





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
 - o 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
 - o Change Assessor
 - o Enter Theory Marks
 - Enter theory Marks Bulk
- View Theory Marksheet Assessment Agency
 - Approve Marksheet
 - Send Back Marksheet
- View Theory Marksheet SSC
 - o 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
 - o 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

	Dashboard		命	- Dashboard							
<u>R</u>	BTP	0	All Co	ntracts Attendance					Download Assessm	ent Data	
	Assessment and Certification	~	Status								
•	Attendance		All								
•	Assessment	_	Search	Search by Course Name							
	Certification	_				✓ Ø Search	Reset				
£	Candidates	_									
ð	Opportunity		Selecti	ed Contracts: 0 Contract	Enter Atte	endance					
87	Applications	0		Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Status	Action	
\bowtie	Invitations	_									
5	Courses	3		TMPCON042100015	Ani jc Null two	Ani JC null Course	Non-NAPS		Updated		

- 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.

Attendance update p	ending for contracts	∑^	1	:
From: APPTP <apptp@nsdc.com> To: <gurpal.singh@nsdcindia.org></gurpal.singh@nsdcindia.org></apptp@nsdc.com>		2021-06-1 Atta	4 09:13 achme	, 15 KB nts (1)
Show Headers				
	Apprenticeship Portal			
	Dear Gurpal Singh,			
	Kindly freeze the attendance for attached list of contract ID/IDs for conducting assessment			
	Regards, Apprenticeship Portal			
	© 2021 Apprenticeship Portal. All rights reserved.			



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 Cor	ntracts Attendanc	Download Assessment Data						
Status			Search by (Candidate Name or Contract C	Code			
Not L	Jpdated	~	Search					
Cograh			Search by Co	Indidate Name or Contract Code				
Selected	d Contracts: 0 Contrac	Candi	Enter Atta	P Search endance Course	Reset	Attendance (%)	Status	Action
	Contract Code	Canalo	uate Name	Course	NAPS/NOII-NAPS	Attendance (%)	status	ACTION
	CN042100004	Arun		Multiple NSQF NOT Aligned	Non-NAPS		Attendance Not Updated	•
	CN042100003 Rakesh		Multiple NSQF Aligned	NAPS		View Contract De Enter Attendance	etails	
			Multiple NAPS	NAPS		Attendance Not		

- 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:	Candida	Candidate Name:						
CN042100004	Arun							
Course:								
Multiple NSQF NOT Aligne	ed							
Opportunity:			NAPS/Non-NAPS:					
Multiple NSQF NOT Aligne	ed		Non-NAPS					
Attendance (in percentag	ge): *							
	Close	Su	ubmit Attendance					

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

Entered Successfully!
The Attendance of Candidate Arun has been entered successfully.
ОК

> 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.

Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Status	Action
CN042100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS	78 %	Attendance Updated	
CN042100003	Rakesh	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

	Assessment and Certification	All Cor	Download Assessme	ent Data					
	Attendance	Status		Search I	by Candidate Name or Contract Code				
-	Assessment	All		✓ Search	1				
-	Certification	Search	by Course Name	Search by	Candidate Name or Contract Code				
Ω	Candidates	Godierri	oy course name						
ð	Opportunity								
87	Applications 3	Selecter	d Contracts: 2 Contracts	Enter	Attendance				
\bowtie	Invitations		Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Attendance (%)	Status	Action
5	Courses 3								
₹	Stipend >		TMPCON062100046	Atul Ten	Layer Farm Worker	NAPS		Attendance Not Updated	
Ω	ТРА		CN062100032	pramodh one	Layer Farm Worker Version 2	NAPS	90 %	Hall Ticket Generated	
*	Branches DT AITT Exam And		CN062100031	pramodh two	Layer Farm Worker Version 2	NAPS		Attendance Not Updated	
~	Certification		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	e Attendance				×
Selected Contrac	cts: 2 Contracts eli	gible for Attendance Entry			
Contract Code	Candidate Name	Opportunity	Course	NAPS/Non- NAPS	Attendance (%) *
CN062100003	test	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	70
CN052100011	Anitha Malleshaiah	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	78
4					
				Clo	se 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

Ø	Dashboard	Select Status	¥	Search b	oy contract code			O Search	Reset
8	Profile								
	Contracts	Contract Code	Establishment	Course	NAPS/Non- NAPS	Attendance(%)	Attempt	Status	Actions
	DT Assessment / AITT Exam								
Q	DT Certification	CN032100052	Oxford	NAPS Course D	NAPS	90 %		Attendance Updated	
	Assessment								
Q	Certification								
	Applications								
	Invitations								
ñ	Bank Details								
>	Log Out								

- 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.

Select Status	Ŷ	Search b	y contract code) Search	Reset
Contract Code	Establishment	Course	NAPS/Non- NAPS	Attendance(%)	Attempt	Status	Actions
CN032100052	Oxford	NAPS Course D	NAPS	90 %		Attendance Lindated View Contract D Apply for Assess	etails ment 🖑

> 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.

	Download Application Form 🛓
Apprentice ID	Apprentice Name
A032100062	Revi
Sector	Course
Construction	NAPS Course D
Establishment	
Oxford	
Theoretical Start - End Date	Practical Start - End Date
01/02/2020 to 28/04/2020	01/05/2020 to 08/04/2021
Amount to be Paid	
₹100.00	

> 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.

Billing Information Billing Name Address Zip Code City State Select Country Mobile Number mahroot2@pba.com Notes (Optional) Imatrix and the select Country My Billing and Shipping address are different Payment Information Net Banking All Other Banks Select Bank Select Bank Image: With Perivacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment. Image: With the Privacy Policy by proceeding with this payment.	L	AL	L	L SKILL [DEVELOPI	MENT	COI	RPORATI	ON	
Billing Information Billing Name Address Zip Code City State Select Country Mobile Number mahroof2@pba.com Notes (Optional) Motes (Optional) All Other Banks Select Bank Selec									English	ı
Billing Name Address Zip Code City Select Country								ORDER DETAI	LS	
Address Zip Code City State Select Country Mobile Number mahroot2@pba.com Notes (Optional) Notes (Optional) All Other Banks Select Bank Note: 'We will redirect you to the bank you have chosen above. Once the bank verifies your net banking redentials, we will proceed with your payment. I agree with the Privacy Policy by proceeding with this payment. INR 100.00 (Total Amount Payable) Make Payment								Order #:		TRAN00193
Zip Code City State Select Country Mobile Number mahroof2@pba.com Notes (Optional) 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. I agree with the Privacy Policy by proceeding with this payment. INR 100,00 Inst 100,00 Make Payment								Coupon Code		Apply
State Select Country Mobile Number mahroof2@pba.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. I agree with the Privacy Policy by proceeding with this payment. INR 100,00 (rotal Amount Payable) Make Payment					City			Order Amount		100.00
Mobile Number mahroof2@pba.com Notes (Optional)					Select Country		~	Total Amount		INR 100.00
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. If agree with the Privacy Policy by proceeding with this payment. INR 100,00 (Total Amount Payable) Make Payment Cancel					mahroof2@pba.com					
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 CCAvenue Checkout for future payments. I agree with the Privacy Policy by proceeding with this payment. INR 100,00 (Total Amount Payable) Make Payment Cancel								CC-Avenue_	DUT	
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. I agree with the Privacy Policy by proceeding with this payment. Inr 100.00 Make Payment Cancel		on						Enter Password		_
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 CCAvenue Checkout for future payments. I agree with the Privacy Policy by proceeding with this payment. INR 100.00 (Total Amount Payable) Make Payment Cancel			All	All Other Banks				<u>r orgott assword:</u>		Login
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. Image: Save your bank name with CCAvenue Checkout for future payments. I agree with the Privacy Policy by proceeding with this payment. INR 100,00 (Total Amount Payable) Make Payment Cancel			S	Select Bank			~			
Save your bank name with CCAvenue Checkout for future payments. I agree with the Privacy Policy by proceeding with this payment. INR 100,00 (Total Amount Payable) Make Payment Cancel	t you to		No vei	Note: We will redirect you to verifies your net banking cred	o the bank you have chosen abo edentials, we will proceed with yo	ve. Once the bank ur payment.				
I agree with the Privacy Policy by proceeding with this payment.	ık nan			Save your bank name	ne with CCAvenue Checkout f	or future payments	ŝ.			
Make Payment Cancel	acy F		l a	I agree with the Privacy Po	olicy by proceeding with this p	ayment.				
	Total Ar		IN I	Make Payment Cand	ncel					

- > 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	Yv
Return To the Merchant Site	

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

Payment Information
←Go Back To Dashboard
hank 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.

Registration Fees Pa	aid		1	:
From: APPTP <apptp@nsdc.com> To: <gurpal.singh@nsdcindia.org> Show Headers</gurpal.singh@nsdcindia.org></apptp@nsdc.com>		2021-06-1 Atta	4 10:21 achmei	, 15 KB nts (1)
	Apprenticeship Portal			
	Dear Gurpal Singh, Registration fee for assessment is paid by Apprentice, kindly start the practical assessment for attached contract ID/IDs Regards, Apprenticeship Portal			
	© 2021 Apprenticeship Portal. All rights reserved.		C)



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(%)	Atten	npt	Status	Actions
CN042100004	Oxford	Multiple NSQF NOT Aligned	Non-NAPS	78 %	First	View	Hall Ticket Generated	
						View	Acknowledgement Re	ceipt

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

y set set in the set of the set o	Notice Notice								
E02213200002 - 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 (CO042100005)								
6. Sector	: Construction								
7. Practical Assessment conducted by	: Oxford Perambra Kuttiyadi Kasaragod 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 c	: 13-04-2021 ard. Please carry a valid photo ID card to the								

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(%)	Atte	mpt Status	Actions
CN042100004	Oxford	Multiple NSQF NOT Aligned	Non-NAPS	78 %	First	Hall Ticket Gen View Contract Deta	erated •••
						View Acknowledger	ment Receipt

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

ment under Optional Trade
: CN062100028
: pramodh five
: 14-06-2002
: Pramodh five
: Agriculture Extension Service Provider (CO042100012)
: Agriculture
: Oxford Perambra Kuttiyadi Kasaragod Kerala
: Oxford
: N/A
: N/A

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

n	Dashboard											
Ω	втр	All Contracts Assessment								Download Assessment Data		
Ø	Contract											
	Assessment and	Status			Search by Candida	te Name or Con	tract Code					
	Certification	All		~	Search							
	Attendance				Search by Candidate N	ame or Contract C	ode					
	Assessment	Search	by Course Name									
	Certification					↓	earch Re	set				
£	Candidates	Selected	d Contracts: <mark>0 Co</mark>	ontracts	Enter Marks							
B	Opportunity											
	Applications 0		Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Action	
\bowtie	Invitations									Practical Marksheet		
101	Courses 3		CN042100002	Rahul	Multiple NON NAPS NON JC	Non-NAPS	90%	14-04-2021 to 24- 05-2021	Second	Not Updated • Theoretical Marksheet Not		

- 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.

Start Assessment		≥*		:
From: APPTP <apptp@nsdc.com> To: <gurpal.singh@nsdcindia.org></gurpal.singh@nsdcindia.org></apptp@nsdc.com>		2021-06-1 Atta	4 10:21, achmei	, 15 KB nts (1)
Show Headers				
	Apprenticeship Portal			
	Dear Gurpal Singh,			
	Kindly start the practical assessment for attached contract ID/IDs			
	Regards, Apprenticeship Portal			
	© 2021 Apprenticeship Portal. All rights reserved.			
			C	\mathcal{D}



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

Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Action
CN042100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS Joint Certification	78%	15-04-2021 to 25-05- 2021	First View Co	Practical Marksheet Not Intract Details	•
CN042100002	Rahul	Multiple NON NAPS NON JC	Non-NAPS	90%	14-04-2021 to 24-05- 2021	Review History View Acknowledgement Receip		ceipt

- 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			\leftarrow Back
Contract Code:		Candidate Name:	
CN042100004		Arun	
NSQF Level:		Course:	
2		Multiple NSQF NOT Aligned	
Sector:		Opportunity:	
Construction		Multiple NSQF NOT Aligned	
Upload Questionnaire			
Upload Questionnaire	Browse		
Please upload only (Eg: PDF, JPG, JPEG, PNG) file, Maximum 4MB al	lowed.		

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 Choose 0JT Month and Year										
Assessment Month + Year: April, 2021											
	SI.No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail				
	1	MOD00642	NAPS 1	100	30	Enter					
	2	MOD00643	NAPS 2	100	30	Enter					
	3	MOD00684	Multiple 1	100	40	Enter					
	4	MOD00685	multiple 2	100	30	Enter					
			Total Marks :	400		0					



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(%):		
68.50		
	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.

Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
CN052100011	Anitha Malleshaiah	Village Level Milk Collection Centre Incharge	Non-NAPS Joint Certification	70%	04-06-2021 to 14-07- 2021	First	Practical Marksheet Updated Theoretical Marksheet Pending with SSC	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

All Cor	ntracts Asses	sment						Down	lload Assessme	ent Data
Status			Search by Candio	Search by Candidate Name or Contract Code						
			Search Search by Candidate Name or Contract Code							
	P Search Reset									
Selected	Selected Contracts: 0 Contracts Enter Marks									
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
	CN042100005	Ravi	Angular	Non-NAPS	90%	02-06-2021 to 12- 07-2021	First	Practical Marksheet Not Updated Theoretical Marksheet Not Updated V	Not Applicable ew Contract De	etails
	CN042100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS Joint Certification	90%	02-06-2021 to 12- 07-2021	First	Practical Markshe R Not Updated	eview History	
	CN032100054	Reva	NAPS Course D	NAPS	80%	02-06-2021 to 12- 07-2021	Second	 Practical Marksheet Not Updated 	Paid	

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			\leftarrow Back
Contract Code:		Candidate Name:	
CN042100005		Ravi	
NSQF Level:		Course:	
3		Angular	
Sector:		Opportunity:	
Agriculture		Angular	
Upload Questionnaire			
Upload Questionnaire	Browse		
Please upload only (Eg: PDF, JPG, JPEG, PNG) 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.
- > 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.

Markshe	Marksheet										
Theory Assessme	ent Month + Year:	Choose Month and Year June, 2021									
SI.No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail					
1	MOD00011	Topic I	100	35	Enter						
2	MOD00012	Topic 2	100	35	Enter						
3	MOD00013	Topic 3	100	35	Enter						
4	MOD00014	Topic 4	100	35	Enter						
5	MOD00015	Topic 5	100	35	Enter						
		Total Marks :	500		0						



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.

Practico	al			Note: Ente	r -1 if absent fo	r any module
Assessme	ent Month + Year:	Choose OJT Month and Year June, 2021				
SI.No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	MOD00011	Topic 1	100	35	Enter	
2	MOD00012	Topic 2	100	35	Enter	
3	MOD00013	Topic 3	100	35	Enter	
4	MOD00014	Topic 4	100	35	Enter	
5	MOD00015	Topic 5	100	35	Enter	
		Total Marks :	500		0	

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

Grand Total:		
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.
- 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.

0	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
(CN052100012	Geethika	Medicinal Plants Grower	Non-NAPS	80%	04-06-2021 to 14-07- 2021	First	 Practical Marksheet Updated Theoretical Marksheet Updated 	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

All Co	ntracts Asses	sment						Dow	nload Assessme	nt Data
Status			Search by Candidate Nar	ne or Contract Co						
All			 Search 							
Search	by Course Name		Search by Candidate Name of	Contract Code						
	✓ Ø Search Reset									
Selecte	Selected Contracts: 0 Contracts									
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
	CN052100011	Anitha Malleshaiah	Village Level Milk Collection Centre Incharge	NAPS	78%	28-06-2021 to 07- 08-2021	First	Practical Marksheet Not Updated	Pending	
	CN062100003	test	Village Level Milk Collection Centre Incharge	NAPS	70%	28-06-2021 to 07- 08-2021	First	Practical Marksheet Not Updated	Pending	
	CN062100028	pramodh five	Agriculture Extension Service Provider	Non-NAPS	100%	28-06-2021 to 07- 08-2021	First	Practical Marksheet Not Updated Theoretical Marksheet Not	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 Marksh	eet for Multiple	Contracts				×
	Upload Question	naire					
	Upload Questi	onnaire		Browse			
	Please upload only (Eg: PDF, JPG, JPEG, PN	G) file, Maximum 4MB allowed				
	Selected Contrac Assessment Mon	th + Year: June,	gible for Marks Entry Assessment Month + Year 2021			Note: Enter -1 if d	absent for any module
	Contract Code	Candidate Name	Opportunity	Course	NAPS/Non- NAPS	Assessment Duration	Practical AGR/Q4202 AGR/N4224 Max Marks 100 Passing % 60
	CN052100011	Anitha Malleshaiah	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	28-06-2021 to 07-08-2021	Enter
	CN062100003	test	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	28-06-2021 to 07-08-2021	Enter
4							
						Close	Submit

- 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 I Assessment - - > Action - - > View Review History

All Cor	All Contracts Assessment Data									
Status All Search	by Course Name d Contracts: 0 Co	v	Search by Can Search Search by Candic	didate Name o late Name or Con						
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
	CN042100007	Ani	18-04-JC NSQF Aligned	Non-NAPS Joint Certification	80%	21-05-2021 to 30-06- 2021	First	• Practical Marksheet Not Updated	Not Applicable	
	CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	70%	21-05-2021 to 30-06- 2021	First	Practical Marks Ent Not Updated Theoretica Rev Marksheet Not Updated	w Contract De <u>er Marks</u> view History را)
	CN032100053	Armal	NON NAPS - NON JC	Non-NAPS	90%	20-05-2021 to 29-06- 2021	First	Practical Marksheet Not Updated Theoretical Marksheet 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.

Review History							
Action Taken Date	Actor Name (role)	Action					
21-05-2021	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

<u> </u>	Dashboard	All Contracts	All Contracts Certification									
£ I	втр 📀											
Ø	Contract >	Status		Search by Candidate Name or Co	Search by Candidate Name or Contract Code							
a l	Assessment and	All		✓ Search	Search							
	Certification	Search by Cours	Search by Course Name									
• /	Attendance	✓ Ø Search Reset										
• /	Assessment											
• (Certification						Marksheet					
£ (Candidates	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Generated Date	Status	Action			
8	Opportunity	CN052100008	Shivansh	Non-NAPS With NO Joint Certfication Sample Course	Non-NAPS	90 %	20-05-2021	Certified	•			
87 /	Applications 0			Non-NAPS With NO Joint Certification				View Contract D	etails			
	Invitations	CN052100007	MunMun	Sample Course	Non-NAPS	90 %	19-05-2021	Publish Result	უ			
5	Courses 3	CN042100002	Rahul	Multiple NON NAPS NON JC	Non-NAPS	80 %		View Marksheet View Certificate				
₹	Stipend >	CN042100001	Raghu	Multiple NAPS	NAPS	80 %	18-05-2021	Not certified				

- 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 I Assessment

🚡 Dashboard													
D Users													
Establishments		All Co	All Contracts Assessment								Download Assessment Data		
5 Courses	0	Assess	ment Training Sta	itus	Search by Candidate Name or Contract Code								
Contract	> Contract			~	Search	Search							
Assessment and Certification	÷	Search	by Course Name										
Attendance						👻 🔎 s	earch Reset						
Assessment		Selecte	Selected Contract: 0 Contracts Bulk Actions										
Certification					Dom ristions -								
All Contracts	_		Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action		
Opportunity	_		CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26-05-2021	Fourth	Assessment Completed			
₹ Stipend	>		CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26-05-2021	Third	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 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.

Result Upload		Ľ*		:
From: APPTP <apptp@nsdc.com> To: <ssc@con.com></ssc@con.com></apptp@nsdc.com>		2021-06-1 Atta	11 11:12, achmer	15 KB nts (1)
Show Headers				
	Apprenticeship Portal			
	Dear SSC Construction, Kindly upload the theory assessment marks for contract ID/IDs			
	Regards, Apprenticeship Portal			
	© 2021 Apprenticeship Portal. All rights reserved.			



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 I Assessment - - > Action - - > View Contracts Details

All Cor	All Contracts Assessment Data								
Assessment Training Status Search by Candidate Name or Contract Code									
All		~	Search						
Search	by Course Name		Search by Candidate Na	me or Contract Code					
	by course nume			J D S	earch Reset				
Selecter	d Contract: 0 Cor	ntracts	Bulk Actions 👻						
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
	CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26-05-2021	Fourth	Assessment Completed	•
	CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26-05-2021	View Contract Details		
	CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26-05-2021	Second	• Assessment Completed	····
	CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26-05-2021	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 allows to view contract details under Action.
- > Click View Contract Details, the Contacts 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	E02213200002	Establishment Name	Oxford	
Opportunity Code	AO00113	Opportunity Name	Non Naps - Non Jc	
Course Code	CO022100045	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						
Pasio Training Dartner Detaile							
Busic fraining fultiler De	tulis						
Training Partner	Mahroof BTP	Training Center	Tc mhrf				
Training Center Address	fdfdg, 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							
Туре	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			MOD00642	NAPS 1	100	100	
Module			MOD00643	NAPS 2	100	100	
Total Ma	Total Marks :				200	200	
Passing percentage for Practical On the Job Training)				Passing percentage for The (with/without Basic Trainin	ory g)		

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

Remarks	
Authority Remarks	Candidate Remarks



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 I Assessment - - > Action - - > Review History

All Cor	All Contracts Assessment Data								
Assessment Training Status Search by Candidate Name or Contract Code									
All		~	Search						
Search	by Course Name		Search by Candidate Nar	me or Contract Code					
	by course nume			ד גע s	earch Reset				
Selecter	d Contract: 0 Cor	ntracts	Bulk Actions 👻						
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
	CN022100041	Bharath	NAPS Course D	NAPS	Oxford	16-04-2021 to 26-05-2021	Second	• Assessment Due-40 days left	
	CN022100041	Bharath	NAPS Course D	NAPS	Oxford	16-04-2021 to 26-05-2021	First	Assessment Completed	
	CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26-05-2021	Fourth	View Contract Details Review History	s ot
	CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26-05-2021	Third	View Practical Marksh	neet

- 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.

Review History							
Action Taken Date	Actor Name (role)	Action					
16-04-2021	Oxford (Establishment)	Applied For Assessment.					
16-04-2021	Oxford (Establishment)	Practical Marks Entered.					
16-04-2021	SSC Construction (SSC)	Assigned Assessment Agency career Point University.					
16-04-2021	Career Point University (Assessment Agency)	Accepted The Assessment Request.					
16-04-2021	Career Point University (Assessment Agency)	Assigned Assessor netra Pal Singh.					
16-04-2021	Netra Pal Singh (Assessor)	Accepted The Assessment Request.					
16-04-2021	Netra Pal Singh (Assessor)	Theoretical Marks Entered.					
16-04-2021	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 I Assessment - - > Action - - > Assign Assessment Agency

All Con	ntracts Asses	Download Assessme	nt Data						
Assessm	nent Training Sta								
All		~	Search						
			Search by Candidate	Name or Contrac	t Code				
Search b	by Course Name								
				م -	Search Re	set			
Coloctor	d Contract 0 Cor	structo		Г					
Selected	a Contract: 0 Cor	itracts	Bulk Actions 👻						
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
	CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26- 05-2021	First	• Assessment Completed	
	CN042100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS Joint	Oxford	16-04-2021 to 26- 05-2021	First	• Assessment Due-40 days left	
				Certification				View Contract Details	_
	CN022100050	Hitesh	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26- 05-2021	Fourth	Assign Assessment Age	ency 🖑
	CN022100050	Hitesh	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26- 05-2021	Third	Review History View Practical Markshe Completea	et
	CN022100050	Hitesh	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26- 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).

Assign Assessment Agency		×
Contract Code:	Apprentice Name:	
CN042100004	Arun	
Course Name:		
Multiple NSQF NOT Aligned		
Opportunity:	NAPS/Non-NAPS:	
Multiple NSQF NOT Aligned	Non-NAPS	
Assessment Duration:		
16-04-2021 to 26-05-2021		
Search Assessment Agency: *		
Search here		~
	Close Sut	omit

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 I Assessment - - > Action - - > View Practical Marksheet

All Cor	ntracts Asses		Download Assessme	nt Data					
Assessment Training Status Search by Candidate Name or Contract Code									
Search	by Course Name	~	Search by Candidate Nar	ne or Contract Code					
				▼	earch Reset				
Selecte	d Contract: 0 Cor	ntracts	Bulk Actions 👻						
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
	CN022100041	Bharath	NAPS Course D	NAPS	Oxford	16-04-2021 to 26-05-2021	Second	• Assessment Due-40 days left	
	CN022100041	Bharath	NAPS Course D	NAPS	Oxford	16-04-2021 to 26-05-2021	First	Assessment Completed	
	CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26-05-2021	Fourth	View Contract Details Review History	ot
	CN032100003	Girish	NON NAPS - NON JC	Non-NAPS	Oxford	16-04-2021 to 26-05-2021	Third	View Practical Marksh	

- 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
Contract Code:	Candidate Name:
CN032100056	Roomi
NSQF Level:	Course:
6	NAPS Course D
Sector:	Opportunity:
Construction	NAPS Course D
Uploaded Questionnaire:	

- 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.

Marksh	Marksheet								
Assessme Practic	Assessment Month + Year: April, 2021 Practical								
SI.No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail			
1	MOD00642	NAPS 1	100	50	2	Fail			
2	MOD00643	NAPS 2	200	40	1	Fail			
		Total Marks :	300		3				
Grand Ta 153 / 30	otal:								
In Words	:								
One Hundred Fifty-three									
Percento	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

Dashboard	ි - Das	ishboard							
Assessments Assessors	All Contrac	All Contracts Assessment					Download Assessme	ent Data	
	Assessment	Training Status	3	Search by Candidate Name	or Contract Code	1			
	All		~	Search					
	Search by Co	ourse Name	acts	Bulk Actions -	D Search	Reset			
		ontract C ode N	Candidate Name	Course	NAPS/Non- NAPS	Theory Assessment Duration	Attempt	Status	Action
		N022100041 B	Bharath	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	Fourth	Marks Approval: Approved by SSC	
		N022100041 B	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 I Assessment - - > Action - - > Accept SSC Request

All Cor	ntracts Asses		Download Assessm	ent Data				
Assessr	nent Training Sto							
All		~	Search					
Search	by Course Name		Search by Candidate Name or	Contract Code				
	.,		-	O Search	Reset			
Selecte	d Contract: 0 Co	ntracts	Bulk Actions 👻		_			
	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	Third	• Marks Approval: Approved by SSC	
	CN022100041	Bharath	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	Second	View Contract Dete	ails
	CN022100041	Bharath	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	Accept SSC Reque	st 🖑
	CN042100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS Joint Certification	16-04-2021 to 26-05-2021	First	Pending for AA Acceptance	

- 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.

Accept Request for Contract Assessment		×
Contract Code:	Apprentice Name:	
CN042100004	Arun	
Course Name:		
Multiple NSQF NOT Aligned		
Opportunity:	NAPS/Non-NAPS:	
Multiple NSQF NOT Aligned	Non-NAPS	
Assessment Duration:		
16-04-2021 to 26-05-2021		
	Can	cel Accept

Click Accept, the Successfully Accepted screen appears.

×							
Successfully Accepted							
The Contract ID-CN032100054 has been successfully accepted for assessment. Would you like to Assign Assessor to the contract now?							
Yes Skip, I'll do it later							

> 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 I Assessment - - > Action - - > Reject SSC Request

All Cor	ntracts Asses		Download Assessme	ent Data				
Assessment Training Status Search by Candidate Name or Contract Code								
All		~	Search					
Search	by Course Name		Search by Candidate Name or C	ontract Code				
Sector	by course nume			Q Search	Reset			
			•		KUSUL			
Selected	d Contract: <mark>0 Co</mark> r	ntracts	Bulk Actions 👻					
	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	Third	Marks Approval: Approved by SSC	
	CN022100041	Bharath	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	Second	View Contract De	tails
	CN022100041	Bharath	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	Accept SSC Reque	est diff
	CN042100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS Joint Certification	16-04-2021 to 26-05-2021	First	Pending for AA Acceptance	

- 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.

Reject Request for Contract Assessment			×
Contract Code:	Apprentice Name:		
CN042100004	Arun		
Course Name:			
Multiple NSQF NOT Aligned			
Opportunity:	NAPS/Non-NAPS:		
Multiple NSQF NOT Aligned	Non-NAPS		
Assessment Duration:			
16-04-2021 to 26-05-2021			
Enter comments for rejection: *			
Enter comments on rejection			
			1
		Cancel	Reject

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 I Assessment - - > Action - - > View Review History

All Cor	ntracts Asses		Download Assessme	ont Data				
Assessment Training Status Search by Candidate Name or Contract Code								
All		*	Search					
Search	by Course Name	S	Search by Candidate Name or C	Contract Code				
	57 000100 1101110		-	,O Search	Reset			
Selecte	Selected Contracts Bulk Actions 👻							
	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	View Contract De Review History	otails
	CN022100041	Bharath	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	Second	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 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.

Review History		×
Action Taken Date	Actor Name (role)	Action
16-04-2021	Oxford (Establishment)	Applied For Re-assessment.
16-04-2021	Oxford (Establishment)	Practical Marks Entered.
16-04-2021	SSC Construction (SSC)	Marksheet Generated
16-04-2021	SSC 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 I Assessment - - > Action - - > Change Assessment Agency

All Cont	racts Assessme		Download Assessment Data				
Assessme	ent Training Status	~	Search by Candidate Nam	ne or Contract Code			
Search by	Search by Course Name Search by Course Name Search by Course Name Selected Contract: 0 Contracts Bulk Actions						
	Contract Code	Candidate Nam	ne Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	View Contract Details Assign Assessor
	CN032100052	Revi	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	Change Assessment Agency 🖑 Review History
	CN032100054	Reva	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	• Assessment Due-40 days left

- 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:	Apprentice Name:	
CN032100052	Revi	
Course Name:		
NAPS Course D		
Opportunity:	NAPS/Non-NAPS:	
NAPS Course D	NAPS	
Assessment Duration:		
16-04-2021 to 26-05-2021		
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 reassign 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 I Assessment - - > Action - - > Assign Assessor

All Cont	racts Assessme		Download Assessment Data				
Assessment Training Status Search by Candidate Name or Contract Code All Search Search by Courise Name Search by Condidate Name or Contract Code Search by Courise Name Search by Condidate Name or Contract Code Search by Courise Name Search by Condidate Name or Contract Code Search by Courise Name Search by Courise Name Search Contract: 0 Contracts Bulk Actions *							
	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	View Contract Details Assign Assessor
	CN032100052	Revi	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	Change Assessment Agency Review History
	CN032100054	Reva	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	• Assessment Due-40 days left

- 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:	Apprentice Name:			
CN032100052	Revi			
Course Name:				
Vineyard Worker				
Opportunity:	NAPS/Non-NAPS:			
Vineyard Worker	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

Dashboard							
Assessments							
Assessment Agency	All Contracts Assessment Download Ass						
 Association rightsy 	Assessment Training Status Search by Candidate Name or Contract Code All Search Search by Course Name Search by Candidate Name or Contract Code Search by Course Name Search by Candidate Name or Contract Code Search by Course Name Search by Contract Code Search by Course Name Search by Contract Code Search by Course Name Search by Course Name Search Bulk Actions * Search Reset						
	npt Status	Action					
	CN032100052 Revi NAPS Course D NAPS 16-04-2021 to 26-05-2021 First	Pending for Assessor Acceptance					

- 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 I Assessment - - > Action - - > Accept

All Cont	racts Assessmer			Download Assessment D	ata					
Assessme All Search by	Assessment Training Status Search by Candidate Name or Contract Code All Search by Candidate Name or Contract Code Search by Candidate Name or Contract Code Search by Course Name									
Selected	Contract: 0 Contract	s	▼ ulk Actions ▼	,O Search	Reset					
	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Sta	View Contract Details Reject	n	
	CN032100052	Revi	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	• P	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:	Apprentice Name:		
CN032100052	Revi		
Course Name:			
Vineyard Worker			
Opportunity:	NAPS/Non-NAPS:		
Vineyard Worker	NAPS		
Assessment Duration:			
16-04-2021 to 26-05-2021			
		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 I Assessment - - > Action - - > Reject

All Cont	racts Assessmer			Download Assessment Data					
Assessment Training Status Search by Candidate Name or Contract Code All Search Search by Candidate Name or Contract Code									
Search by	y Course Name Contract: 0 Contract	s Bul	¥ k Actions ¥	P Search	Reset				
	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Sto	View Contract Details Reject	
	CN032100052	Revi	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	• P€	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 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.

Reject Request for Contract Assessment			×
Contract Code:	Apprentice Name:		
CN032100071	Arun		
Course Name:			
Vineyard Worker			
Opportunity:	NAPS/Non-NAPS:		
Vineyard Worker	Non-NAPS		
Assessment Duration:			
19-04-2021 to 29-05-2021			
Enter comments for rejection: *			
Enter comments on rejection			
			11
		Cancel	Reject

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 I Assessment - - > Action - - > Review History

All Cont	racts Assessmen			Download Assessment Data						
Assessme All Search by	Assessment Training Status Search by Candidate Name or Contract Code All Search Search by Course Name Search by Condidate Name or Contract Code									
Selected	Contract: 0 Contract:	s Bu	lk Actions 👻							
	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Sta	View Contract Details Reject		
	CN032100052	Revi	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	• Pé	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 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.

Review History	,	×
Action Taken Date	Actor Name (role)	Action
16-04-2021	Oxford (Establishment)	Applied For Assessment.
16-04-2021	Oxford (Establishment)	Practical Marks Entered.
16-04-2021	SSC Construction (SSC)	Assigned Assessment Agency career Point University.
16-04-2021	Career Point University (Assessment Agency)	Rejected The Assessment Request.
16-04-2021	SSC Construction (SSC)	Assigned Assessment Agency career Point University.
16-04-2021	Career Point University (Assessment Agency)	Accepted The Assessment Request.
16-04-2021	Career Point University (Assessment Agency)	Assigned Assessor netra 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 I Assessment - - > Action - - > Change Assessor

All Contracts Assessment								Download Assessment Data			
Assessm All Search b	Assessment Training Status Search by Candidate Name or Contract Code All Search by Candidate Name or Contract Code Search by Course Name Search by Condidate Name or Contract Code										
Selected	Contract: 0 Contract:	s Bull	< Actions -	,O Search	Reset						
	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Sto	View Contract Details Enter Marks			
	CN032100052	Revi	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	• A	Change Assessor 🖑 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 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:	Apprentice Name:	
CN032100052	Revi	
Course Name:		
NAPS Course D		
Opportunity:	NAPS/Non-NAPS:	
NAPS Course D	NAPS	
Assessment Duration:		
16-04-2021 to 26-05-2021		
Search Assessor:		
		-
Reason: *		
		~
Remarks on requesting assessor change: *		
Enter remarks on requesting assessor change		
		li
	Close Request Chan	ge

- 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 I Assessment - - > Action - - > Enter Marks

All Cont	racts Assessmer	it					Download Assessment Data			
Assessme All Search by	Assessment Training Status Search by Candidate Name or Contract Code All Search by Condidate Name or Contract Code Search by Course Name Search by Condidate Name or Contract Code									
Selected	Contract: 0 Contract	sB	ulk Actions 👻							
	Contract Code	Candidate Name	Course	NAPS/Non-NAPS	Theory Assessment Duration	Attempt	Sta Enter Marks			
	CN032100052	Revi	NAPS Course D	NAPS	16-04-2021 to 26-05-2021	First	• A Change Assessor 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 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			← Back
Contract Code:		Candidate Name:	
CN032100052		Revi	
NSQF Level:		Course:	
6		NAPS Course D	
Sector:		Opportunity:	
Construction		NAPS Course D	
Upload Questionnaire			
Upload Questionnaire	Browse		
Please upload only (Eg: PDF, JPG, JPEG, PNG) 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 -1 if absent for any module										
Assessment Month + Year:		April, 2021								
SI.No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail				
1	MOD00642	NAPS I	100	60	Enter					
2	MOD00643	NAPS 2	200	50	Enter					
		Total Marks :	300		0					
Grand Tota 0 / 300 In Words: Zero	al:									
Percentag 0.00	e(%):									
				Save as Draft	s	ave & Apply				

Click Save & Apply, the following screen appears.

Entered Successfully!								
The Marksheet of Candidate Revi has been entered successfully.								
ок								

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 I Assessment - - > Bulk Action

All Contracts Assessment Data													
Assessment Training Status			Search by Candidate N										
All		Search											
Search	n by Course Name		Search by Candidate Name or Contract Code										
✓ Ø Search Reset													
Selected Contract: 0 Contracts			Bulk Actions 👻										
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Theory Assessment Duration	Attempt	Status	Payment Status	Action				
	CN032100052	Revi	NAPS Course D	NAPS	01-07-2021 to 10- 08-2021	First	• Assessment Due-39 days left	Paid					
	CN032100054	Reva	NAPS Course D	NAPS	01-07-2021 to 10- 08-2021	First	• Assessment Due-39 days left	Paid					
	CN032100067	Rooma	NAPS Course D	NAPS	01-07-2021 to 10- 08-2021	First	• Assessment Due-39 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.




- 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 Marksh	Enter Marksheet for Multiple Contracts								
Upload Question	naire								
Upload Questie	onnaire		Bro	owse					
Please upload only (Selected Contrac Assessment Moni	Please upload only (Eg: PDF, JPG, JPEG, PNG) file, Maximum 4MB allowed. Selected Contracts: 2 Contracts eligible for Marks Entry Choose Assessment Month + Year: Assessment Month + Year:								
Contract Code	Candidate Name	Opportunity	Course	NAPS/Non- NAPS	Assessment Duration	Theory MOD00642 Max Marks 100 Passing % 60	Theory MOD00643 Max Marks 200 Passing % 50		
CN032100054	Reva	NAPS Course D	NAPS Course D	NAPS	01-07-2021 to 10-08-2021	Enter	Enter		
CN032100067	Rooma	NAPS Course D	NAPS Course D	NAPS	01-07-2021 to 10-08-2021	Enter	Enter		
4							•		
	Close Submit								

- 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

Dashboard	ŵ	- Dashboard							
Assessments Assessors	All Co	All Contracts Assessment							ent Data
	Assess	ment Training Sta	tus	Search by Candidate Nan	ne or Contract Coo	de			
	All		~	Search					
	Search	n by Course Name		Search by Candidate Name or	Contract Code				
				~	€ Search	Reset			
	Select	Selected Contract: 0 Contracts		Bulk Actions 👻	,				
		Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Theory Assessment Duration	Attempt	Status	Acti
		CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	18-04-2021 to 28-05-2021	First	Marks Approval: Approved by SSC	
								View Contract Det	
		CN042100007	Ani	18-04-JC NSQF Aligned	NON=NAPS Joint Certification	18-04-2021 to 28-05-2021	Fourth	Review History	ails
		CN042100007	Ani	18-04-JC NSQF Aligned 18-04-JC NSQF Aligned	Non-NAPS Joint Certification Non-NAPS Joint Certification	18-04-2021 to 28-05-2021 18-04-2021 to 28-05-2021	Fourth	Review History View Theory Marks Approved by SSC	ails sheeth

- 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.

Apprentice Details for Marksheet	← Back
Contract Code:	Candidate Name:
CN022100043	Sachin
NSQF Level:	Course:
N/A	JC NSQF not aligned D
Sector:	Opportunity:
Construction	JC NSQF not aligned D
Uploaded Questionnaire:	

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.

Marksho	Marksheet							
Theory Assessme	Theory Assessment Month + Year: April, 2021							
SI.No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail		
1	MOD00642	NAPS 1	100	30	90	Pass		
2	MOD00643	NAPS 2	100	30	89	Pass		
		Total Marks :	200		179			
Grand To	tal:							
179 / 20	00							
In Words	:							
One Hu	ndred Seventy-nine							
Percenta	ge(%):							
89.5								

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

All Contracts Assessment Download Asse								nt Data
Assessm	nent Training Sta	tus s	Search by Candidate Name	or Contract Code				
All v Search								
Search	ov Course Name	5	Search by Candidate Name or C	ontract Code				
	✓ Ø Search Reset							
Selected	d Contract: 0 Cor	ntracts	Bulk Actions 👻					
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Theory Assessment Duration	Attempt	Status	Action
	CN042100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS Joint Certification	19-04-2021 to 29-05-2021	First	Marks Approval: Pending for AA	
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	18-04-2021 to 28-05-2021	Third	View Contract Dete Approve Markshee Send back Markshe	t 🖑
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	18-04-2021 to 28-05-2021	Second	Review History View Theory Marks	heet
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	18-04-2021 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 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.

Marksheet Request Appr	roval	×
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	
	Cancel Approv	/e

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

All Cor	ntracts Asses	sment		Download Assessment Data				
Assessn All Search Selecter	essment Training Status Search by Candidate Name or Contract Code All Search by Candidate Name or Contract Code rch by Course Name Search by Candidate Name or Contract Code rch by Course Name							
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Theory Assessment Duration	Attempt	Status	Action
	CN042100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS Joint Certification	19-04-2021 to 29-05-2021	First	Marks Approval: Pending for AA	
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	18-04-2021 to 28-05-2021	Third	Approve Markshee Send back Markshee	t eet (h)
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	18-04-2021 to 28-05-2021	Second	Review History View Theory Marksl	neet
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	18-04-2021 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 Bac	k			×
Contract Code:	Apprentic	e Name:		
CN032100071	Revi			
Course Name:				
Vineyard Worker				
Opportunity:	N	APS/Non-NAPS:		
Vineyard Worker		Non-NAPS		
Assessment Duration:				
19-04-2021 to 29-05-2021				
Grand Total:	Pe	ercentage:		
160/200		80		
Enter remarks for send back action: *				
Enter comments for sending back the a	approval requ	iest		
				,
				11
		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

All Contracts Assessment Down									nt Data
Assessn	nent Training Sta	tus	Search by Candid	ate Name or Co	ontract Code				
All		~	Search						
Search I	Search by Course Name								
	Search Reset								
Selected	Selected Contracts Bulk Actions -								
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
	CN032100004	Arjun	NAPS Course D	Non-NAPS	Oxford	18-04-2021 to 28- 05-2021	First	• Assessment Due-39 days left	
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	Oxford	18-04-2021 to 28- 05-2021	Third	Assessment Completed	
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	Oxford	18-04-2021 to 28- 05-2021	Second	Assessment Completed	
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	Oxford	18-04-2021 to 28- 05-2021	First	View Contract Details Review History View Theory Markshe	et 🖑
	CN042100007	Ani	18-04-JC NSQF Aligned	Non-NAPS Joint Certification	Oxford	18-04-2021 to 28- 05-2021	Fourth	View Practical Marksh • 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:	Candidate Name:
CN022100043	Sachin
NSQF Level:	Course:
N/A	JC NSQF not aligned D
Sector:	Opportunity:
Construction	JC NSQF not aligned D
Uploaded Questionnaire:	

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.

Markshe	Marksheet							
Theory Assessment Month + Year: April, 2021								
SI.No	Module ID	Module	Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail	
1	MOD00642	NAPS 1		100	30	90	Pass	
2	MOD00643	NAPS 2		100	30	89	Pass	
		Total Marks :		200		179		
Grand To	tal:							
179 / 20	00							
In Words	:							
One Hu	indred Seventy-nine							
Percenta	ge(%):							
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 A									ent Data
Assessn All Search I Selected	Assessment Training Status Search by Candidate Name or Contract Code All Search by Candidate Name or Contract Code Search by Course Name Search by Course Name Selected Contract: 0 Contracts Bulk Actions =								
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
	CN042100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS Joint Certification	Oxford	19-04-2021 to 29- 05-2021	First	Marks Approval: Pending for SSC	
	CN032100004	Arjun	NAPS Course D	Non-NAPS	Oxford	18-04-2021 to 28- 05-2021	First	Approve Marksheet Send back Marksheet	et.
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	Oxford	18-04-2021 to 28- 05-2021	Third	Review History View Theory Marksheet View Practical Marksheet	
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	Oxford	18-04-2021 to 28- 05-2021	Second	• 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 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 Appr	oval	\times
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	
	Cancel Approv	e

> 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 Cor	ntracts Asses	sment						Download Assessme	nt Data
Assessr	nent <mark>Training</mark> Sta	tus	Search by Candid	late Name or Co	ontract Code				
All		*	Search						
Search	by Course Name		Search by Candidate	Name or Contrac	t Code				
				ب	Search Re	set			
Selecte	d Contract: 0 Cor	ntracts	Bulk Actions 👻						
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Establishment Name	Theory Assessment Duration	Attempt	Status	Action
	CN032100070	Roshni candidate	send back check one	Non-NAPS Joint Certification	Oxford	19-04-2021 to 29- 05-2021	First	• Assessment Due-40 days left	
	CN032100071	is joint check one	jc checking one	Non-NAPS Joint Certification	Oxford	19-04-2021 to 29- 05-2021	First	Marks Approval: Pending for SSC	
	CN042100004	Arun	Multiple NSQF NOT Aligned	Non-NAPS Joint	Oxford	19-04-2021 to 29- 05-2021	First	View Contract Details Approve Marksheet Send back Markshee	t 🖑
	CN032100004	Arjun	NAPS Course D	Non-NAPS	Oxford	18-04-2021 to 28- 05-2021	First	Review History View Theory Markshe View Practical Marksl	et
	CN022100043	Sachin	JC NSQF not aligned D	Non-NAPS Joint Certification	Oxford	18-04-2021 to 28- 05-2021	Third	• 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	k	×
Contract Code:	Apprentice Name:	
CN032100071	Revi	
Course Name:		
Vineyard Worker		
Opportunity:	NAPS/Non-NAPS:	
Vineyard Worker	Non-NAPS	
Assessment Duration:		
19-04-2021 to 29-05-2021		
Grand Total:	Percentage:	
160/200	80	
Enter remarks for send back action: *		
Enter comments for sending back the a	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

0	Dashboard	Select Status	¥	Search	by contract code			Q	Search Reset
8	Profile								
D	Contracts	Contract Code	Establishment	Course	NAPS/Non- NAPS	Attendance(%)	Attemp	t Status	Actions
	DT Assessment / AITT Exam								
Q	DT Certification	CN042100005	Oxford	Angular	NAPS	90 %	First	Hall Ticket	Generated
	Assessment						V	iew Contract [iew Acknowle	Details
Q	Certification						A	pply for Re-As	sessment J
	Applications								
	Invitations								
1	Bank Details								
	Log Out								

- 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.

amination Application Form	Download Application Form 🛓
Apprentice ID	Apprentice Name
A032100062	Revi
Sector	Course
Construction	NAPS Course D
Establishment	
Oxford	
Theoretical Start - End Date	Practical Start - End Date
01/02/2020 to 28/04/2020	01/05/2020 to 08/04/2021
Amount to be Paid	
₹100.00	

> Click Pay Examination Fee, the Billing Information screen appears.



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

					English
Billing Informat	tion			ORDER DETAILS	
Billing Name				Order #:	TRAN00193
Address				Coupon Code	Apply
Zip Code			City	Order Amount	100.0
State			Select Country	Total Amount	INR 100.00
Mobile Number			mahroof2@pba.com		
Notes (Optional) My Billing and ayment Inforr	Shipping	g address are different		CC-Avenue CHECKOL Checkout login for reg Enter Username Enter Password	JT gistered users only.
Notes (Optional) My Billing and Payment Inform	Shipping mation	g address are different		Checkout login for reg Enter Username Enter Password	JT jistered users only.
Notes (Optional) My Billing and Payment Inform let Banking	Shipping mation	g address are different		CC-Avenue CHECKOL Checkout login for reg Enter Username Enter Password Forgot Password?	Jistered users only.
Notes (Optional) My Billing and Payment Inforr	Shipping mation	g address are different All Other Banks Select Bank	~	CC-Avenue CHECKOL Checkout login for reg Enter Username Enter Password Forgot Password?	Jistered users only. Login
Notes (Optional) My Billing and Payment Inforr	Shipping mation	g address are different All Other Banks Select Bank Note: We will redirect you verifies your net banking o	✓ to the bank you have chosen above. Once the bank credentials, we will proceed with your payment.	CC-Avenue CHECKOL Checkout login for reg Enter Username Enter Password Forgot Password?	JT gistered users only. Login
Notes (Optional) My Billing and Payment Inforr	Shipping mation	g address are different All Other Banks Select Bank Note: We will redirect you verifies your net banking o	✓ to the bank you have chosen above. Once the bank redentials, we will proceed with your payment. ame with CCAvenue Checkout for future payments.	CC-Avenue CHECKOL Checkout login for reg Enter Username Enter Password Forgot Password?	Jistered users only. Login
Notes (Optional) My Billing and Payment Inforr	Shipping mation	address are different All Other Banks Select Bank Note: We will redirect you verifies your net banking of Save your bank no I agree with the Privacy	It to the bank you have chosen above. Once the bank credentials, we will proceed with your payment. ame with CCAvenue Checkout for future payments. Policy by proceeding with this payment.	CC-Avenue CHECKOL Checkout login for reg Enter Username Enter Password Forgot Password?	Jistered users only.

- > 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	Yv
Return To the Merchant Site	

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

Payment Information
←Go Back To Dashboard
hank 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 reassessments.

To Navigate

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

All Contracts Assessment								D	ownload Assessment Data
Status All Search B Selected	by Course Name d Contracts: 0 Cc	✓	Search by Can Search Search by Candic	didate Name o	r Contract Code tract Code D Search	Reset			
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Assessment Duration	Attempt	Status	View Contract Details Enter Marks 👆
	CN052100011	Anitha Malleshaiah	Village Level Milk Collection Centre Incharge	NAPS	70%	04-06-2021 to 14-07- 2021	Second	• Practical Marks Not Updated	Review History Transactional 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.
- > 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			\leftarrow Back
Contract Code:		Candidate Name:	
CN052100011		Anitha Malleshaiah	
NSQF Level:		Course:	
4		Village Level Milk Collection Centre Incharge	
Sector:		Opportunity:	
Agriculture		Village Level Milk Collection Centre Incharge	
Upload Questionnaire			
Upload Questionnaire	Browse		
Please upload only (Eg: PDF, JPG, JPEG, PNG) 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.
- > The **Marksheet** screen displays the details and also allows to enter the marks obtained in the reassessment.

Marksheet								
Practic	al ent Month + Year:	Choose 0JT Month and Year June, 2021		Note: Enter	-1 if absent fo	r any module		
SI.No	NOS ID	NOS Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail		
1	AGR/N4224	Operate and maintain the Automatic Milk Collection Unit	100	60	Enter			
		Total Marks :	100		0			



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

Grand Total:		
274 / 400		
In Words:		
Two Hundred Seventy-Jour		
Percentage(%):		
00.00		
	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 reassessments.

To Navigate

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

All Cor	ntracts Asses	sment						Downlo	ad Assessme	nt Data
Status			Search by Co	andidate Name	or Contract Co	de				
All		~	Search							
Search	by Course Name		Search by Can	didate Name or Co	ontract Code					
	-			-	€ Search	Reset				
Selected	d Contracts: 0 Co	ntracts	Enter Mark	'S						
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
	CN042100005	Ravi	Angular	Non-NAPS	90%	02-06-2021 to 12-07-2021	Second	Practical Marksheet Not Updated Theoretical Marksheet Nc ⁺ Updated View	Not Applicable v Contract De	tails
	CN042100005	Ravi	Angular	Non-NAPS	90%	02-06-2021 to 12-07-2021	First	Practical Marks Updated Theoretical Marksheet Updated	er Marks Joint Marks	

- 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			\leftarrow Back
Contract Code:		Candidate Name:	
CN042100005		Ravi	
NSQF Level:		Course:	
3		Angular	
Sector:		Opportunity:	
Agriculture		Angular	
Upload Questionnaire			
Upload Questionnaire	Browse		
Please upload only (Eg: PDF, JPG, JPEG, PNG) 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.
- > 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.

Markshe	eet						
Theory Assessme	ent Month + Year:	Choose Month and Year June, 2021			Note: Enter	-1 if absent fo	or any module
SI.No	Module ID		Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	MOD00011	Topic 1		100	35	Enter	
		Total Marks :		100		0	

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.

Practice	al			Note: Enter	-1 if absent fo	or any module
Assessme	ent Month + Year:	Choose 0JT Month and Year June, 2021				
SI.No	Module ID	Module Name	Maximum Marks	Passing Percentage %	Marks Obtained	Pass/Fail
1	MOD00011	Topic 1	100	35	Enter	
		Total Marks :	100		0	



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

Grand Total:		
274 / 400		
In Words:		
Two Hundred Seventy-Jour		
Percentage(%):		
00.00		
	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 Co	ntracts Assess	sment						Dow	mload Assessme	int Data
Status			Search by Candidate Nar	me or Contract Co	de					
All		`	Search							
Search	by Course Name		Search by Candidate Name o	r Contract Code						
	,			- D Sec	arch Reset					
Selecte	ed Contracts: <mark>0 Co</mark>	ntracts	Enter Marks							
	Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Assessment Duration	Attempt	Status	Payment Status	Action
	CN052100011	Anitha Malleshaiah	Village Level Milk Collection Centre Incharge	NAPS	78%	28-06-2021 to 07- 08-2021	Second	• Practical Marksheet Not Updated	Pending	
	CN062100003	test	Village Level Milk Collection Centre Incharge	NAPS	70%	28-06-2021 to 07- 08-2021	Second	 Practical Marksheet 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 Marksh	eet for Multiple	Contracts				×
	Upload Question	naire					
	Upload Questi	onnaire		Browse			
	Please upload only (Eg: PDF, JPG, JPEG, PN	G) file, Maximum 4MB allowed				
	Selected Contrac Assessment Mon	th + Year: June,	gible for Marks Entry Assessment Month + Year 2021			Note: Enter -1 if d	absent for any module
	Contract Code	Candidate Name	Opportunity	Course	NAPS/Non- NAPS	Assessment Duration	Practical AGR/Q4202 AGR/N4224 Max Marks 100 Passing % 60
	CN052100011	Anitha Malleshaiah	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	28-06-2021 to 07-08-2021	Enter
	CN062100003	test	Village Level Milk Collection Centre Incharge	Village Level Milk Collection Centre Incharge	NAPS	28-06-2021 to 07-08-2021	Enter
4							
						Close	Submit

- 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

G L	Dashboard BTP	0	All Contracts	Certification					Download Assessme	ent Data
Ø	Contract	>	Status		Search by Candidate Name or (Contract Code				
1	Assessment and Certification	~	All	~	Search					
	Attendance		Search by Course	Name	Search by Candidate Name or Contro	act Code				
	Assessment	_			▼	O Search	eset			
•	Certification									
£	Candidates		Contract Code	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Marksheet Generated Date	Status	Action
er P	Opportunity Applications	0	CN052100013	Navya	Vineyard Worker	Non-NAPS Joint Certification	90 %	11-06-2021	Pass	•
\times	Invitations		CN052100011	Anitha Malleshaiah	Village Level Milk Collection Centre Incharge	NAPS	90 %	11-06-2021	View Contract D View Marksheet	etails
	Courses Stipend	3	CN052100014	Ramya	Vineyard Worker	Non-NAPS Joint Certification	90 %	11-06-2021	Fail	

- 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.
 - Apprenticeship (Optional Trade) Marksheet Skill India नैशन भारत-रुशन भारत 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 Theoretical assessment Maximum Marks Nos Name and Code Result Marks Obtained Village Level Milk Collection Center Incharge - AGR/Q4202 Operate and maintain the Automatic Milk Collection Unit -100 60 Pass AGR/N4224 Practical assessment Maximum Marks Nos Name and Code Result Marks Obtained Village Level Milk Collection Center Incharge - AGR/Q4202 Operate and maintain the Automatic Milk Collection Unit -100 60 Pass AGR/N4224 Theory Marks Overall Score Overall Result Practical Marks 60 60 120 Pass
- > Naps



> Non-Naps - Single Certification (SC)

	Apprenticeship (Op	tional Trade) Marl	ksheet		
NACES AND			Transf	N·S·D·C National Skill Developmer Corporation	nt
Name: Contract ID: Course Name: Sector: Type of certificate	Geethika CN052100012 Medicinal Plants Grower Agriculture P: Non NAPS	Date of Issue: 1	11-06-2021		
Theoretical asse	essment				
	Module Name		Maximum Marks	Marks Obtained	Result
Medicinal Plants workplace	Grower Maintain health and saf	fety at the	100	60	Pass
Medicinal Plants nursery using ap	Grower Select appropriate site proved procedures	and construct	100	50	Pass
Medicinal Plants propagation usin	Grower Prepare nursery beds a g good agricultural practices (GA	nd carry out AP)	60	55	Pass
Medicinal Plants medicinal plants	Grower Harvest and post-harve	st procedures of	100	80	Pass
Medicinal Plants of medicinal plan	Grower Undertake basic marke ts	t related activities	100	80	Pass
Practical assess	ment				
	Module Name		Maximum Marks	Marks Obtained	Result
Medicinal Plants workplace	Grower Maintain health and saf	fety at the	100	60	Pass
Medicinal Plants nursery using ap	Grower Select appropriate site proved procedures	and construct	100	50	Pass
Medicinal Plants propagation usin	Grower Prepare nursery beds a g good agricultural practices (GA	nd carry out AP)	100	60	Pass
Medicinal Plants medicinal plants	Grower Harvest and post-harve	st procedures of	100	70	Pass
Medicinal Plants of medicinal plan	Grower Undertake basic marke ts	t related activities	100	80	Pass
Theory Marks	Practical Marks	Overall Sco	ore	Overall Resu	lt
325	320	645		Pass	
			Signature of Establishmen	CEO/ Head o nt (authority)	ſ



> Non-Naps - Joint Certification (JC)

	Appr	renticeship (Optio	nal Trade) Mark	sheet		
र्डि Skill India कोरान माठा-कुथन माठा	* JM0104	NAPPS SHIP PARA			Na Ski Transforming t	S - D - C tional II Development rporation the skill landscape
Name:	Navva		Date of	Issue: 11-06-2	021	
Contract ID:	CN052100013	3				
Course Name:	Vinevard Wor	ker				
NSOF Level:	3					
Sector:	Agriculture					
Type of certificat	e: Joint Certifica	tion NSQF based co	ourse			
Theoretical ass	essment					
	Nos Nam	ne and Code		Maximum Marks	Marks Obtained	Result
Vineyard Worker the vineyard - AC	r - AGR/Q0305 C GR/N0323	Cultivate and care fo	or the vines in	100	70	Pass
Vineyard Worker methods in the v	r - AGR/Q0305 U ineyard - AGR/N	Jse bioregulators an 0324	nd pest control	100	70	Pass
Vineyard Worker workplace - AGR	r - AGR/Q0305 N VN9903	Maintain health and	safety at the	100	70	Pass
Vineyard Worker the vineyard - AG	r - AGR/Q0305 C GR/N0325	Operate machinery t	to prune vines in	100	60	Pass
Vineyard Worker AGR/N0326	r - AGR/Q0305 H	Harvest, store and tr	ransport grapes -	100	80	Pass
Practical assess	sment					
	Nos Nan	ne and Code		Maximum Marks	Marks Obtained	Result
Vineyard Worker the vineyard - A	r - AGR/Q0305 C GR/N0323	Cultivate and care fo	or the vines in	100	60	Pass
Vineyard Worker methods in the v	r - AGR/Q0305 U ineyard - AGR/N	Jse bioregulators an 0324	nd pest control	100	50	Pass
Vineyard Worker workplace - AGR	r - AGR/Q0305 N VN9903	Maintain health and	safety at the	100	70	Pass
Vineyard Worker the vineyard - A	r - AGR/Q0305 C GR/N0325	Operate machinery t	o prune vines in	100	50	Pass
Vineyard Worker AGR/N0326	r - AGR/Q0305 H	Iarvest, store and tr	ransport grapes -	100	70	Pass
Theory Mark	S	Practical Marks	Overall Sco	re	Overall Resu	lt
350		300	650		Pass	
		77		ignature of CEO/ Head of Estab ignature of Chairman SC	lishment (authority)	



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

Li O	Dashboard		All	Contracts C	Certification					Download Assess	ment Data
225	DIF	•									
Ø	Contract	>	Stat	us		Search by Candidate Name or (Contract Code				
	Assessment and Certification	~	A	All	*	Search					
		_				Search by Candidate Name or Contro	act Code				
	Attendance		Sear	rch by Course	Name						
	Assessment	_				→	O Search R	eset			
•	Certification										
Q	Candidates		Co	ontract ode	Candidate Name	Course	NAPS/Non- NAPS	Attendance (%)	Marksheet Generated Date	Status	Action
B	Opportunity										
87	Applications	0	CN	1052100013	Νανγα	Vineyard Worker	Non-NAPS Joint Certification	90 %	11-06-2021	Pass	•
	Invitations	_	CN	052100011	Anitha Malleshaiah	Village Level Milk Collection Centre Incharge	NAPS	90 %	11-06-2021	View Contract View Markshee	Details
5	Courses	3	CN	N052100014	Ramya	Vineyard Worker	Non-NAPS Joint Certification	90 %	11-06-2021	Fail	
₹	Stipend	>									

- 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

				N-5-D-C Skill Overlopmen Corporation
	Certificate	of Appre	nticeship	Transforming the skill andscope
PT S P				
This is to certify that Mr./Ms. Ani	tha Malleshaiah			
son/daughter of Ms./Mr. Dad		s	<u></u>	
to 18-06-2021	anticeship training from	26-07-2021		
under Optional Trade in the cours	se of Village Leve	l Milk Collection Centre Inc	harge	۹
under Agriculture				V
sector conforming to NSQF level	4			
conducted by the Establishment	Oxford			
				Signed by
	ма колинног	× 🐨 📥	r (5) [Chairman,SSC:
				Head, HR Organisation
5 E 11 V	Comj	oetencies cove	red	Z 1 🖉 🐣
NOSs/QP list: 1. Operate and maintain the Auto	matic Milk Collection Unit - AGR/	N4224		



> Non-Naps - Single Certification (SC)

NAP	5		Co	rtif	Fica	to	F A	nni	on	tico	chir	\bigcirc		Trademia	cill Developme orporation
tine the peter shills					m a	ie (hhi	en	w and the second	əmt	1		0	120
This is	to certify	that Mr./M	Is. Geethik	a											
son/da	ughter of	Ms./Mr. D	ad	100		w P	Ι	0	122-2		1	I			
has su	ccessfully	complete	d apprentic	eship train	ing from	07-	07-2021				~				
to	30-09	-2021	[°] C	6	× 1	(👜	Ť		0	7			×	Q	3
under	Optional '	Trade in th	e course of		Medi	inal Plan	ts Grower	r T	¶`∎	ÌŢŢ	228-a	Î	0		
under		Agricul	ture												
sector	conducte	d by the Es	tablishment			Oxford									
						ti	1.					Sig	ned by	5 -	
						ESTABLISH	MENT					Hea	ad, HR Orga	nisation	
					5					5					
ba	P	×	par l									P	XT		×
					~	151	× 1		over	d	S	0	4 Í	W	A
<u></u>	EZ.	9 (W		C	omne	atenc								
		4 Í ×			C	ompe	etenc								
Core		ل ال covered		2		ompe	etenc ()		(da)						
Core 1 1. Mai 2. Sele	nodules ntain heal	covered th and safe	ety at the we	orkplace - A t nursery u	C AGR/N9903 Ising appro	ompe	dures - AG	R/N0901		₩ ×					
Core I 1. Mai 2. Sele 3. Prej 4. Har 5. Und	nodules ntain heal ct approp pare nurse vest and p ertake ba	covered th and safe oriate site a ery beds an oost-harves sic market	ety at the wo nd construct d carry out t procedure related acti	orkplace - A t nursery u propagatio s of medici vities of me	AGR/N9903 using appro- nusing go nal plants edicinal pla	ompe oved proce- od agricult - AGR/N09 ants - AGR/	dures - AG tural pract 03 /N0904	R/N0901 icces (GAP)	- AGR/N09	902					
Core 1 1. Mai 2. Sele 3. Prej 4. Har 5. Und	nodules ntain heal cct approp oare nurse vest and p ertake ba	th and safe prives an oost-harves sic market	ety at the wo and construct d carry out t procedure related acti	orkplace - A th nursery to propagation s of medici vities of medici	AGR/N9903 using appro- nusing go nal plants edicinal pla	ompe oved proce- od agricult - AGR/N09 ants - AGR/	dures - AG tural pract 03 /N0904	R/N0901 icces (GAP)	- AGR/N09	902 1					


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).