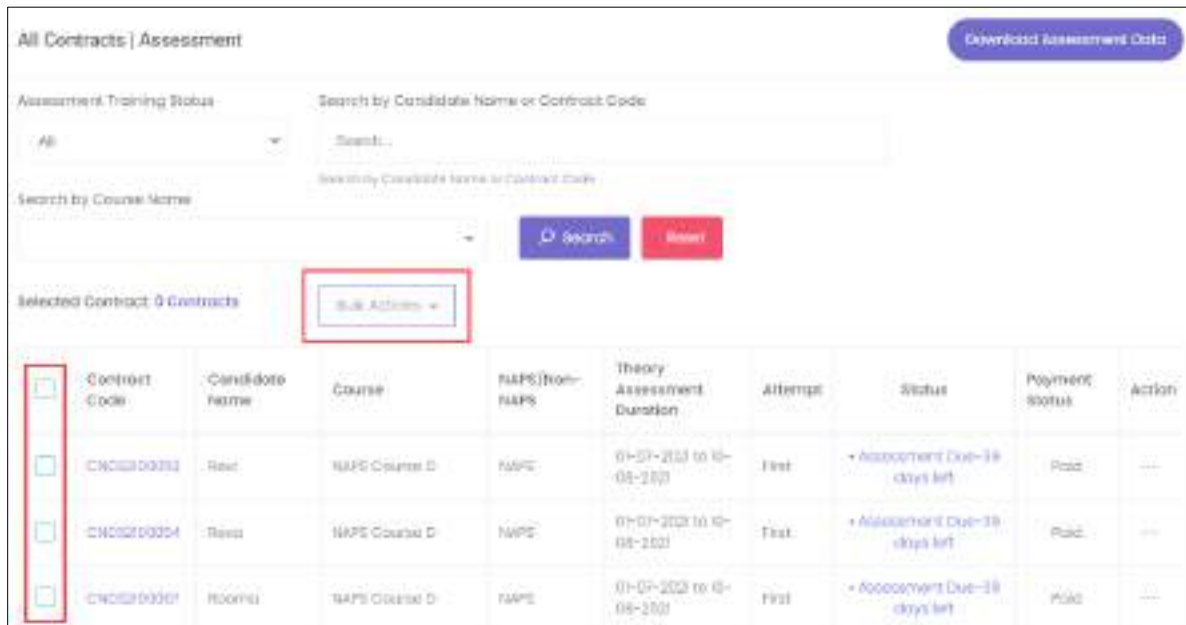
- Click **OK**, to navigate to the **Assessment** screen.

## 7.6 Enter Theory Marks – Bulk

The **Enter Theory Marks - Bulk** screen allows the Assessor (AR) to enter the theory marks (bulk) for the accepted assessment request.

### To Navigate

Home --> Assessor Login --> Dashboard --> Assessments --> All Contracts | Assessment --> Bulk Action



All Contracts | Assessment Download Assessment Data

Assessment Training Status: All Search by Candidate Name or Contract Code

Search:

Search by Course Name:  Search Reset

Selected Contract: 0 Contracts Bulk Actions

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Status	Payment Status	Action
<input type="checkbox"/>								
<input type="checkbox"/>	Reet	NAPS Course D	NAPS	01-07-2022 to 01-08-2022	First	Assessment Due-28 days left	Paid	...
<input type="checkbox"/>	Reet	NAPS Course D	NAPS	01-07-2022 to 01-08-2022	First	Assessment Due-28 days left	Paid	...
<input type="checkbox"/>	ROOPSI	NAPS Course D	NAPS	01-07-2022 to 01-08-2022	First	Assessment Due-28 days left	Paid	...

- To Enter the Marks for the multiple apprentices, select the check box next to the respective Contract code.
- Click **Bulk Actions**, to select the option from the given list.

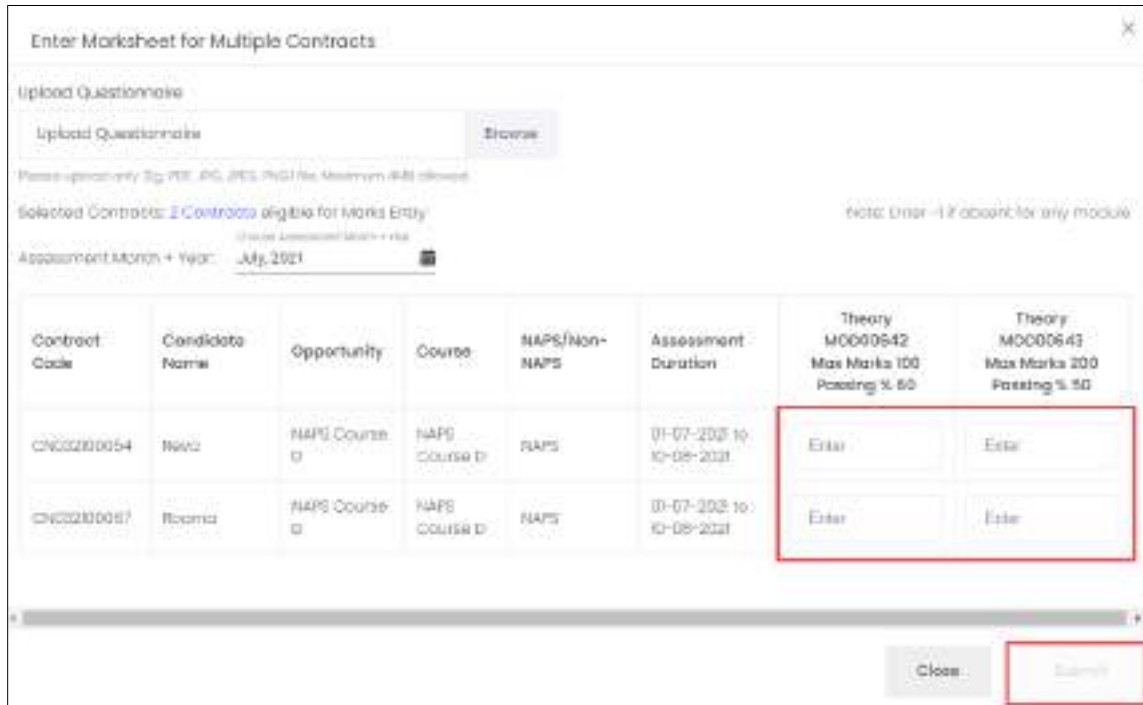


**Bulk Actions** ▼

- Accept
- Reject
- Enter Marks**



- Select **Enter Marks**, the **Enter Marksheet for Multiple Contracts** screen appears.
- The **Enter Marksheet for Multiple Contracts** screen displays the details such as Contract Code, Candidate Name, Opportunity, Course, NAPS/Non-NAPS, Assessment Duration, Max Marks 100 Passing % 60, Max Marks 100 Passing % 50 and along with the Assessment month and year.



Enter Marksheet for Multiple Contracts

Upload Questionnaire

Upload Questionnaire

Please upload only .jpg, .pdf, .png, .doc, .docx files. Maximum 4MB allowed.

Selected Contracts: 2 Contracts eligible for Marks Entry Note: Enter -1 if absent for any module

Assessment Month + Year: July, 2021

Contract Code	Candidate Name	Opportunity	Course	NAPS/Non-NAPS	Assessment Duration	Theory MCC00642 Max Marks 100 Passing % 60	Theory MCC00643 Max Marks 200 Passing % 50
CN002B0054	Ravi	NAPS Course ID	NAPS Course ID	NAPS	01-07-2021 to 10-08-2021	<input type="text" value="Enter"/>	<input type="text" value="Enter"/>
CN002B0057	Rohan	NAPS Course ID	NAPS COURSE ID	NAPS	01-07-2021 to 10-08-2021	<input type="text" value="Enter"/>	<input type="text" value="Enter"/>

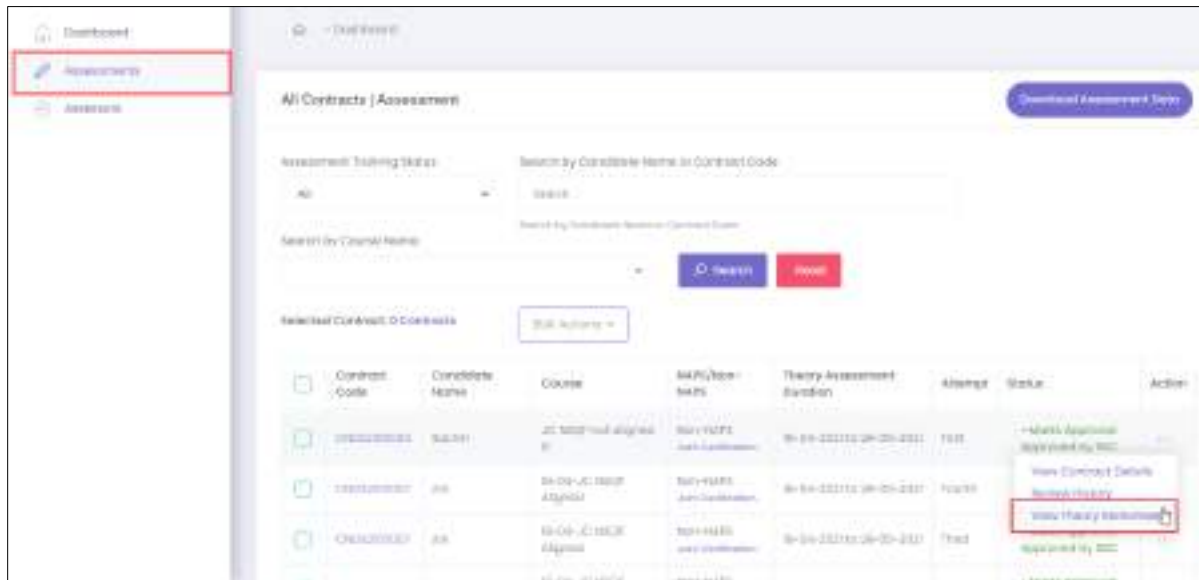
- The **Assessor (AR)** can upload questionnaire allows to upload the questionnaire if required. Click **Browse** and select the document and click **open**.
- The **Assessor (AR)** can enter the marks for the apprentice. Click **Submit**, the message appears as **Marks for these candidates are updated successfully**.

## 8 View Theory Marksheet – Assessment Agency

The **View Theory Marksheet** screen allows the Assessment Agency (AA) to view the assessor submitted theory marksheet.

### To Navigate

Home - -> Assessment Agency Login - -> Dashboard - -> Assessment and Certificate - -> Assessment



- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non NAPS, Theory Assessment Duration, Attempt, Status and also allows to view theory marksheet under Action.
- Click **View Theory Marksheet**, the **Apprentice Details for Marksheet** screen appears.
- The **Apprentice Details for Marksheet** screen hosts the details into **two** sections as listed below.
  - Apprentice Details
  - Marksheet

- The **Apprentice Details** screen displays the details such as Contract Code, Apprentice Name, NSQF Level, Course, Sector, Opportunity, and Uploaded Questionnaire.

[← Back](#)

---

**Apprentice Details for Marksheet**

<p><b>Contract Code:</b> CDD000643</p> <p><b>NSQF Level:</b> N/A</p> <p><b>Sector:</b> Construction</p>	<p><b>Candidate Name:</b> Sector</p> <p><b>Course:</b> JC NSQF not signed 0</p> <p><b>Opportunity:</b> JC NSQF not signed 0</p>
---	---

Uploaded Questionnaire: [View](#)

- The **Marksheet** screen displays the marks details such as Theory (Assessment Month + Year, Module ID, Module Name, Maximum Marks, Passing Percentage, Marks Obtained, Pass/Fail and Total Marks), Grand Total, In Words, and Percentage.

**Marksheet**

---

**Theory**  
Assessment Month: April, 2021

SLNo	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	MCD00643	NAPS 1	100	30	30	Pass
2	MCD00643	NAPS 2	100	30	39	Pass
<b>Total Marks:</b>			<b>200</b>		<b>170</b>	

**Grand Total:**  
170 / 200

**In Words:**  
One Hundred Seventy nine

**Percentage(%):**  
85

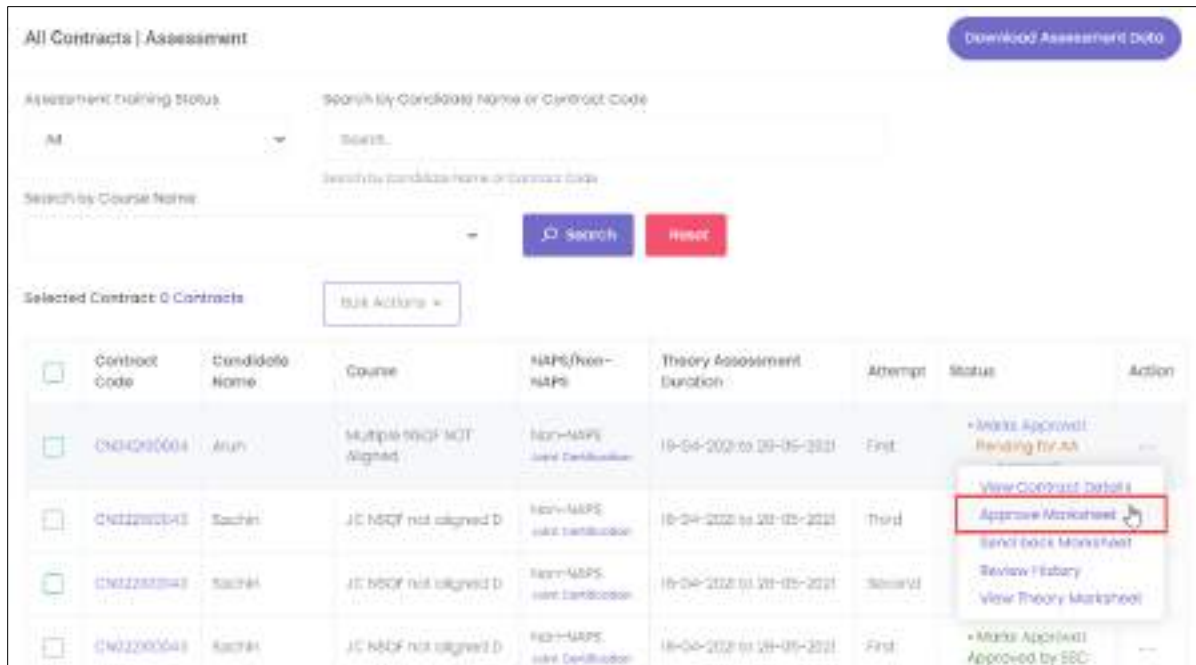
- Click **Back**, to navigate to the **Assessment** screen.

## 8.1 Approve Marksheet

The **Approve Marksheet** screen allows the Assessment Agency (AA) to approve the marks entered by the Assessor (AR).

### To Navigate

Home - - > Assessment Agency Login - - > Dashboard - - > Assessment and Certificate - - > Assessment - - > Action - - > Approve Marksheet



The screenshot shows the 'Approve Marksheet' interface. At the top, there are search filters for 'Assessment Training Status' (set to 'All') and search boxes for 'Contract Code' and 'Course Name'. A 'Download Assessment Data' button is in the top right. Below the filters is a table titled 'Selected Contract: 0 Contracts' with a 'Bulk Actions' button. The table has columns for Contract Code, Candidate Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status, and Action. The first row is highlighted, and its 'Action' menu is open, showing options like 'View Contract Details', 'Approve Marksheet', 'Send back Marksheet', 'Review History', and 'View Theory Marksheet'. The 'Approve Marksheet' option is highlighted with a red box.

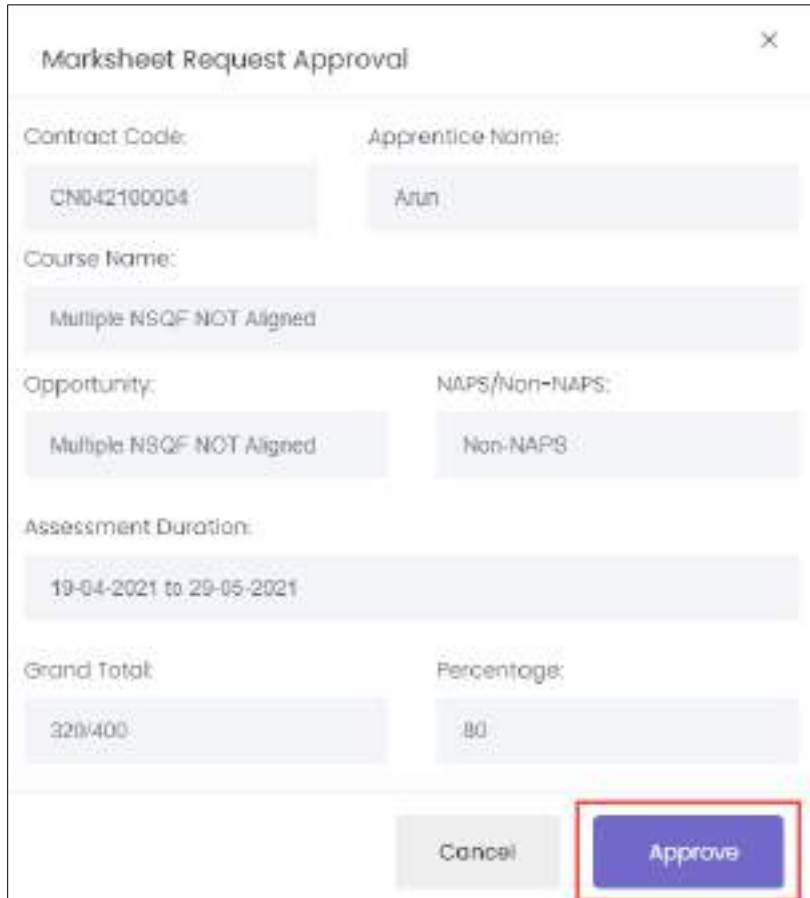
Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Status	Action
CN04090004	Arun	Multiple NCF NOT Signed	Non-NAPS <small>View Certification</small>	19-04-2021 to 29-05-2021	First	• Make Approval Pending for AA	<ul style="list-style-type: none"> <li>View Contract Details</li> <li>Approve Marksheet</li> <li>Send back Marksheet</li> <li>Review History</li> <li>View Theory Marksheet</li> </ul>
CN02280043	Rachin	JC NCF not signed D	Non-NAPS <small>View Certification</small>	18-04-2021 to 28-05-2021	Third		
CN02280043	Rachin	JC NCF not signed D	Non-NAPS <small>View Certification</small>	18-04-2021 to 28-05-2021	Second		
CN02000043	Rachin	JC NCF not signed D	Non-NAPS <small>View Certification</small>	18-04-2021 to 28-05-2021	First	• Make Approval Approved by SSC	

- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non NAPS, Theory Assessment Duration, Attempt, Status and also allows to approve marksheet under Action.
- Click **Approve Marksheet**, the **Marksheet Request Approval** screen appears.

### Note:

- The Marksheet and certificate are generated only **after** the Sector Skill Council (SSC) Approves the marks uploaded.
- Marksheet is generated in spite of passing or failing of the apprentice. The certificate is generated only if an apprentice has passed the assessment.

- The **Marksheet Request Approval** screen displays the Marksheet details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, Assessment Duration, Grand Total, and Percentage.

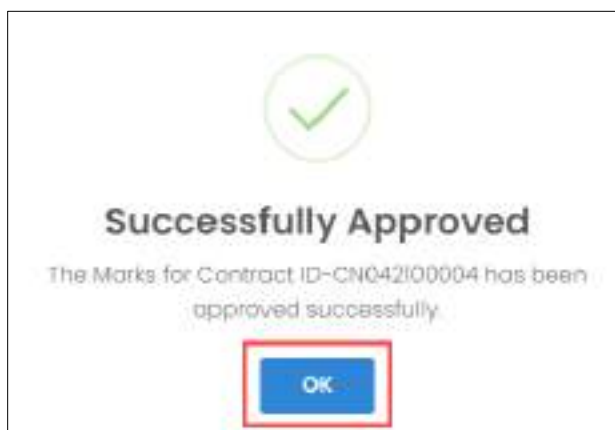


The screenshot shows a 'Marksheet Request Approval' dialog box with the following details:

Contract Code:	Apprentice Name:
CN042100004	Arun
Course Name:	
Multiple NSQF NOT Aligned	
Opportunity:	NAPS/Non-NAPS:
Multiple NSQF NOT Aligned	Non-NAPS
Assessment Duration:	
19-04-2021 to 29-05-2021	
Grand Total:	Percentage:
320/400	80

At the bottom, there are two buttons: 'Cancel' and 'Approve'. The 'Approve' button is highlighted with a red border.

- Click **Approve**, the **Successfully Approved** screen appears.



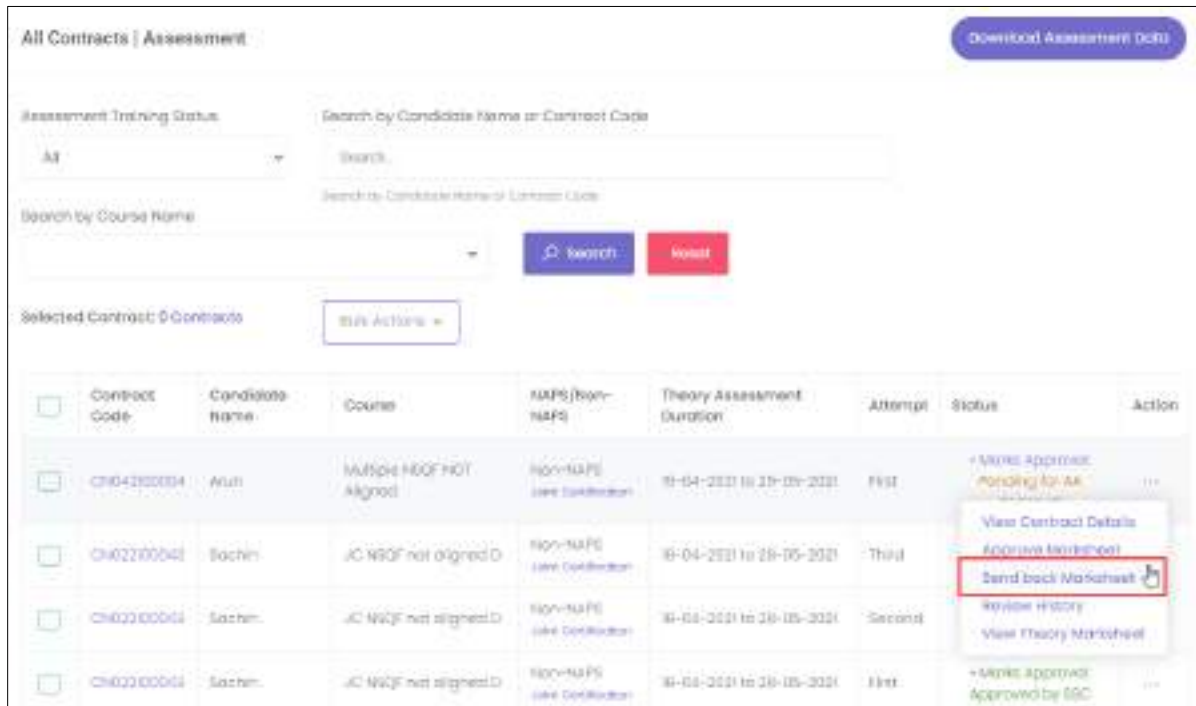
- Click **OK**, to navigate to the **Assessment** screen.

## 8.2 Send Back Marksheet

The **Send Back Marksheet** screen allows the Assessment Agency (AA) to send back the marks entered by the Assessor (AR).

### To Navigate

Home - - > Assessment Agency Login - - > Dashboard - - > Assessment and Certificate - - > Assessment - - > Action - - > Send Back Marksheet

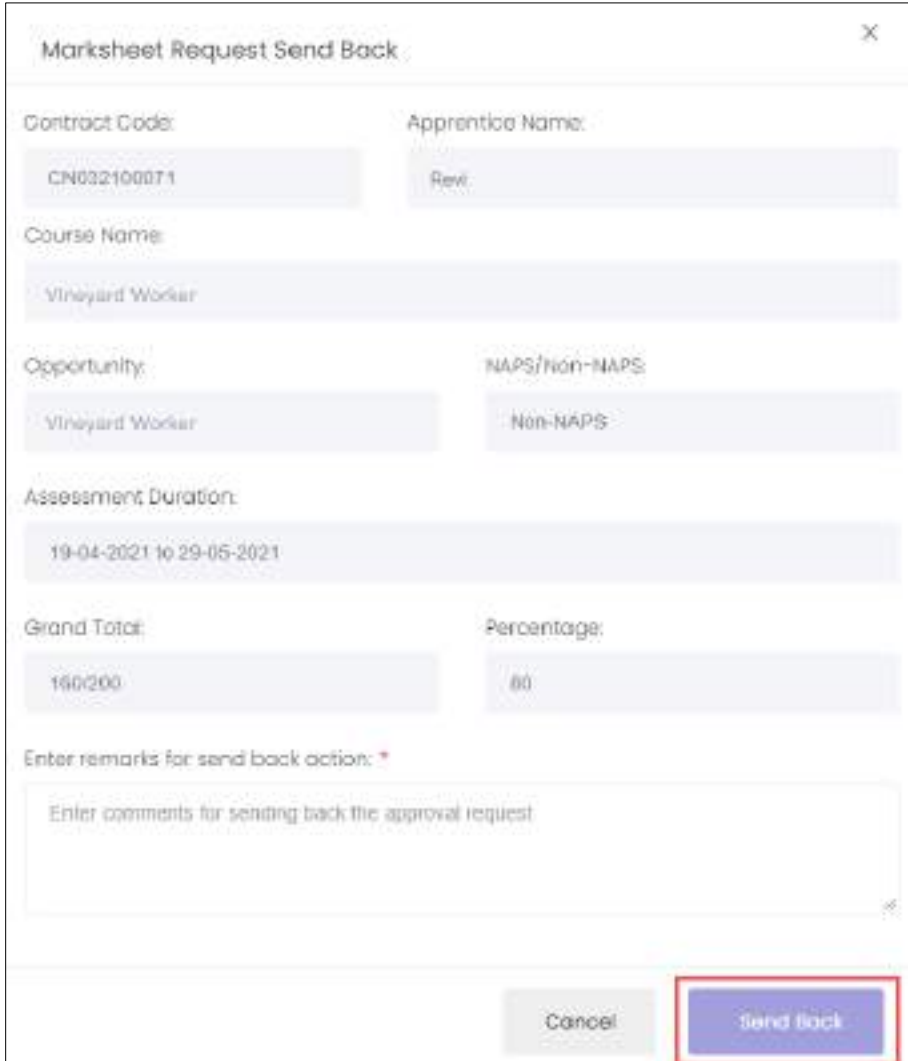


The screenshot displays the 'All Contracts | Assessment' interface. At the top right, there is a 'Download Assessment Data' button. Below it, there are search filters for 'Assessment Training Status' (set to 'All') and 'Search by Candidate Name or Contract Code'. A 'Search' button is present. Below the search filters, there is a 'Selected Contract: 0 Contracts' section with a 'Bulk Actions' dropdown. The main part of the screen is a table with the following columns: Contract Code, Candidate Name, Course, NAPS/Non-NAPS, Theory Assessment Duration, Attempt, Status, and Action. The table contains four rows of data. The 'Action' column for the first row is expanded, showing options: 'View Contract Details', 'Approve Marksheet', 'Send back Marksheet' (highlighted with a red box), 'Review History', and 'View Theory Marksheet'. The 'Send back Marksheet' option has a hand icon next to it.

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Status	Action
CH04200004	Arun	MUSPH NCOF NOT Aligned	Non-NAPS <small>(Late Contribution)</small>	16-04-2021 to 27-05-2021	FIRST	+ MARKS APPROVAL PENDING FOR AA	<ul style="list-style-type: none"> <li>View Contract Details</li> <li>Approve Marksheet</li> <li><b>Send back Marksheet</b></li> <li>Review History</li> <li>View Theory Marksheet</li> </ul>
CH02200042	Sachin	JC NCOF not signed D	Non-NAPS <small>(Late Contribution)</small>	16-04-2021 to 28-05-2021	Third		
CH02200064	Sachin	JC NCOF not signed D	Non-NAPS <small>(Late Contribution)</small>	16-04-2021 to 28-05-2021	Second		
CH02200064	Sachin	JC NCOF not signed D	Non-NAPS <small>(Late Contribution)</small>	16-04-2021 to 28-05-2021	First	+ MARKS APPROVAL Approved by SSC	

- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non NAPS, Theory Assessment Duration, Attempt, Status and also allows to send back marksheet under Action.
- Click **Send Back Marksheet**, the **Marksheet Request Send Back** screen appears.

- The **Marksheet Request Send Back** screen displays the details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, Assessment Duration, Grand Total, and Percentage.



Marksheet Request Send Back

Contract Code: CN032100071

Apprentice Name: Rev.

Course Name: Vineyard Worker

Opportunity: Vineyard Worker

NAPS/Non-NAPS: Non-NAPS

Assessment Duration: 19-04-2021 to 29-05-2021

Grand Total: 160/200

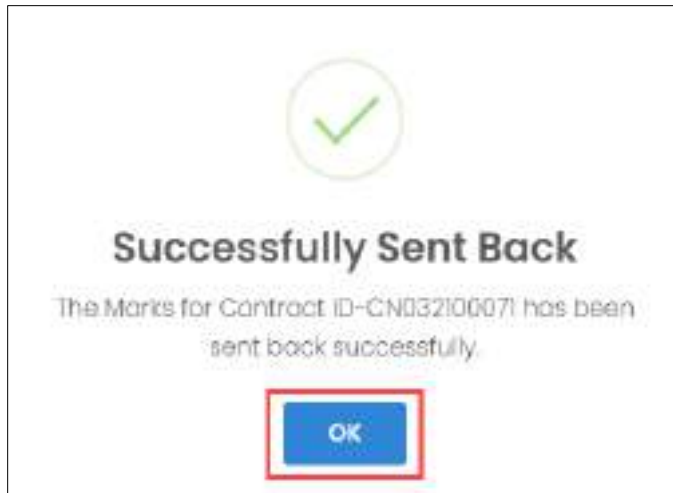
Percentage: 80

Enter remarks for send back action: \*

Enter comments for sending back the approval request

Cancel Send back

- The Enter remarks for send back action section allows the Assessment Agency (AA) to enter the appropriate comment for sending back the approval request to Assessor (AR).
- Click **Send Back**, the **Successfully Sent Back** screen appears.



- Click **OK**, to navigate to the **Assessment** screen.

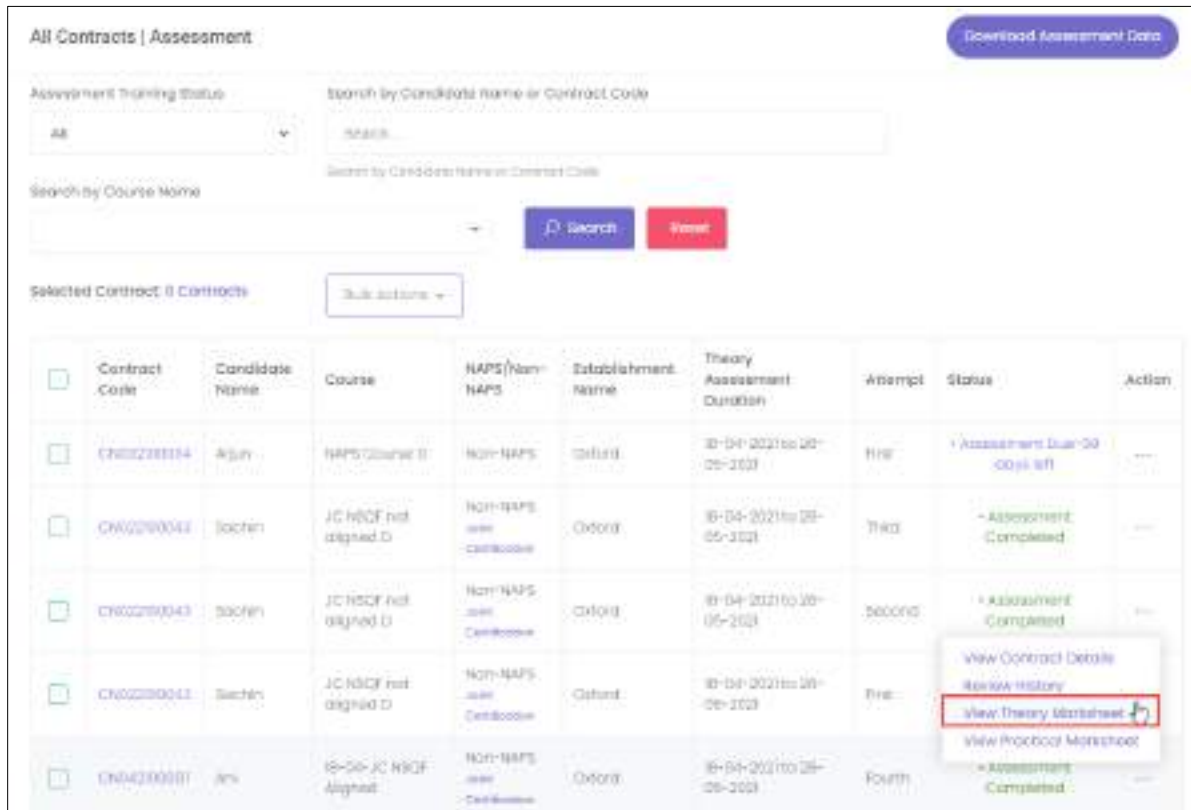


## 9 View Theory Marksheet – SSC

The **View Theory Marksheet** screen allows the Sector Skill Council (SSC) to view the Assessment Agency (AA) approved theory marks for the required assessment request.

### To Navigate

Home --> SSC Login --> Dashboard --> Assessment and Certificate --> Assessment --> All Contracts | Assessment --> All Contracts | Assessment ---> View Theory Marksheet



Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
CH02200034	Arun	NAPS Course 0	Non-NAPS	Oxford	30-04-2021 to 29-05-2021	First	Assessment Due-90 Days left	...
CH02200042	Sachin	JC NCF not aligned D	Non-NAPS	Oxford	16-04-2021 to 28-05-2021	Third	Assessment Completed	...
CH02200043	Sachin	JC NCF not aligned D	Non-NAPS	Oxford	16-04-2021 to 28-05-2021	Second	Assessment Completed	...
CH02200042	Sachin	JC NCF not aligned D	Non-NAPS	Oxford	16-04-2021 to 28-05-2021	First	Assessment Completed	View Contract Details Review History View Theory Marksheet View Protocol Marksheet
CH02200007	Arun	IS-SE-JC NCF Aligned	Non-NAPS	Oxford	16-04-2021 to 28-05-2021	Fourth	Assessment Completed	...

- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non NAPS, Establishment Name, Theory Assessment Duration, Attempt, Status and also allows to view theory marksheet under Action.
- Click **View Theory Marksheet**, the **Apprentice Details for Marksheet** screen appears.

➤ The **Apprentice Details for Marksheet** screen hosts the details into **two** sections as listed below.

- Apprentice Details
- Marksheet

➤ The **Apprentice Details** screen displays the details such as Contract Code, Apprentice Name, NSQF Level, Course, Sector, Opportunity, and Uploaded Questionnaire.



**Apprentice Details for Marksheet** ← Back

Contract Code: CP022100943

Candidate Name: Sachin

NSQF Level: N/A

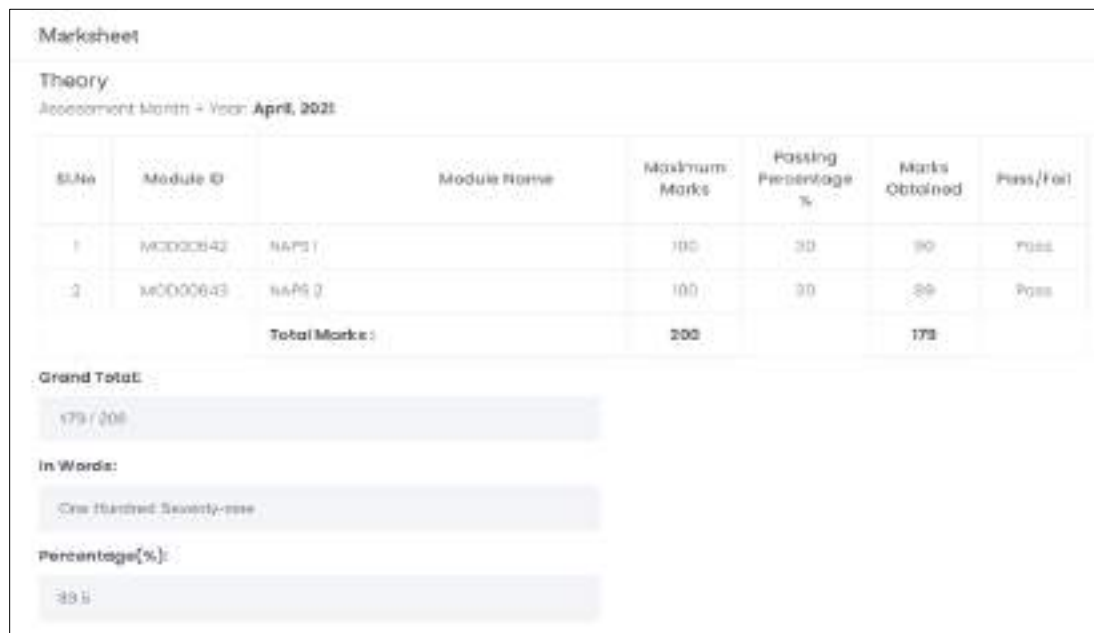
Course: JC NSQF Not signed ID

Sector: CONSTRUCTION

Opportunity: JC NSQF Not signed ID

Uploaded Questionnaire: [View](#)

➤ The **Marksheet** screen displays the marks details such as Theory (Assessment Month + Year, Module ID, Module Name, Maximum Marks, Passing Percentage, Marks Obtained, Pass/Fail and Total Marks), Grand Total, In Words, and Percentage.



**Marksheet**

**Theory**  
Assessment Month + Year: **April, 2021**

S/N	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	WCD00642	NAF51	100	30	30	Fail
2	WCD00643	NAF52	100	30	39	Pass
<b>Total Marks:</b>			<b>200</b>		<b>179</b>	

**Grand Total:**  
179 / 200

**In Words:**  
One Hundred Seventy-nine

**Percentage(%):**  
89.5

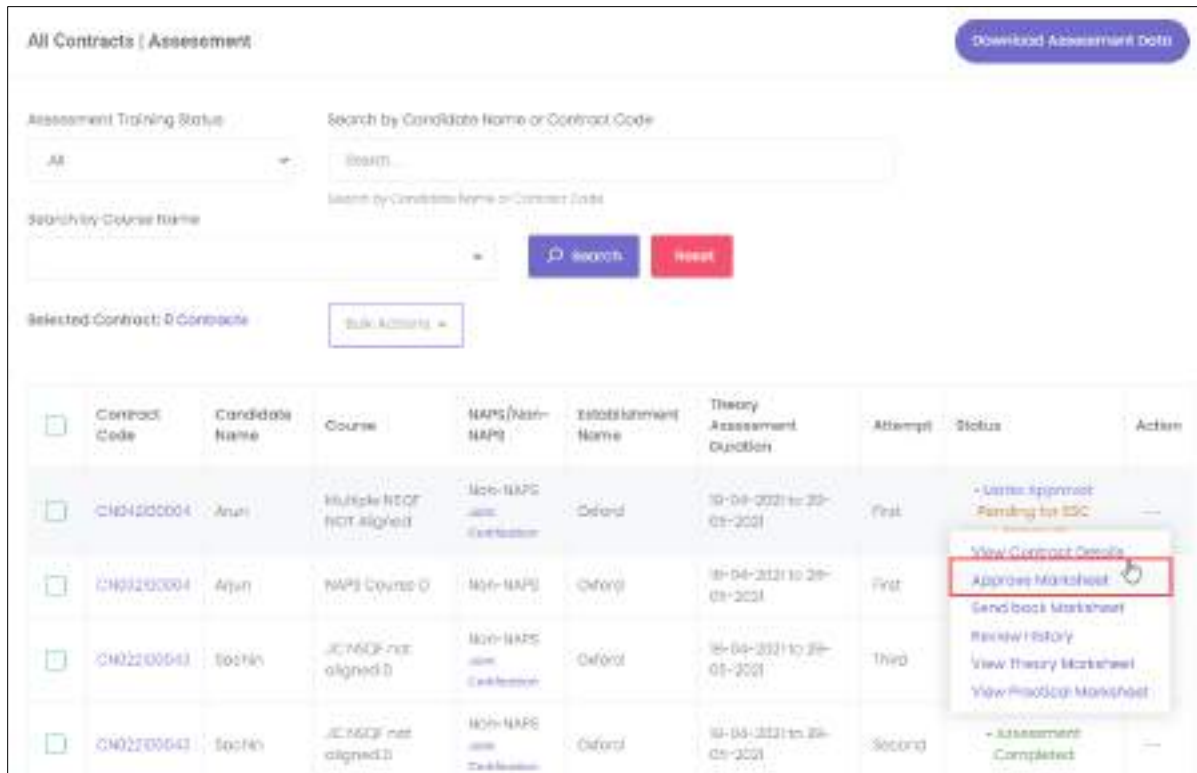
➤ Click **Back**, to navigate to the **Assessment** screen.

## 9.1 Approve Marksheet

The **Approve Marksheet** screen allows the Sector Skill Council (SSC) to approve the marksheet approved by the Assessment Agency (AA).

### To Navigate

Home - - > SSC Login - - > Dashboard - - > Assessment and Certificate - - > Assessment - - > All Contracts | Assessment - - > All Contracts | Assessment - - > Approve Marksheet



**All Contracts (Assessment)** Download Assessment Data

Assessment Training Status: All Search by Candidate Name or Contract Code

Search by Candidate Name or Contract Code:

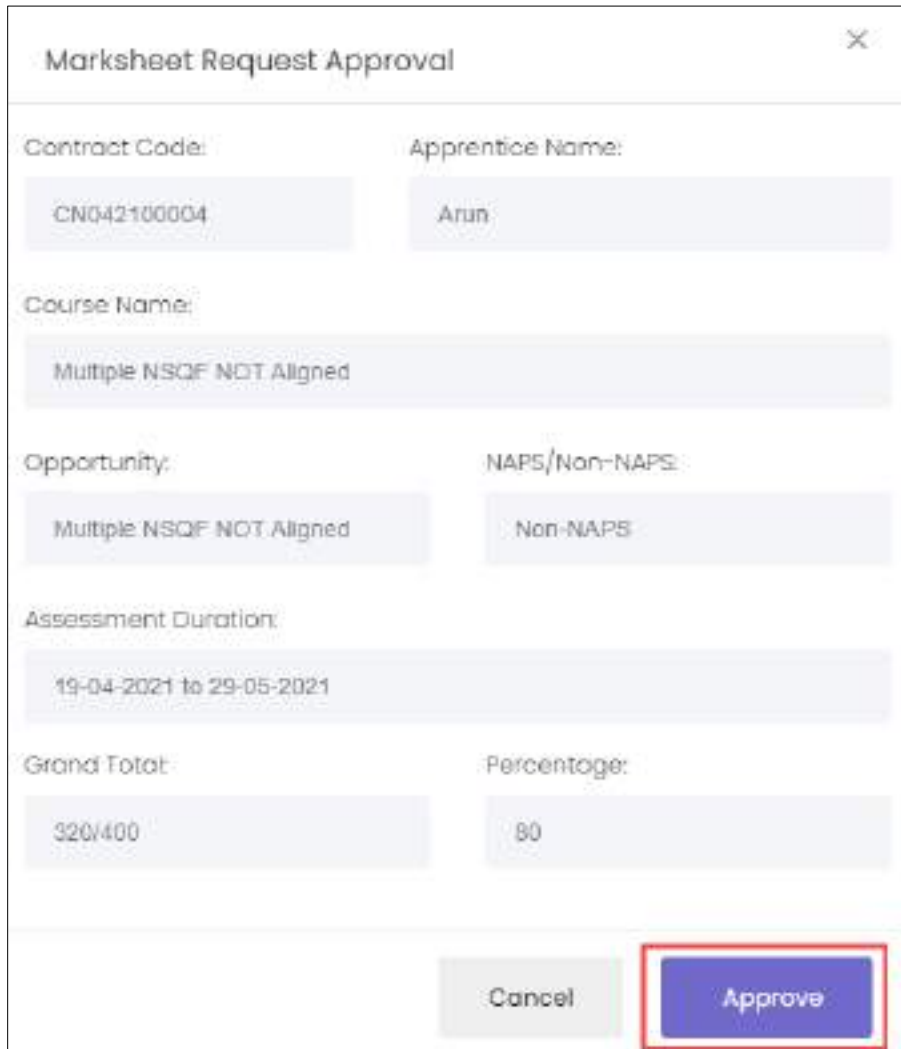
Search by Course Name:  SEARCH RESET

Selected Contract: 0 Contracts Bulk Actions

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
CH04200004	Ansh	Multiple NSCF NOT aligned	Non-NAPS Jain Establishment	Oxford	10-08-2021 to 20-08-2021	First	- User Approval Pending for SSC	<ul style="list-style-type: none"> <li>View Contract Details</li> <li><b>Approve Marksheet</b></li> <li>Send back Marksheet</li> <li>Review History</li> <li>View Theory Marksheet</li> <li>View Practical Marksheet</li> </ul>
CH03200004	Arijan	NAPS Course 0	Non-NAPS Jain Establishment	Oxford	18-04-2021 to 28-04-2021	First	- Assessment Completed	<ul style="list-style-type: none"> <li>View Contract Details</li> <li>Approve Marksheet</li> <li>Send back Marksheet</li> <li>Review History</li> <li>View Theory Marksheet</li> <li>View Practical Marksheet</li> </ul>
CH02200043	Sachin	JC NSCF not aligned	Non-NAPS Jain Establishment	Oxford	15-04-2021 to 25-04-2021	Third	- Assessment Completed	<ul style="list-style-type: none"> <li>View Contract Details</li> <li>Approve Marksheet</li> <li>Send back Marksheet</li> <li>Review History</li> <li>View Theory Marksheet</li> <li>View Practical Marksheet</li> </ul>
CH02200043	Sachin	JC NSCF not aligned	Non-NAPS Jain Establishment	Oxford	14-04-2021 to 24-04-2021	Second	- Assessment Completed	<ul style="list-style-type: none"> <li>View Contract Details</li> <li>Approve Marksheet</li> <li>Send back Marksheet</li> <li>Review History</li> <li>View Theory Marksheet</li> <li>View Practical Marksheet</li> </ul>

- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non NAPS, Establishment Name, Theory Assessment Duration, Attempt, Status and also allows to approve marksheet under Action.
- Click **Approve Marksheet**, the **Marksheet Request Approval** screen appears.

- The **Marksheet Request Approval** screen displays the Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non-NAPS, Assessment Duration, Grand Total, and Percentage.



**Marksheet Request Approval**

Contract Code: CN042100004

Apprentice Name: Arun

Course Name: Multiple NSQF NOT Aligned

Opportunity: Multiple NSQF NOT Aligned

NAPS/Non-NAPS: Non-NAPS

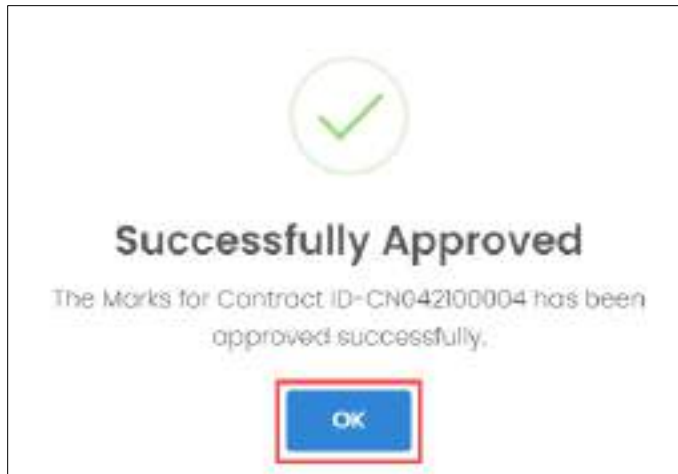
Assessment Duration: 19-04-2021 to 29-05-2021

Grand Total: 320/400

Percentage: 80

Cancel Approve

- Click **Approve**, the **Successfully Approved** screen appears.



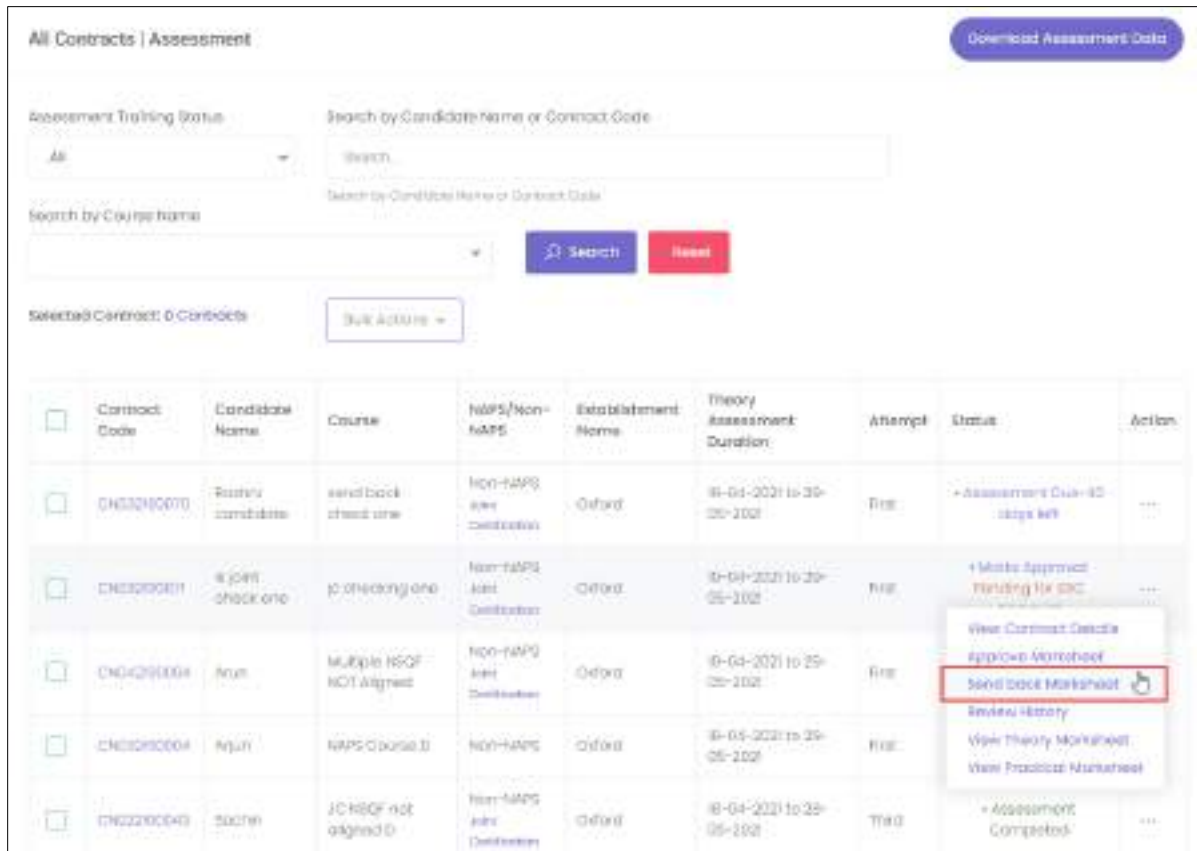
- Click **OK**, to navigate to the **Assessment** screen.

## 9.2 Send Back Marksheet

The **Send Back Marksheet** screen allows the Sector Skill Council (SSC) to send back the marksheet to the Assessment Agency (AA).

### To Navigate

Home - - > SSC Login - - > Dashboard - - > Assessment and Certificate - - > Assessment - - > All Contracts | Assessment - - > All Contracts | Assessment - - - > Send Back Marksheet



**All Contracts | Assessment** Download Assessment Data

Assessment Training Status: All Search by Candidate Name or Contract Code:

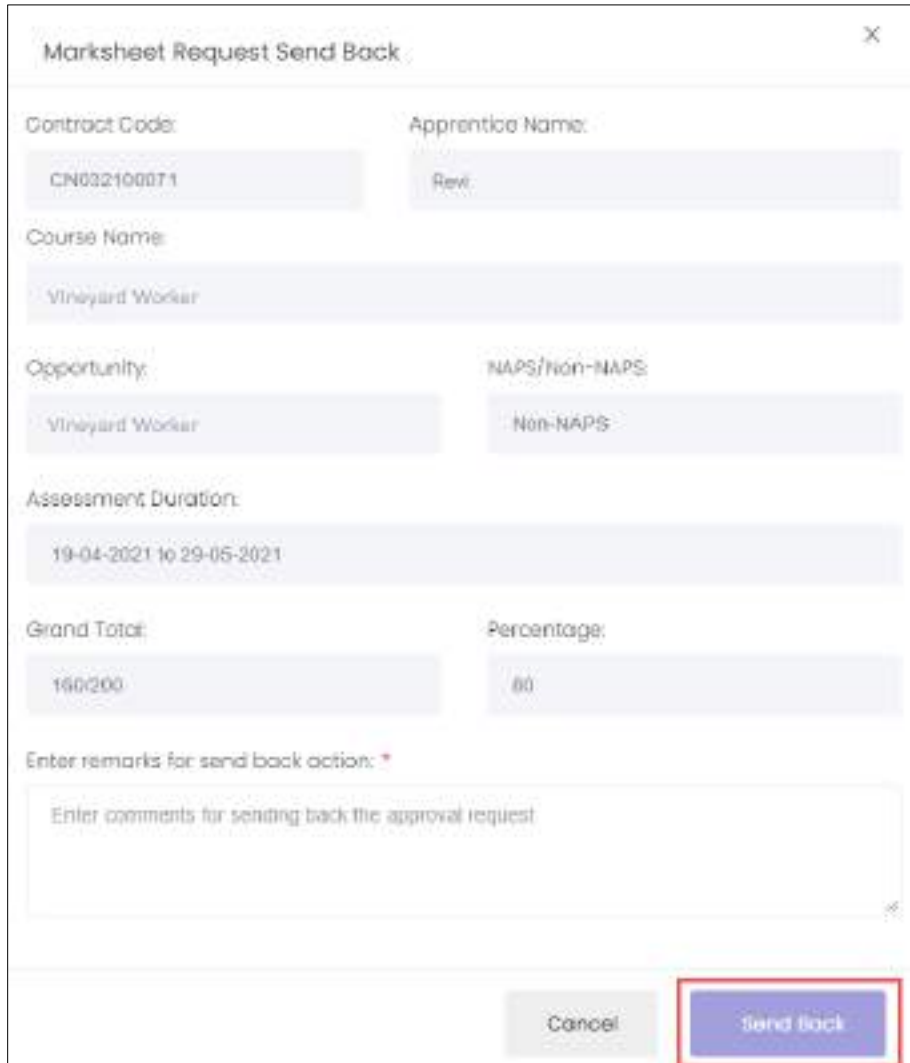
Search by Course Name:  Search Reset

Selected Contract: 0 Contracts Bulk Actions

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
CH3210000	Roshni combini	send back sheet one	Non-NAPS yes Certification	Oxford	18-04-2021 to 25-05-2021	First	+ Assessment Due-10 days left	...
CH3210001	Rojan check one	jc-theoryj one	Non-NAPS yes Certification	Oxford	18-04-2021 to 25-05-2021	First	+ Make Approval Pending for SSC	...
CH04291004	Amu	Multiple HSCF NOT aligned	Non-NAPS yes Certification	Oxford	18-04-2021 to 25-05-2021	First	View Contract Details Approve Marksheet <b>Send Back Marksheet</b> Review History View Theory Marksheet View Practical Marksheet	
CH3210004	Anjan	NAPS Course D	Non-NAPS	Oxford	18-04-2021 to 25-05-2021	First	View Theory Marksheet View Practical Marksheet	
CH22100043	Sachin	JC HSCF not aligned D	Non-NAPS yes Certification	Oxford	18-04-2021 to 25-05-2021	First	+ Assessment Completed	...

- The **Assessment** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Establishment Name, Theory Assessment Duration, Attempt, Status and also allows to send back marksheet under Action.
- Click **Send Back Marksheet**, the **Marksheet Request Send Back** screen appears.

- The **Marksheet Request Send Back** screen displays the marksheet details such as Contract Code, Apprentice Name, Course Name, Opportunity, NAPS/Non NAPS, Assessment Duration, Grand Total, and Percentage.



Marksheet Request Send Back

Contract Code: CN032100071

Apprentice Name: Rev.

Course Name: Vineyard Worker

Opportunity: Vineyard Worker

NAPS/Non-NAPS: Non-NAPS

Assessment Duration: 19-04-2021 to 29-05-2021

Grand Total: 160/200

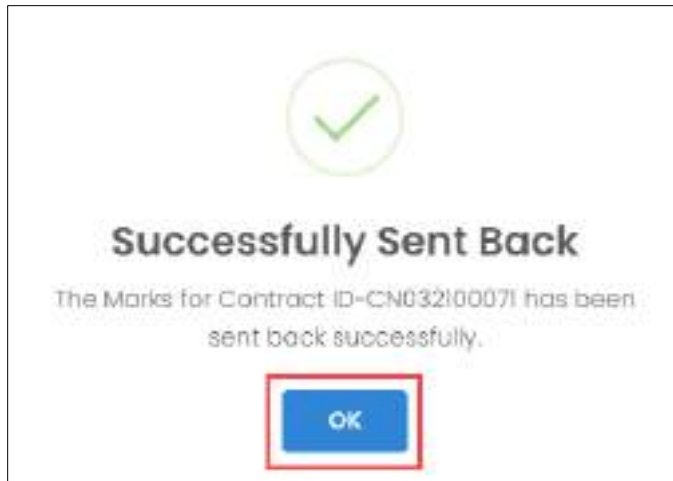
Percentage: 80

Enter remarks for send back action: \*

Enter comments for sending back the approval request

Cancel Send back

- The Enter remarks for send back action section allows the Sector Skill Council (SSC) to enter the appropriate comment for sending back the approval request to the Assessment Agency (AA).
- Click **Send Back**, the **Successfully Sent Back** screen appears.



- Click **OK**, to navigate to the **Assessment** screen.



## 10 Apply for Re-Assessment - Apprentice

The **Apply for Re-Assessment** screen allows the Apprentice to re-apply to complete the unsuccessful assessments.

### To Navigate

Home --> Apprentice Login --> Dashboard --> Assessment --> Action --> Apply for Re-Assessment

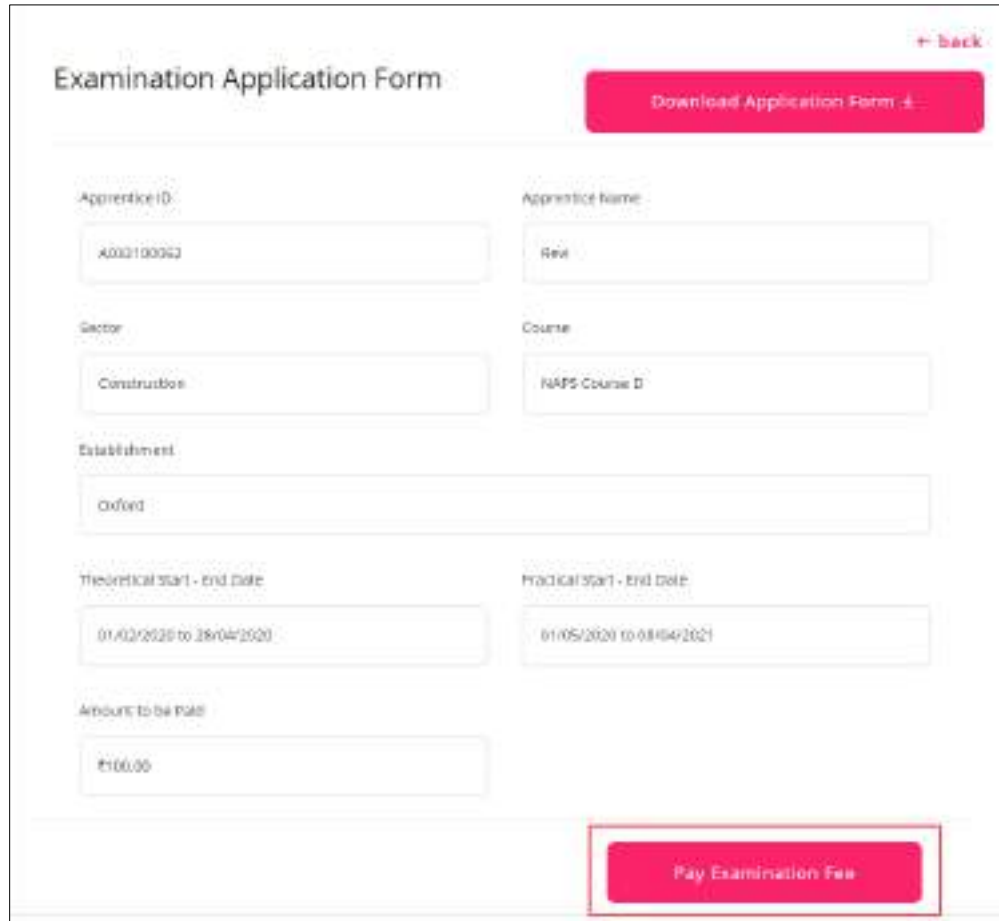


- The **Assessment** screen displays the Apprentice details such as Contract Code, Establishment, Course, NAPS/Non-NAPS, Attendance (%), Attempt, Status and also allows to apply for re-assessment under Action.
- Click **Apply for Re-Assessment**, the **Examination Application Form** screen appears.

### Note:

- The Apprentice can apply for re-assessment, **only** after the establishment submits the attendance.
- The Apprentice can have a total of **4** (four) attempts to clear the assessments. i.e., **1** (one) Assessment and **3** (three) Reassessment attempts.
- The apprentice shall be eligible for reassessment if he/she fails even in one NOS or module or in case of absence in even one NOS/module.
- The apprentice shall appear for reassessment for that NOS/module he/she has failed.

- The **Examination Application Form** screen displays the auto-filled details such as Apprentice ID, Apprentice Name, Sector, Course, Establishment, Theoretical Start-End Date, and Practical Start-End Date.



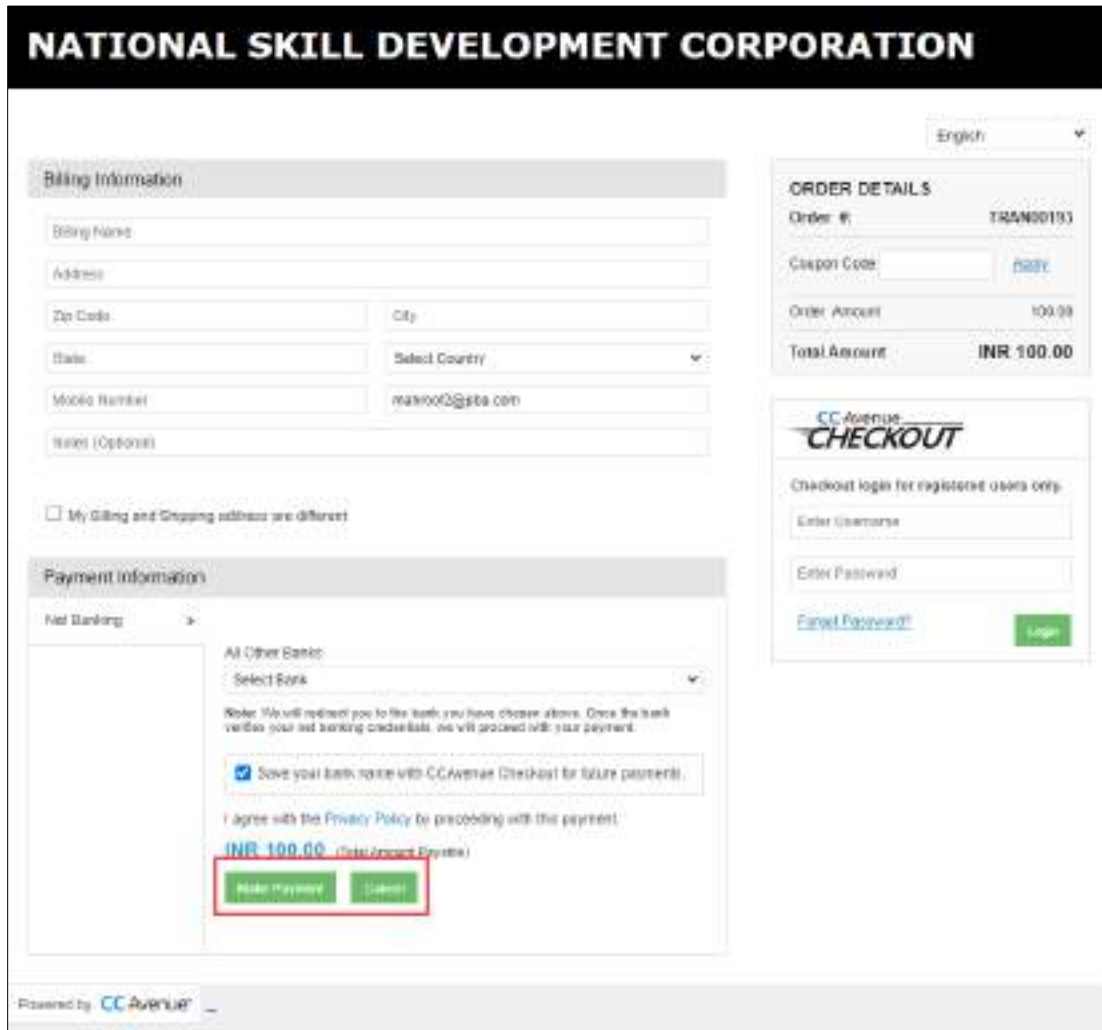
The screenshot shows the 'Examination Application Form' interface. At the top right, there is a '+ back' link and a 'Download Application Form' button. The form fields are as follows:

Field	Value
Apprentice ID	A002100062
Apprentice Name	Revi
Sector	Construction
Course	NAPS Course D
Establishment	Oxford
Theoretical start - end date	01/02/2020 to 28/04/2020
Practical start - end date	01/05/2020 to 08/04/2021
Amount to be paid	₹100.00

At the bottom right, there is a 'Pay Examination Fee' button.

- Click **Pay Examination Fee**, the **Billing Information** screen appears.

- The **Billing Information and Payment Information** section allows the Apprentice to enter the payment details.



**NATIONAL SKILL DEVELOPMENT CORPORATION**

English

**Billing Information**

Billing Name  
Address  
Zip Code City  
State Select Country  
Mobile Number mailroo0@sbs.com  
Notes (Optional)

My Billing and Shipping address are different

**Payment Information**

Net Banking

All Other Banks  
Select Bank

Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment.

Save your bank name with CC Avenue (Checkout) for future payments.

I agree with the [Privacy Policy](#) by proceeding with this payment.

**INR 100.00** (Total Amount Payable)

Powered by **CC Avenue**

**ORDER DETAILS**

Order #: TR5N00193  
Coupon Code: NSDC  
Order Amount: 100.00  
Total Amount: **INR 100.00**

**CC Avenue CHECKOUT**

Checkout login for registered users only.

Enter Username  
Enter Password  
[Forgot Password?](#)

- The **Billing Information** section allows the Apprentice to enter the appropriate billing details of the applicants.
- Click **Cancel**, to cancel the payment procedure.

- The **Payment Information** section allows the Apprentice to enter the payment details. Enter the appropriate details to make the payment. Click **Make Payment**, the following message appears.

PRN	310007221943
BID	1622622126802
AMT	100.00
PID	AVN0002
TXNDATETIME	02/06/2021
Transaction Status	Y
<a href="#">Return To the Merchant Site</a>	

- Click **Return To the Merchant Site**, the **Payment Information** screen appears as follows.

Payment Information

[← Go Back To Dashboard](#)

Thank you for the payment. Your credit card has been charged and your transaction is successful. You are successfully applied for the assessment.

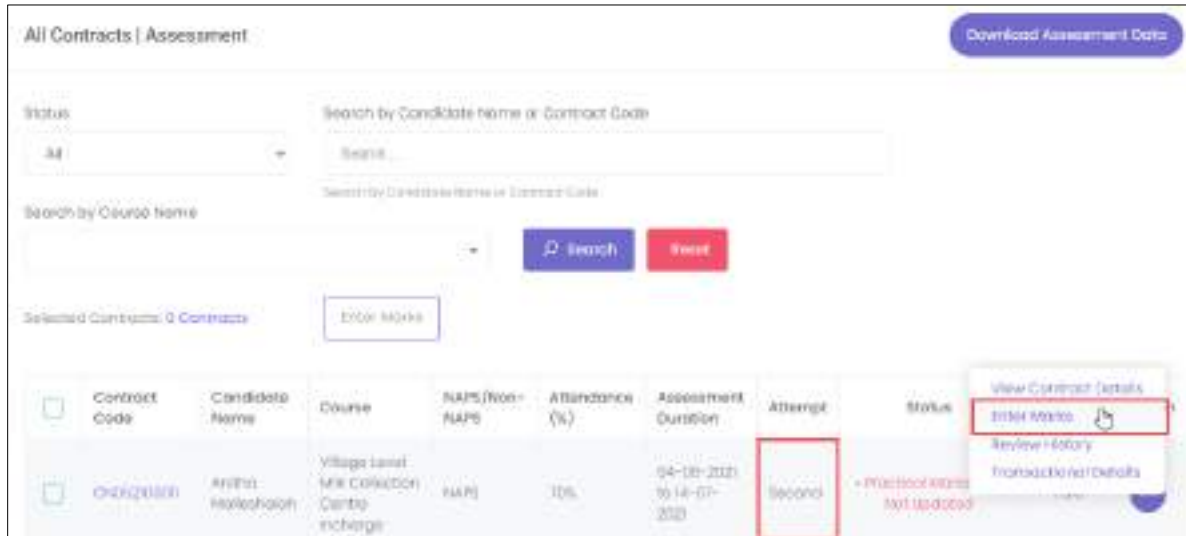
- Click **Go to Dashboard**, to navigate to the **Apprentice Dashboard**.

## 10.1 Enter Marks – NAPS and Non-NAPS Joint Certification (JC) - Individual

The **Enter Marks** screen allows the Establishment to enter the practical and theory marks for the re-assessments.

### To Navigate

Home --> Establishment Login --> Dashboard --> Assessment and Certificate --> Assessment --> Action --> Enter Marks

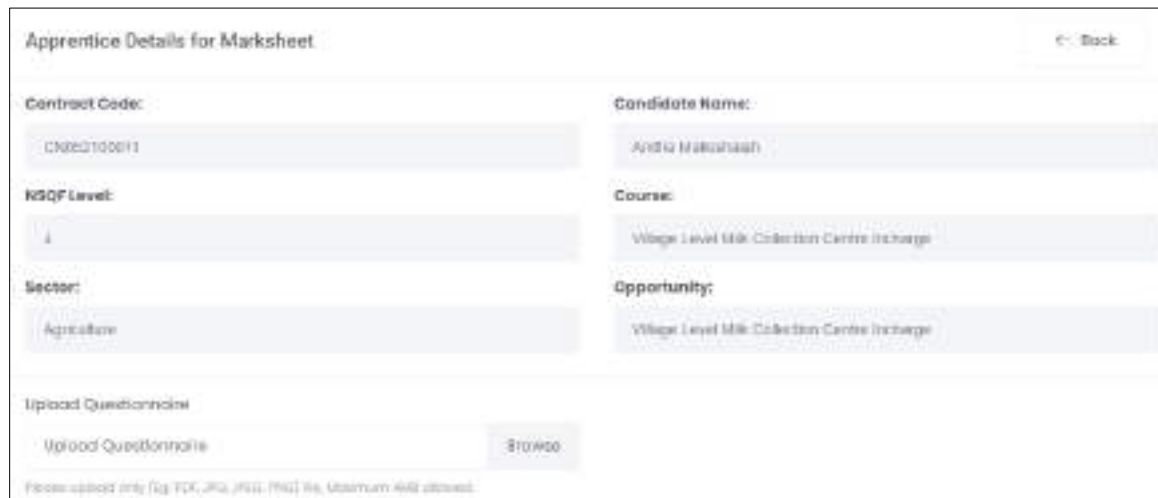


The screenshot shows the 'All Contracts | Assessment' interface. At the top right, there is a 'Download Assessment Data' button. Below it, there are search filters for 'Status' (set to 'All') and 'Search by Candidate Name or Contract Code'. There are also search options for 'Search by Course Name' and 'Search by Candidate Name or Contract Code'. A 'Selected Contracts: 0 Contracts' section is visible. The main table has columns for Contract Code, Candidate Name, Course, NAPS/Non-NAPS, Attendance (%), Assessment Duration, Attempt, and Status. A red box highlights the 'Enter Marks' button in the 'Action' column of the first row. A tooltip menu is open over this button, showing options: 'View Contract Details', 'Enter Marks', 'Review History', and 'Contract Detail Details'. The 'Attempt' column for the first row shows 'Second'.

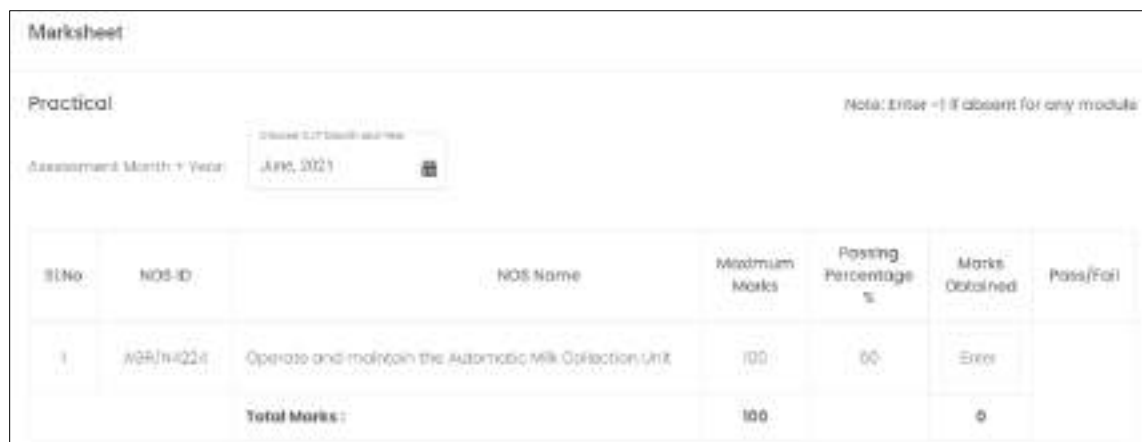
Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Assessment Duration	Attempt	Status
04621800	ANITA Kulkarni	Village level Milk Collection Centre exchange	NAPS	10%	04-02-2021 15-14-07-2021	Second	Practical Marks: 10/10 Theory Marks: 10/10

- The **Assessment** screen displays the details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance (%), Assessment Duration, Attempt, Status and also allows to enter marks under Action.
- Click **Enter Marks**, the **Apprentice Details for Marksheet** screen appears.
- The **Apprentice Details for Marksheet** screen displays the details of the marks into **two** different sections as listed below.
  - Apprentice Details
  - Marksheet

- The **Apprentice Details** screen displays the details such as Contract Code, Apprentice Name, NSQF Level, Course, Sector, Opportunity.

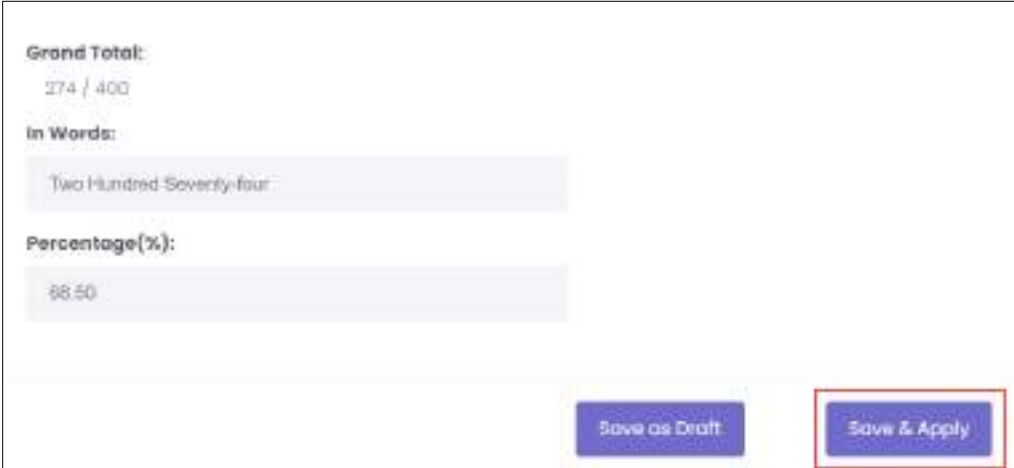


- Click **Browse** to *upload* the appropriate Questionnaire Documents. The Establishment can upload only jpg, png, jpeg, pdf, and the maximum file size is **four** MB each.
- The **Marksheet** screen displays the details and also allows to enter the marks obtained in the re-assessment.



S.No	NOS-ID	NOS Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	AGR/N-221	Operate and maintain the Automatic Milk Collection Unit	100	60		Fail
<b>Total Marks :</b>			<b>100</b>		<b>0</b>	

- Also displays the details such as Grand Total, In Words, and Percentage.



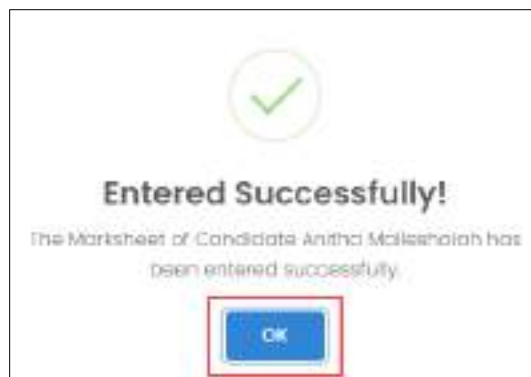
Grand Total:  
274 / 400

In Words:  
Two Hundred Seventy-four

Percentage(%):  
68.50

Save as Draft      Save & Apply

- Click **Save & Apply**, the following screen appears.



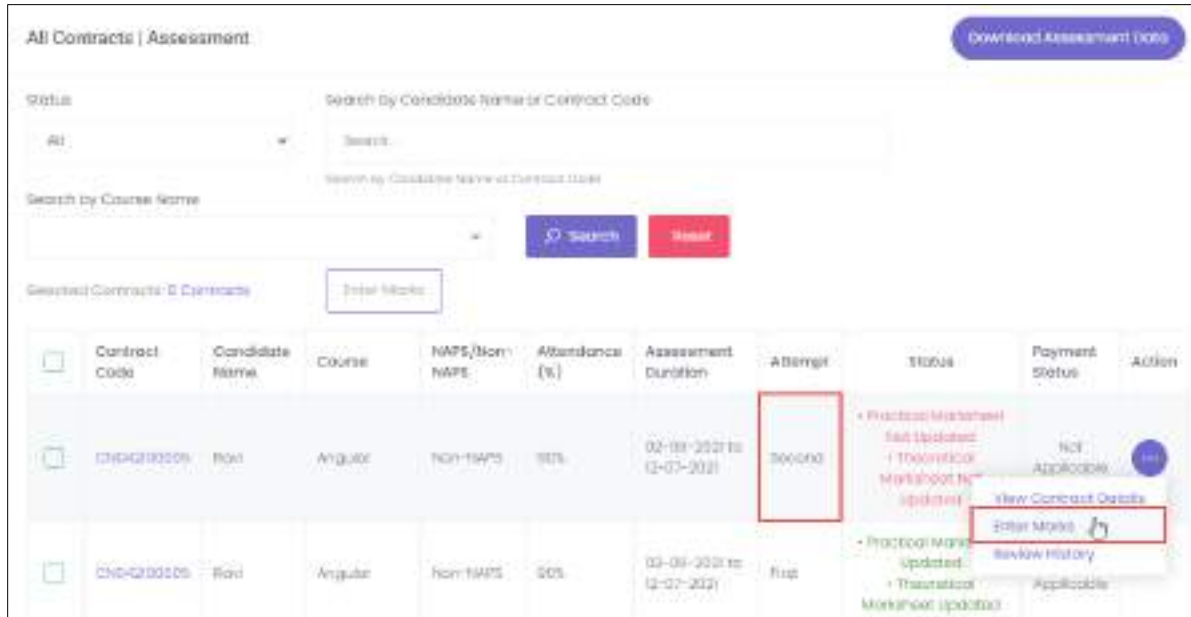
- Click **OK**, to navigate to the **Assessment** screen.

## 10.2 Enter Marks – Non-NAPS Single Certification (SC) - Individual

The **Enter Marks** screen allows the Establishment to enter the practical and theory marks for the re-assessments.

### To Navigate

Home --> Establishment Login --> Dashboard --> Assessment and Certificate --> Assessment --> Action --> Enter Marks

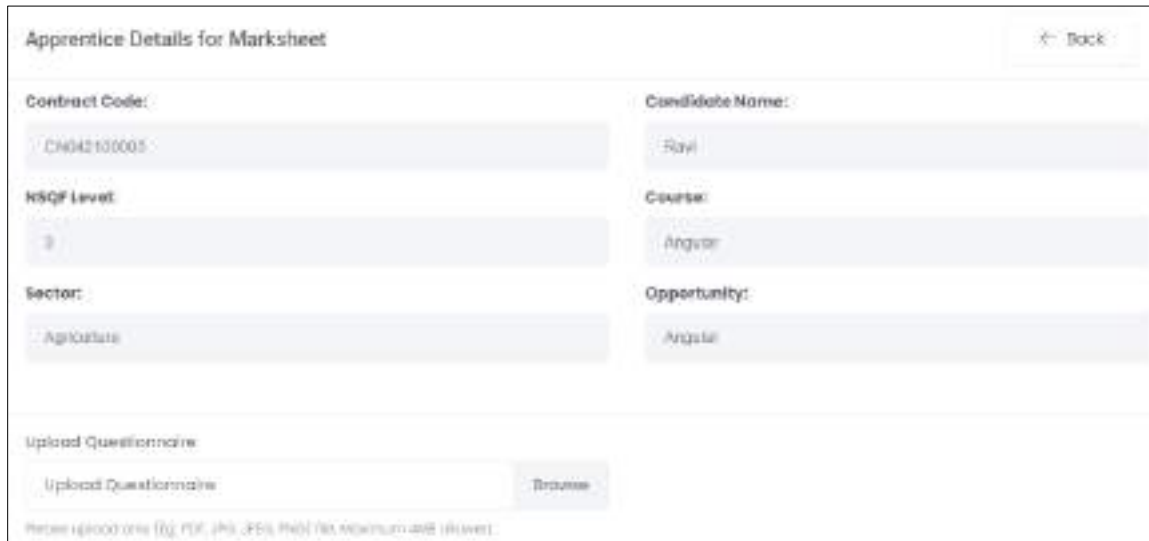


Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
13HG280205	Non	Angular	Non-NAPS	80%	02-08-2021 to 02-07-2021	Second	Practice Marksheet Not Updated Theoretical Marksheet Updated	N/A	Enter Marks View Contract Details Review History
2ND-0200105	Non	Angular	Non-NAPS	50%	02-08-2021 to 02-07-2021	First	Practice Marksheet Updated Theoretical Marksheet Updated	N/A	Applicable

- The **Assessment** screen displays the details such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance (%), Assessment Duration, Attempt, Status and also allows to enter marks under Action.
- Click **Enter Marks**, the **Apprentice Details for Marksheet** screen appears.
- The **Apprentice Details for Marksheet** screen displays the details of the marks into **two** different sections as listed below.
  - Apprentice Details
  - Marksheet



- The **Apprentice Details** screen displays the details such as Contract Code, Apprentice Name, NSQF Level, Course, Sector, Opportunity.



**Apprentice Details for Marksheet** ← Back

<b>Contract Code:</b> CN042100005	<b>Candidate Name:</b> Ravi
<b>NSQF Level:</b> 3	<b>Course:</b> Angular
<b>Sector:</b> Agriculture	<b>Opportunity:</b> Angular

**Upload Questionnaire**

Upload Questionnaire

Please upload one (1) file (PDF, JPG, JPEG, PNG) file, maximum size (4MB) allowed.

- Click **Browse** to *upload* the appropriate Questionnaire Documents. The Establishment can upload only jpg, png, jpeg, pdf, and the maximum file size is **four** MB each.
- The **Marksheet** screen displays the marks into sections as listed below.
  - Theory
  - Practical

- The **Theory** section displays the details such as Module ID, Module Name, Maximum Marks, Passing Percentage %, Total Marks and allows to choose Assessment Month + Year from the calendar and also allows to enter Marks Obtained.

**Marksheet**

**Theory** Note: Enter -1 if absent for any module

Class: Module and Year:

SlNo	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	MCC0001	Topic 1	100	25	0	
<b>Total Marks :</b>			<b>100</b>		<b>0</b>	

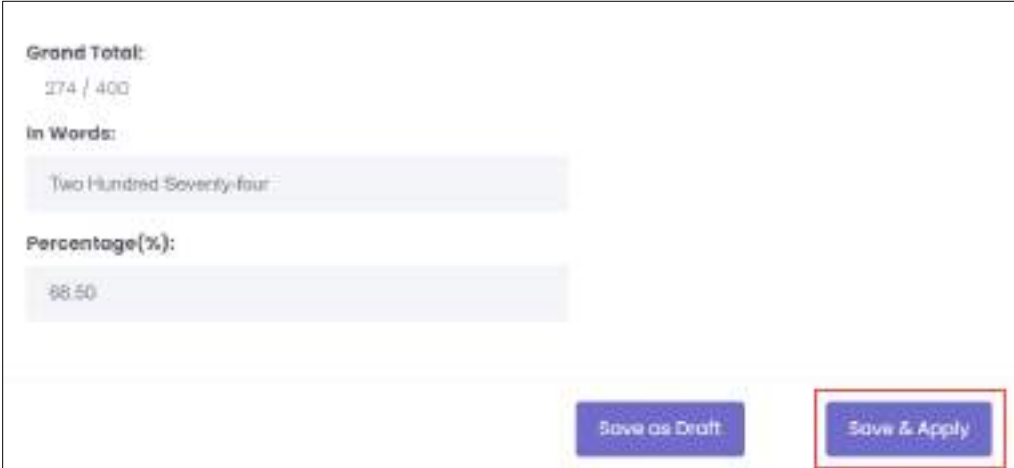
- The **Theory** section displays the details such as Module ID, Module Name, Maximum Marks, Passing Percentage %, Total Marks and allows to choose Assessment Month + Year from the calendar and also allows to enter Marks Obtained.

**Practical** Note: Enter -1 if absent for any module

Class: Module and Year:

SlNo	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	MCC0001	Topic 1	100	25	0	
<b>Total Marks :</b>			<b>100</b>		<b>0</b>	

- Also displays the details such as Grand Total, In Words, and Percentage.



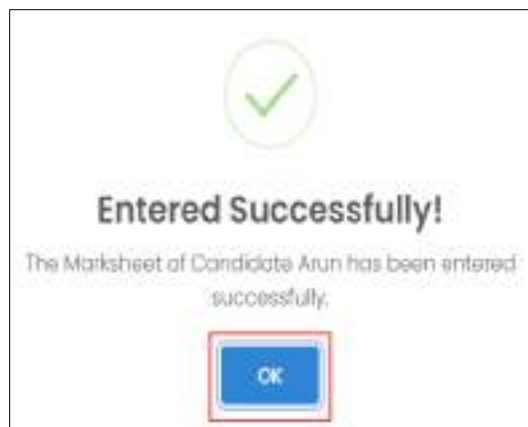
Grand Total:  
274 / 400

In Words:  
Two Hundred Seventy-four

Percentage(%):  
68.50

Save as Draft      Save & Apply

- Click **Save & Apply**, the following screen appears.



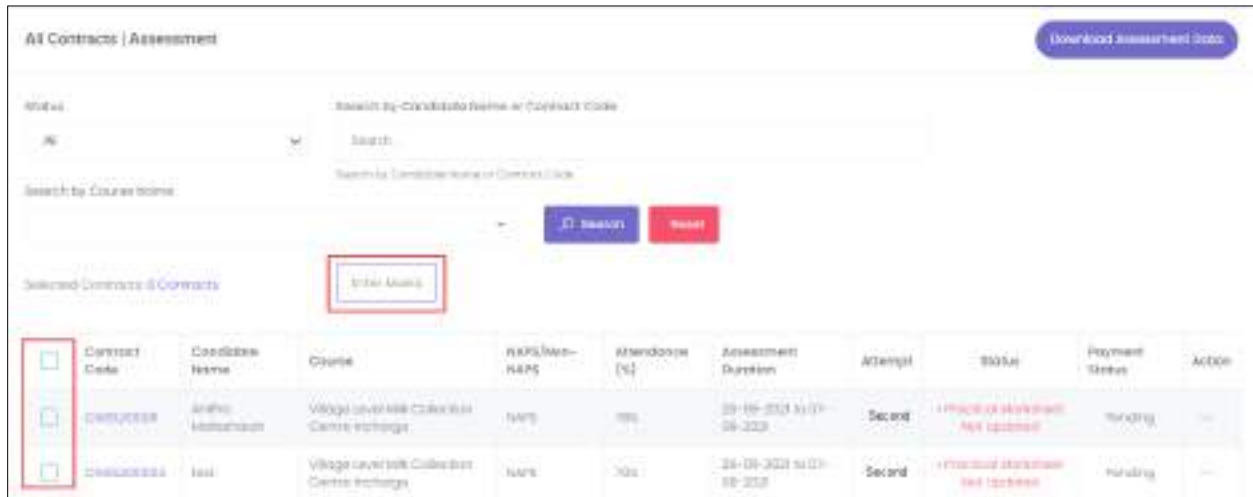
- Click **OK**, to navigate to the **Assessment** screen.

### 10.3 Enter Marks –Bulk

The **Enter Marks** screen allows the Establishment to enter the practical marks for the assessments for multiple apprentices at a time.

#### To Navigate

Home - - > Establishment Login - - > Dashboard - - > Assessment and Certificate - - > Assessment - - > Enter Marks



**All Contracts | Assessment** Download Assessment Data

Status:  Search by Candidate Name or Contract Code:

Search by Candidate Name or Contract Code:  Search Reset

Selected Contracts & Contracts Enter Marks

<input type="checkbox"/>	Contract Code	Candidate Name	Centre	NAPS/We-NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
<input type="checkbox"/>	02000000	Anita Hattachant	Village level Milk Collection Centre exchange	NAPS	100	20-09-2021 to 01-09-2021	Second	Practical Assessment Not Updated	Pending	...
<input type="checkbox"/>	02000000	Isai	Village level Milk Collection Centre exchange	NAPS	100	20-09-2021 to 01-09-2021	Second	Practical Assessment Not Updated	Pending	...

- To Enter the Marks for the multiple apprentices, select the check box next to the respective candidate code, click **Enter Marks**.

- The **Enter Marksheet for Multiple Contracts** screen displays the details such as Contract Code, Candidate Name, Opportunity, Course, NAPS/Non-NAPS, Assessment Duration, Practical, Max Marks 100, Passing % 60 and along with the Assessment month and year.

Enter Marksheet for Multiple Contracts

Upload Questionnaire

Upload Questionnaire

Please upload only (.doc, .docx, .pdf, .xls, .xlsx) files. Maximum size: 5MB

Selected Contracts: 2 Contracts eligible for Marks Entry Note: Enter - if absent for any module

Assessment Month + Year

Contract Code	Candidate Name	Opportunity	Course	NAPS/Non-NAPS	Assessment Duration	Practical AGR/Q-4202 AGR/N-4214 Max Marks: 100 Passing %: 60
CH05200001	Anitha Malleshwar	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	28-06-2021 to 07-08-2021	Enter
CH05200003	test	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	28-06-2021 to 07-08-2021	Enter

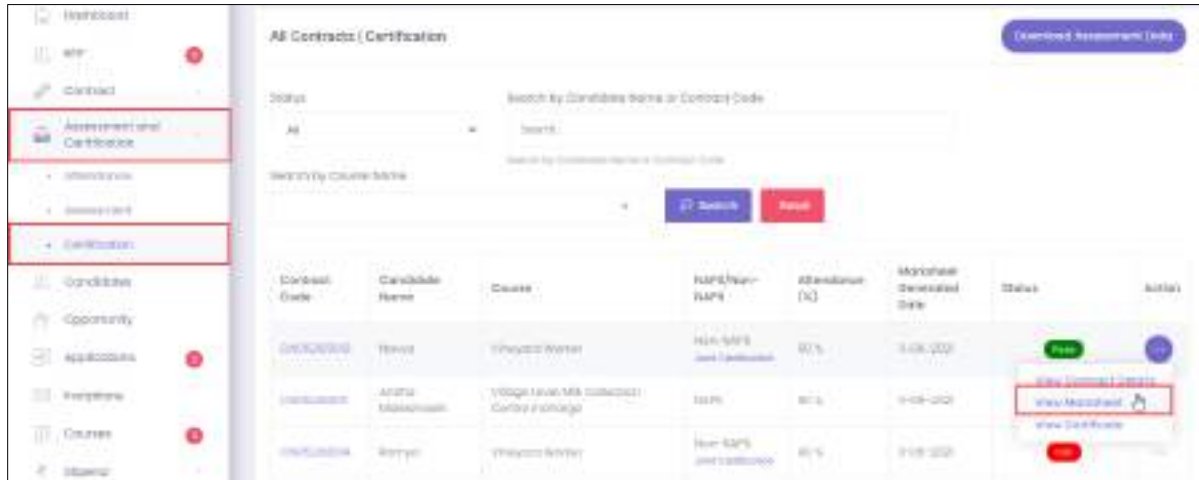
- The Establishment can upload questionnaire allows to upload the questionnaire if required. Click **Browse** and select the document and click **open**.
- The Establishment can enter the marks for the candidate. Click **Submit**, the message appears as **Marks for these candidates are updated successfully**.

## 11 View/Download Marksheet

The **View/Download Marksheet** screen allows the Establishment to view/download the Marksheet.

### To Navigate

Home - - > Apprentice/Establishment Login - - > Dashboard - - > Assessment and Certificate - - > Certification - - > Action - - > View Marksheet



Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Marksheet Generated Date	Status	Action
00000000	Ravi	Python Web	Non-NAPS See Certificate	80%	1-08-2021	Completed	<a href="#">View Marksheet</a>
00000000	Arshi	Python Web	Non-NAPS See Certificate	80%	1-08-2021	Completed	<a href="#">View Marksheet</a>

- The **Certification** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance, Marksheet Generated Date, Status and also allows to view/download marksheet under Action.
- Click **View Marksheet**, to view/download marksheet.

**Note:** The Apprentice/Establishment can view/download the Certificates only **after** the Apprentice clears **all** the subjects.

- The **Marksheet** displays the Apprentice details such as Name, Contract ID, Course Name, NSQF Level, Sector, Type of certificate, and Date of Issue.
- The Marksheet screen also displays the theoretical and practical assessment marks such as theoretical assessment (Nos Name and Code, Maximum Marks and Marks Obtained), Practical assessment (Nos Name and Code, Maximum Marks and Marks Obtained), Theory Marks, Practical Marks, and Overall Score.
- Below is the sample marksheet for different categories of A&C.
- **Naps**


**Apprenticeship (Optional Trade) Marksheet**



**Skill India**  
शिक्षण ही नया भारत है



**NAPS**  
The new way of learning




**NSIC**  
National Skill Development Corporation  
Positioning the skill landscape

Name: Anitha Malleshaiah Date of Issue: 11-06-2021  
 Contract ID: CN052100011  
 Course Name: Village Level Milk Collection Centre Incharge  
 NSQF Level: 4  
 Sector: Agriculture  
 Type of certificate: Joint Certification NSQF based course

<b>Theoretical assessment</b>			
Nos Name and Code	Maximum Marks	Marks Obtained	Result
Village Level Milk Collection Center Incharge - AGR/Q4202 Operate and maintain the Automatic Milk Collection Unit - AGR/N4224	100	60	Pass
<b>Practical assessment</b>			
Nos Name and Code	Maximum Marks	Marks Obtained	Result
Village Level Milk Collection Center Incharge - AGR/Q4202 Operate and maintain the Automatic Milk Collection Unit - AGR/N4224	100	60	Pass

Theory Marks

60



Practical Marks

60



Overall Score

120








Overall Result

Pass






➤ Non-Naps - Single Certification (SC)

<b>Apprenticeship (Optional Trade) Marksheet</b>			
			
Name:	Geethika	Date of Issue:	11-06-2021
Contract ID:	CN052100012		
Course Name:	Medicinal Plants Grower		
Sector:	Agriculture		
Type of certificate:	Non NAPS		
<b>Theoretical assessment</b>			
Module Name	Maximum Marks	Marks Obtained	Result
Medicinal Plants Grower: Maintain health and safety at the workplace	100	60	Pass
Medicinal Plants Grower: Select appropriate site and construct nursery using approved procedures	100	50	Pass
Medicinal Plants Grower: Prepare nursery beds and carry out propagation using good agricultural practices (GAP)	60	55	Pass
Medicinal Plants Grower: Harvest and post-harvest procedures of medicinal plants	100	80	Pass
Medicinal Plants Grower: Undertake basic market related activities of medicinal plants	100	80	Pass
<b>Practical assessment</b>			
Module Name	Maximum Marks	Marks Obtained	Result
Medicinal Plants Grower: Maintain health and safety at the workplace	100	60	Pass
Medicinal Plants Grower: Select appropriate site and construct nursery using approved procedures	100	50	Pass
Medicinal Plants Grower: Prepare nursery beds and carry out propagation using good agricultural practices (GAP)	100	60	Pass
Medicinal Plants Grower: Harvest and post-harvest procedures of medicinal plants	100	70	Pass
Medicinal Plants Grower: Undertake basic market related activities of medicinal plants	100	80	Pass
Theory Marks	Practical Marks	Overall Score	Overall Result
325	320	645	Pass
		 Signature of CEO/ Head of Establishment (authority)	



➤ Non-Naps - Joint Certification (JC)

**Apprenticeship (Optional Trade) Marksheet**






Name: Navya Date of Issue: 11-06-2021  
 Contract ID: CN052100013  
 Course Name: Vineyard Worker  
 NSQF Level: 3  
 Sector: Agriculture  
 Type of certificate: Joint Certification NSQF based course

<b>Theoretical assessment</b>			
Nos Name and Code	Maximum Marks	Marks Obtained	Result
Vineyard Worker - AGR/Q0305 Cultivate and care for the vines in the vineyard - AGR/N0323	100	70	Pass
Vineyard Worker - AGR/Q0305 Use bioregulators and pest control methods in the vineyard - AGR/N0324	100	70	Pass
Vineyard Worker - AGR/Q0305 Maintain health and safety at the workplace - AGR/N9903	100	70	Pass
Vineyard Worker - AGR/Q0305 Operate machinery to prune vines in the vineyard - AGR/N0325	100	60	Pass
Vineyard Worker - AGR/Q0305 Harvest, store and transport grapes - AGR/N0326	100	80	Pass
<b>Practical assessment</b>			
Nos Name and Code	Maximum Marks	Marks Obtained	Result
Vineyard Worker - AGR/Q0305 Cultivate and care for the vines in the vineyard - AGR/N0323	100	60	Pass
Vineyard Worker - AGR/Q0305 Use bioregulators and pest control methods in the vineyard - AGR/N0324	100	50	Pass
Vineyard Worker - AGR/Q0305 Maintain health and safety at the workplace - AGR/N9903	100	70	Pass
Vineyard Worker - AGR/Q0305 Operate machinery to prune vines in the vineyard - AGR/N0325	100	50	Pass
Vineyard Worker - AGR/Q0305 Harvest, store and transport grapes - AGR/N0326	100	70	Pass


Theory Marks

350




Practical Marks

300



Overall Score

650



Overall Result

Pass

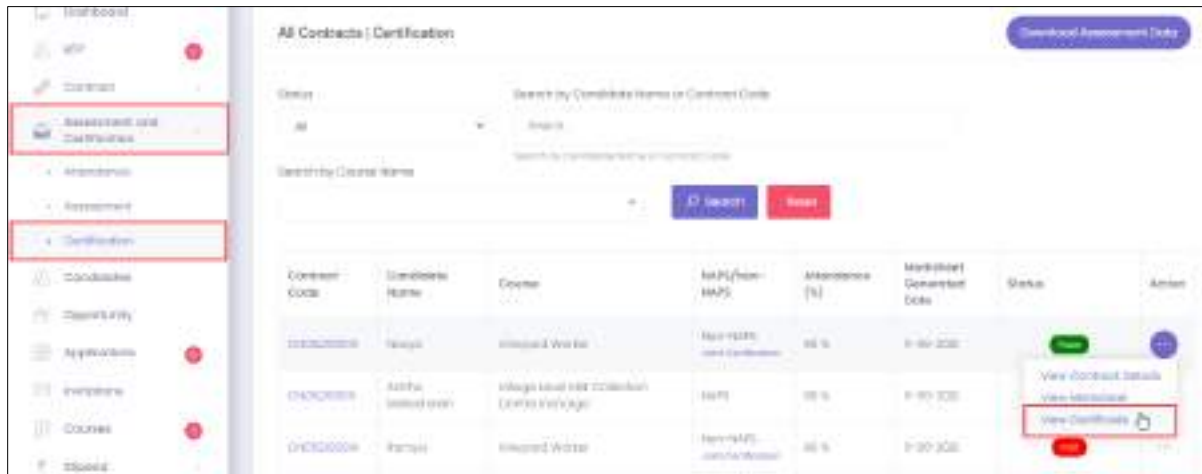
Signature of JCTO (Head of the relevant authority)  
Signature of Trainee  
SIC

## 12 View/Download Certificate

The **View/Download Certificate** screen allows the Establishment to view/download the certificate.

### To Navigate

Home - - > Apprentice/Establishment Login - - > Dashboard - - > Assessment and Certificate - - > Certification - - > Action - - > View Certificate



Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Marksheet Generated Date	Status	Action
01000001	Rajesh	Advanced Welding	Non-NAPS <a href="#">View Certificate</a>	85%	1-10-2020	View	<a href="#">View Certificate</a>
01000002	Arjun Joshi	Welding and NDT Technician Level 1 Package	NAPS	90%	1-10-2020	View	<a href="#">View Certificate</a>
01000003	Rajesh	Advanced Welding	Non-NAPS <a href="#">View Certificate</a>	85%	1-10-2020	View	<a href="#">View Certificate</a>

- The **Certification** screen displays the details of the Apprentice such as Contract Code, Apprentice Name, Course, NAPS/Non-NAPS, Attendance, Marksheet Generated Date, Status and also allows to view/download certificate under Action.
- Click **View Certificate**, to view/download the marksheet.

**Note:** The Apprentice/Establishment can view/download the Certificates only after the Apprentice clears **all** the subjects of the contract.

- The Certificate screen displays the details such as Name, Son/Daughter of Ms/Mr, Start and End Date, Course Name, Sector, NSQF Level, and Establishment.
- Also displays the Competencies covered details such as NOSs/Modules List.
- Below are the sample Certificates for different categories of A&C.
- **Naps**



➤ Non-Naps - Single Certification (SC)



➤ Non-Naps - Joint Certification (JC)



## 13 Notifications – A&C

The **Notifications A&C** section provides the complete information about all the notifications shared by the apprenticeship portal to Apprentice, Establishment, and Sector Skill Council (SSC).

### Establishment

- The **Establishment** receives a notification for Attendance upload, before 45 days of completion of training as "Dear Est (name) Kindly freeze the attendance data for contract ID/IDs..... for conducting assessment" for NAPS and Non NAPS (JC).
- The **Establishment** receives a notification for Attendance upload, before 45 days of completion of training as " "Dear Est (name) Kindly freeze the attendance data for contract ID/IDs..... for conducting assessment" for Non NAPS (SC).
- The **Establishment** receives a notification for Assessment Fee, before 40 days of completion of training as "Dear Est (name), registration fee for assessment is paid by Apprentice, kindly start the practical assessment for contract ID/IDs....." for NAPS.
- The **Establishment** receives a notification to start practical assessment, before 40 days of completion of training as "Dear Est (name), kindly start the practical assessment for contract ID/IDs....." for Non NAPS (JC).
- The **Establishment** receives a notification, before 40 days of completion of training as " Dear Est (name) kindly start the assessment for Apprentice with contract ID/IDs...." for Non NAPS (SC)
- The **Establishment** receives a notification for Upload Marks, before 15 days of completion of training as "Dear Est (name), kindly upload the practical assessment marks for contract ID/IDs...." for NAPS and Non NAPS (JC).
- The **Establishment** receives a notification for Upload Marks, before 2 to 1 day of completion of training as " Dear Est (name), kindly upload the theory and practical assessment marks for contract ID/IDs...." for Non NAPS (SC).
- The **Establishment** receives a notification when results are published and marksheets are generated as " Dear Est (name), Results are now available on the portal. Kindly check..." for NAPS and Non NAPS (JC).
- The **Establishment** receives a notification for Upload Marks, before 0 days of completion of training as "Dear Est (name), Results are now available on the portal. Kindly check..." for Non NAPS (SC).

## Sector Skill Council (SSC)

- The **Sector Skill Council (SSC)** receives a notification for Start Assessment, before 40 days of completion of training as "Dear SSC, kindly advice Establishment to start the practical assessment for contract ID/IDs....." for NAPS and Non NAPS (JC).
- The **Sector Skill Council (SSC)** receives a notification for Start Assessment, before 40 days of completion of training as "Dear SSC, kindly advice Establishment to start the assessment for contract ID/IDs....." for Non NAPS (SC).
- The **Sector Skill Council (SSC)** receives a notification for Start Assessment, before 15 days of completion of training as "Dear SSC, Establishment (name) has uploaded practical marks on apprenticeship portal, Kindly conduct theory assessment for contract ID/IDs..." for NAPS and Non NAPS (JC).
- The **Sector Skill Council (SSC)** receives a notification for Start Assessment, before 1 to 2 days of completion of training as "Dear SSC, kindly upload the theory assessment marks for contract ID/IDs...." for NAPS and Non NAPS (JC).
- The **Sector Skill Council (SSC)** receives a notification when results are published and marksheets/certificate are generated, on 0 days of completion of training as "Dear Sir/Mam, Results are now available on the apprenticeship portal. Kindly check." for NAPS and Non NAPS (JC).
- The **Sector Skill Council (SSC)** receives a notification when results are published and marksheets/certificate are generated, on 0 days of completion of training as "Dear Sir/Mam, Results are now available on the apprenticeship portal. Kindly check." for Non NAPS (SC).

## Apprentices

- The **Apprentices** receive a notification for Assessment Fee Payment, before 40 days of completion of training as "Dear Apprentice, Kindly pay registration fees for Optional Trades assessment in apprenticeship portal" for NAPS and Non NAPS (JC).
- The **Apprentices** receive a notification for Assessment Fee Payment, before 40 days of completion of training as "Dear Apprentice, Kindly pay registration fees for Optional Trades assessment in apprenticeship portal" for Non NAPS (SC).
- The **Apprentices** receive a notification for acknowledgment receipt, after payment of fees as "Dear Apprentice, Kindly download acknowledgment receipt for registration fees for Optional Trades assessment from apprenticeship portal" for NAPS and Non NAPS (JC).
- The **Apprentices** receive a notification for Results as, "Dear Apprentice, Results are now available on the portal. Kindly check. For any queries, please write to your **Establishment.**" for NAPS, Non NAPS (JC) and Non NAPS (SC).

- The **Apprentices** receives a notification for Results as, "Dear Apprentice, Results are now available on the portal. Kindly check. For any queries, please write to your **Establishment.**" for Non NAPS (SC).

### **Assessment Agency (AA)**

- The **Assessment Agency (AA)** receives the notification to assign the Assessor (AR), before 13 days to the completion of training as " Dear Assessment Agency, kindly assign Assessor for contract ID/IDs....." for NAPS and Non NAPS (JC).
- The **Assessment Agency (AA)** receives the notification to validate marks, before 6 days to the completion of training as " Dear Assessment Agency, kindly validate theory marks for contract ID/IDs....."for NAPS and Non NAPS (JC).

### **Assessor (AR)**

- The **Assessor (AR)** receives the notification to Conduct assessment before 11 days to the completion of training as "Dear Assessor, Kindly conduct theory assessment for Apprentice ID/IDs..."for NAPS and Non NAPS (JC).
- The **Assessor (AR)** receives the notification to Update marks before 8 days to the completion of training as "Dear Assessor, Kindly upload theory assessment marks for contract ID/IDs..." for NAPS and Non NAPS (JC).