

CHANGE REQUEST PROCESS/TIMELINES FOR CHANGE OF ASSESSMENT DATE, ASSESSOR AND AGENCY FOR PMKVY-STT (2016-2020)

1. Assessment Date change:

Key pointers

- ✓ Assessment date change can be raised by TP/TC/AA through their SIP Portal
- ✓ SSC has the authority to reject/accept the request made by the stakeholder
- ✓ The Stakeholder (TP/TC/AA) must select the next date of assessment within 7 days of previous assessment date.

Timeline for raising request-before 7 days:

- (i) The Stakeholder must raise the request at least **7 days before the date of assessment** for appropriate logistical planning.

For example, if the scheduled/preferred assessment date is **10th March 2020**, the stakeholder (TC/AA/TP) must raise the date change request latest by **3rd March 2020 on their SIP portal**.
- (ii) The new Assessment date selected by the (TC/AA/TP) *must be within 7 days of previous assessment date*. For example- if the previous assessment date is 10th March, the new assessment date must be within 10th to 17th March 2020 and not later than that

Approval window for SSC: *The SSC gets the window of approval which is until 5 days before the date of assessment.*

Timeline for raising request-within 7 days of Assessment

- (iii) The Stakeholder must raise the request at least **7 days before the date of assessment** for appropriate logistical planning.

For example, if the scheduled/preferred assessment date is **10th March 2020**, the stakeholder (TC/AA/TP) must raise the date change request between **3rd March until 10th March 2020**
- (iv) The new Assessment date selected by the (TC/AA/TP) must be within 7 days of previous assessment date. For example- if the previous assessment date is 10th March, the new assessment date must be within 10th to 17th March 2020 and not later than that

SSC must encourage all the training providers to make use of this functionality to ensure timely conduct of assessments.

2. Assessor change Request:

Key Pointers:

- ✓ Only Assessment agency can raise the request to change assessor
- ✓ The SSC is the approval authority in case the request is raised before 7 days of assessment
- ✓ In case the request is raised within 7 days of assessment;
- ✓ An agency is only allowed to raise 2 requests to change assessor for a batch.

Timeline for raising request-before 7 days:

- ✓ The Assessment agency must raise the request for change of assessor 7 days before the preferred assessment date.

For example, if the scheduled/preferred assessment date is **10th March 2020**, the stakeholder-AA must raise the assessor change request latest by **3rd March 2020 on their SIP portal**.

Please note that as of now the assignment of assessor timeline is between 15 days to 5 days before date of assessment and thus we request the AA to ensure assignment of assessor at-least 7 days before date of assessment to avoid last minute changes.

Approval window for SSC: If the request is raised before 7 days of assessment on SIP portal of AA, the request shall be approved by the SSC, however if the request is raised within 7 days until the date of assessment, it will be approved on portal by NSDC post the same is approved by SSC on SIP. In such cases the request shall be auto-forwarded to NSDC. if rejected by SSC then the request will be deemed rejected and will not flow to A&C PMU

3. CHANGE OF ASSESSMENT AGENCY:

Key Pointers:

- ✓ The SSC can change the Assessment agency from their SIP Portal
- ✓ The SSC must change the agency before 7 days of scheduled assessment date
- ✓ The SSC can change the Assessment agency only twice for a batch.