

ASSESSOR MOBILE APPLICATION USER MANUAL FOR SKILL INDIA DIGITAL HUB

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1 Introduction

Skill India Digital is an initiative that offers comprehensive skill development and lifelong learning through classroom, online, and blended formats. It aligns education with industry needs, enhancing job prospects and supporting entrepreneurship. As a centralized platform, it merges government data repositories from education and employment sectors, streamlining the path for individuals to upgrade their skills and knowledge.

This document serves as a comprehensive guide for Assessors to efficiently manage candidates and batches within the assessment management system. It covers essential functionalities including login procedures, dashboard navigation, profile management, batch scheduling, request handling, assessment workflow, and the process of uploading marks.

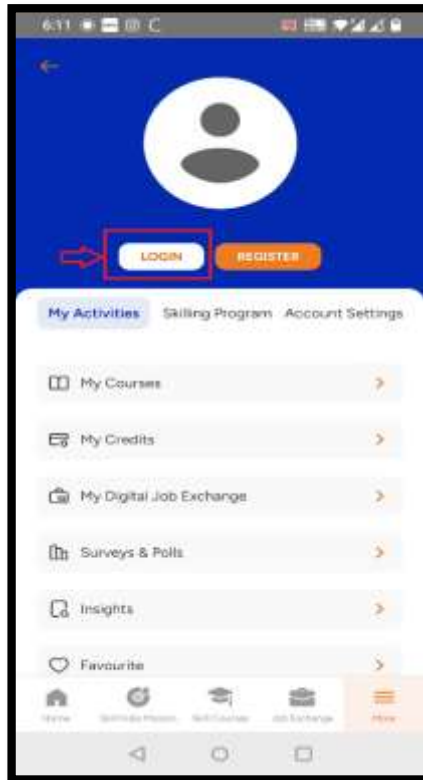
1.1 System Requirements

Skill India Digital can be accessed through various devices and platforms, on both PC and Mac desktops/laptops.

- a. Minimum system requirements:
 - Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
 - A broadband/mobile internet connection with good speed
- b. PC specific requirements
 - Platform: Windows 8.1 or higher with the latest updates installed
 - RAM: 4GB or more
 - Video: Graphics output capability
 - Sound: Sound output capability
- c. Mac specific requirements
 - Platform: Mac OS X 10.12 or higher with the latest updates installed
 - RAM: 4GB or more
 - Video: Graphics output capability
- d. Sound: Sound output capability

2 Login

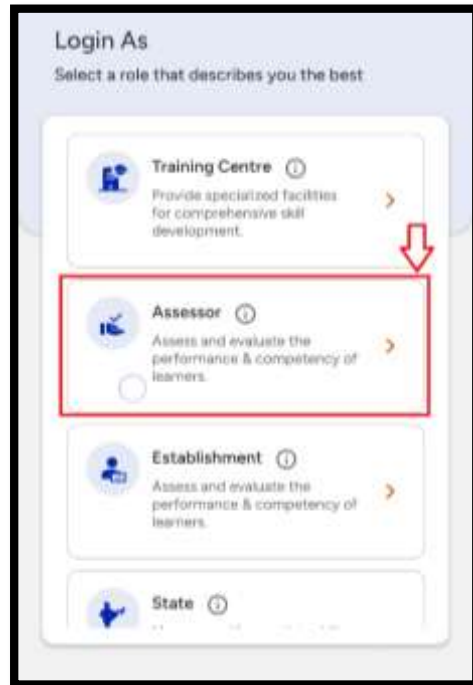
- a. Following are the steps to visit Skill India Digital Hub:
 - Firstly, ensure that mobile has stable internet connection.
 - If you are first time using assessor app download the assessor app
- b. Click the Login button as shown in the image below.



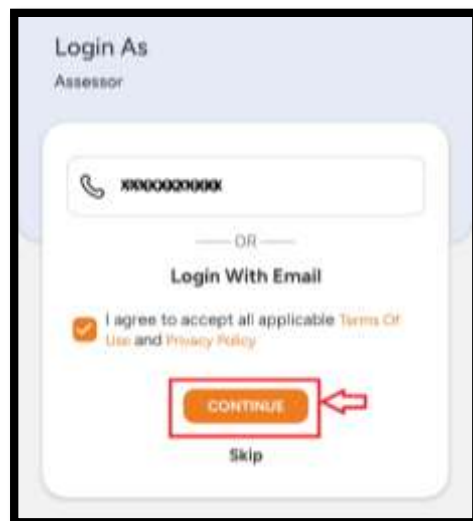
- c. Select “Learner/ Participant” option:



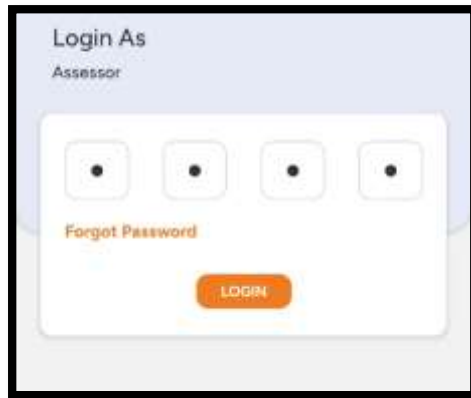
- d. Click on “Assessor” role card as shown below:



- e. Enter the Mobile No. to receive “OTP” and Check to agree the “**Terms & Condition**” & “**Private Policy**” press “**Continue**” Button.

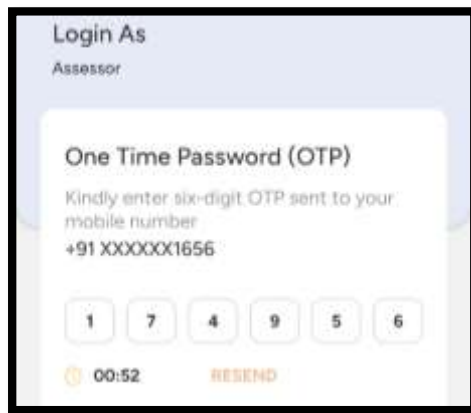


- f. Enter the 4-digit password in the screen shown below:



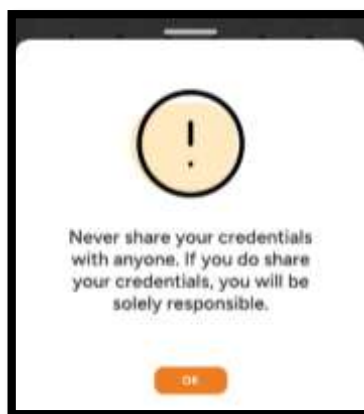
The screenshot shows a login interface titled "Login As" with the role "Assessor". It features a 4-digit password input field with four circular boxes, each containing a single dot. Below the input field is a link labeled "Forgot Password" and an orange "LOGIN" button.

- g. Then new window appears to enter the "OTP"



The screenshot shows a login interface titled "Login As" with the role "Assessor". It displays the heading "One Time Password (OTP)" and the instruction "Kindly enter six-digit OTP sent to your mobile number". Below this, a mobile number is shown as "+91 XXXXXX1656". There is a 6-digit OTP input field with individual boxes containing the digits 1, 7, 4, 9, 5, and 6. At the bottom, there is a timer icon showing "00:52" and a "RESEND" button.

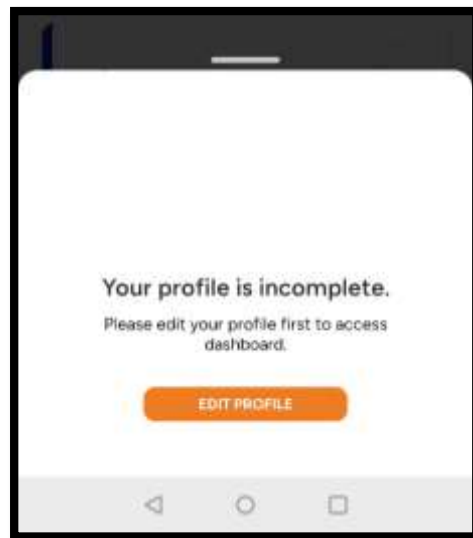
- h. After, submitting the OTP a new window appears which shows a message "**Never share your credentials with anyone. If you do share your credentials, you will be solely responsible.**" Click on OK to process further, the image for same is shown below:



3 Assessor e-KYC

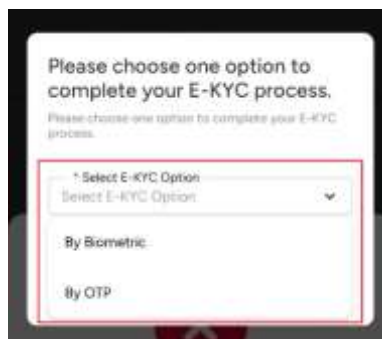
The Assessor e-KYC process ensures that assessors complete their profile and verify their identity. Initially, after installation and login assessors are prompted to perform e-KYC and then update their incomplete profile before accessing the dashboard. The steps for the same are as follows:

- a. Click on “**Edit Profile**” as shown in image below:

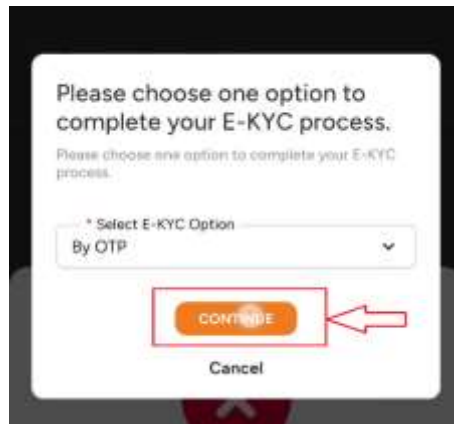


- b. New screen will appear prompting the user to complete their e-KYC (Electronic Know Your Customer) process. It provides a dropdown menu with two options to complete e-KYC:
- **By Biometric:** This option will use biometric verification to complete the e-KYC.
 - **By OTP:** This option will use a One-Time Password (OTP) sent to the registered mobile number for verification.

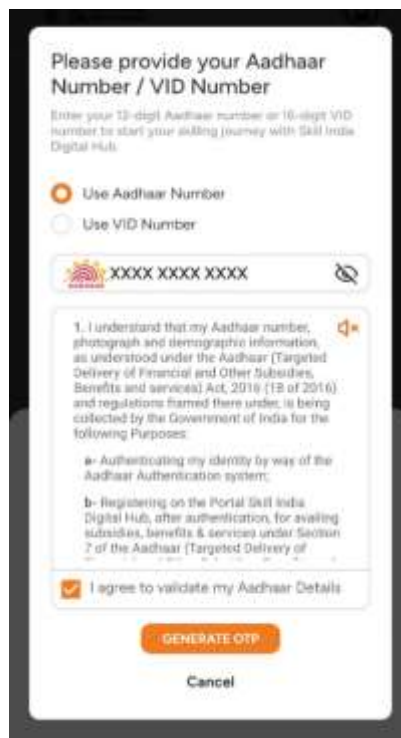
The user needs to select one of these methods to proceed with the e-KYC and complete their profile.



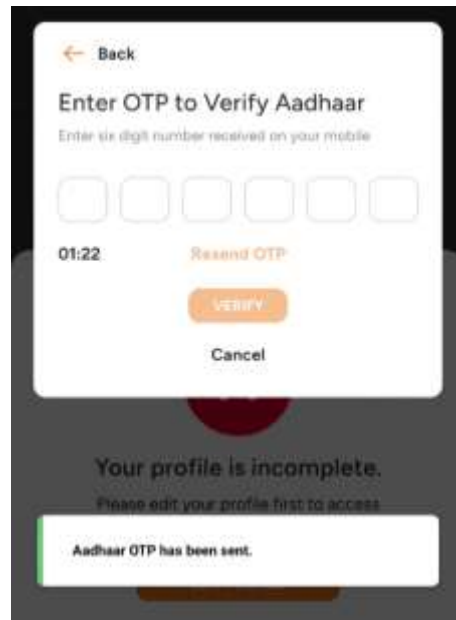
- c. Select the option “**By OTP**” and press the **Continue** button to proceed with the e-KYC verification using the OTP method. Alternatively, Assessor can select **Cancel** to exit the e-KYC process.



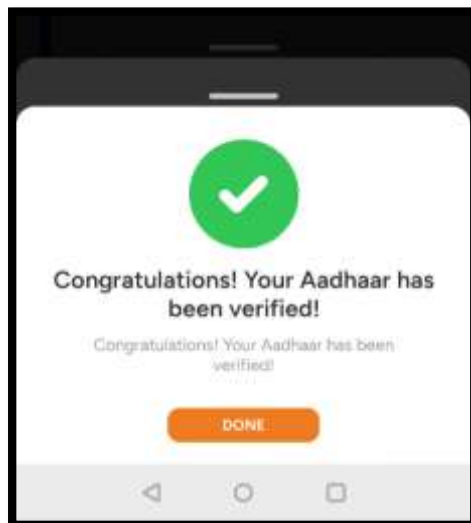
- d. Now, screen will be prompted to provide their Aadhaar Number or VID (Virtual ID) Number to proceed with authentication. The user can choose either the 12-digit Aadhaar Number or the 16-digit VID Number for verification. For example, **"Use Aadhaar Number"** is selected.
- e. Once, the information is filled out and the consent box is checked, the user can tap **"Generate OTP"** to receive a **One-Time Password (OTP)** for completing the authentication.
Cancel Option: If the user decides not to proceed, they can select "Cancel" to exit this part of the process.



- f. Now screen appears, where the user needs to enter a One-Time Password (OTP) sent to their registered mobile number to complete e-KYC verification as shown in the image below:

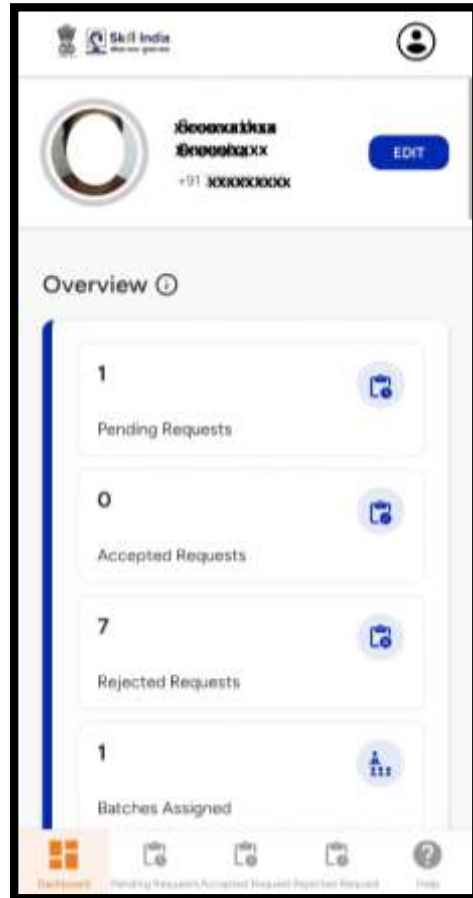


- g. Now pop-up appears that confirms successful Aadhaar verification with a green checkmark. A message, **"Congratulations! Your Aadhaar has been verified!"** indicates successful authentication. The "Done" button lets the user close the message and continue.

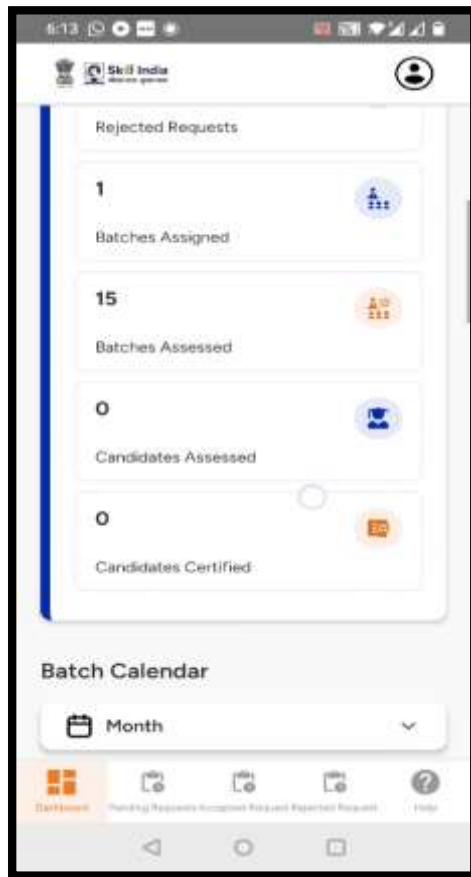


4 Dashboard

This screen displays the **Assessor Dashboard** on the Mobile app. It is designed for Assessors to manage various activities on candidate/ batch assessment like actions on Pending Requests, Accepted Requests, Rejected Requests and Batch Assignments. The image of Assessor dashboard is shown below:



- a. The dashboard above comprises of following sections:
1. **Profile Section:** Located at the top, it displays the assessor's profile photo, name, and masked phone number. There's also an "Edit" button, allowing the user to update their profile details.
 2. **Overview Section:**
 - a. **Pending Requests:** Shows the count of pending assessment requests.
 - b. **Accepted Requests:** Shows the number of accepted requests.
 - c. **Rejected Requests:** Displays the count of requests that were rejected.
 - d. **Batches Assigned:** Indicates the number of batches assigned to the assessor.

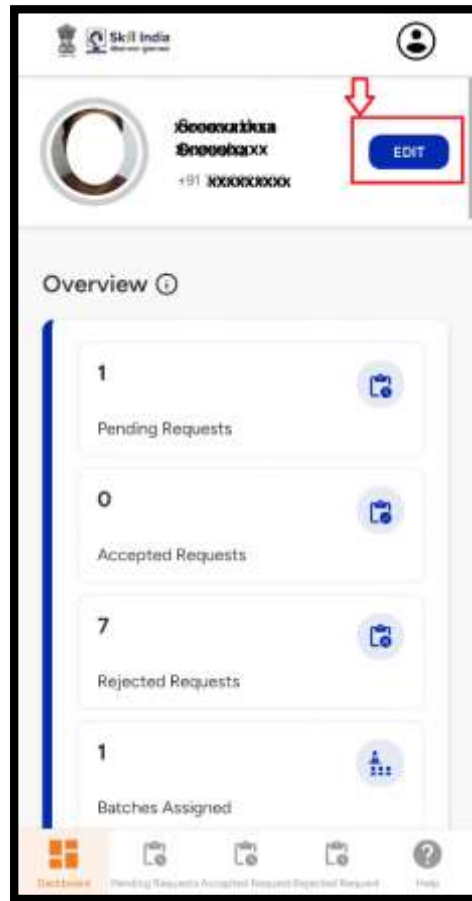


Screen Continued....

- e. **Batches Assessed:** Displays the count of batches that the assessor has already evaluated.
 - f. **Candidates Assessed:** Indicates the number of candidates who have been assessed by the assessor.
 - g. **Candidates Certified:** Shows the number of candidates who have been certified based on the assessments.
3. **Batch Calendar:** This section provides a calendar option for the assessor to view batch statuses i.e. which batches are upcoming, ongoing, or completed.
4. **Navigation Bar:**
- a. Located at the bottom, this bar allows the assessor to navigate through various sections of the app, including:
 - **Dashboard** (highlighted in orange, indicating the current screen).
 - **Pending Requests.**
 - **Accepted Requests.**
 - **Rejected Requests.**
 - **Help section.**

5 Edit Assessor Profile

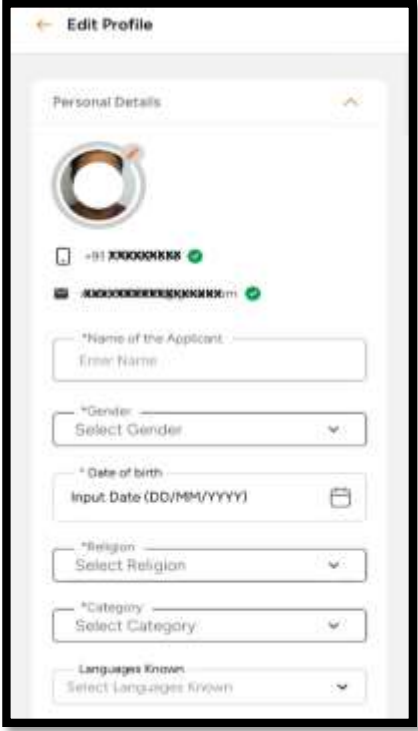
- a. Click on red highlighted area in the screenshot shown below, it focuses on the “Edit” button. This section allows users to **Edit** and **View** Assessor profile.



- b. The new screen will appear the components of the same are as follows:

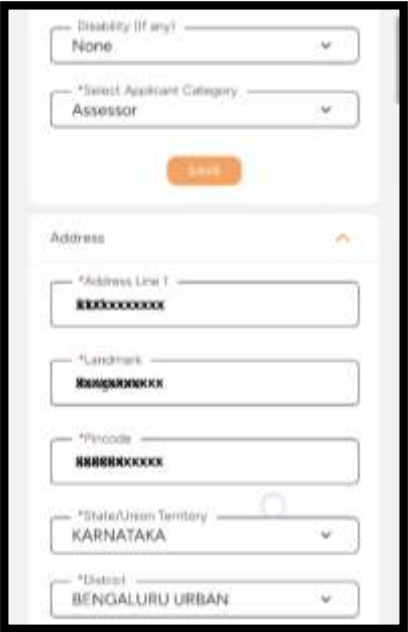
1. **Profile Picture:** The assessor's profile photo is displayed at the top with an option to update it.
2. **Contact Information:** The phone number and email are shown, each marked with a green check, indicating they are verified.
3. **Personal Details:**
 - **Name of the Applicant:** A field to enter the assessor's name.
 - **Gender:** A dropdown to select the assessor's gender.
 - **Date of Birth:** An input field with a calendar icon to select the date of birth in the format DD/MM/YYYY.
 - **Religion:** A dropdown to select the assessor's religion.
 - **Category:** A dropdown to select the assessor's category.

- **Languages Known:** A dropdown to select languages that the assessor knows.



The screenshot shows the 'Edit Profile' screen with a 'Personal Details' section. It includes a profile picture placeholder, a phone number field with a green checkmark, an email address field with a green checkmark, and several required dropdown menus: 'Name of the Applicant' (placeholder: Enter Name), 'Gender' (placeholder: Select Gender), 'Date of birth' (placeholder: Input Date (DD/MM/YYYY) with a calendar icon), 'Religion' (placeholder: Select Religion), 'Category' (placeholder: Select Category), and 'Languages Known' (placeholder: Select Languages Known).

- **Disability:** A dropdown field where the assessor can specify any disability status.
- **Applicant Category:** A mandatory dropdown field to select the role, currently set to "Assessor."
- **Save Button:** An orange "Save" button to confirm and save any changes made to the profile.



The screenshot shows the 'Address' section of the form. It includes a 'Disability (If any)' dropdown menu set to 'None', an 'Applicant Category' dropdown menu set to 'Assessor', and an orange 'Save' button. Below these are address fields: 'Address Line 1' (placeholder: XXXXXXXXXXXX), 'Landmark' (placeholder: XXXXXXXXXXXX), 'Pincode' (placeholder: XXXXXXXXXX), 'State/Union Territory' (placeholder: KARNATAKA), and 'District' (placeholder: BENGALURU URBAN).

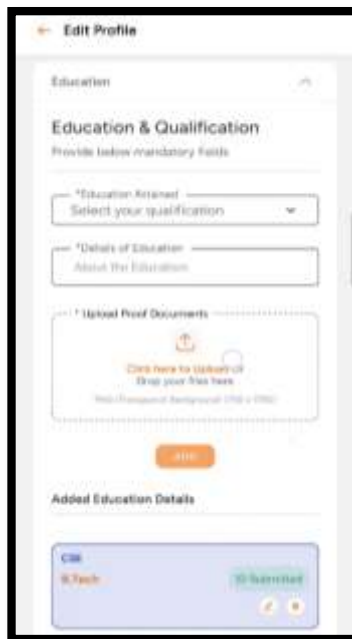
4. **Address:** In this section the fields are as follows:

- **Address Line 1:** A field to enter the primary address.
- **Landmark:** A field to enter a nearby landmark
- **Pin code:** Field to input the area postal code
- **State/Union Territory:** A dropdown to select the state
- **District:** Field to specify the district
- **Mandal/Block/Tehsil:** This field is visible but not filled in this image.
- **City/Village/Town:** A dropdown field for specifying the exact locality
- **Parliamentary Constituency:** A field to enter the parliamentary constituency
- **Save Button:** An orange "Save" button to confirm and save the changes made to the profile.



The screenshot shows a mobile application interface for editing a profile. The title is "Edit Profile" with a back arrow. Below the title, there are four dropdown menus for address information: "District" (BENGALURU URBAN), "Mandal/Block/ Tehsil" (BENGALURU SOUTH), "City/Village /town" (A.K.COLONY), and "Parliamentary Constituency" (Bangalore South). At the bottom, there is an orange "SAVE" button.

5. **Education:** In this section **Education and Qualification** is entered by the assessor. The fields for the same are as follows:



The screenshot shows a mobile application interface for editing a profile, specifically the "Education" section. The title is "Edit Profile" with a back arrow. Below the title, there is a section titled "Education & Qualification" with the instruction "Provide below mandatory fields". There are three main fields: "Education Attained" (a dropdown menu with "Select your qualification"), "Details of Education" (a text input field with "About the Education"), and "Upload Proof Documents" (a section with a "Click here to Upload or Drop your files here" link and a "Web/Personal Background (PDF or PNG)" label). Below these fields is an orange "ADD" button. At the bottom, there is a section titled "Added Education Details" which shows a list of added education details, including a row with "CSE" and "B.Tech" and a "Submitted" status.

- **Education Attained:** A mandatory dropdown field for the assessor to select their highest educational qualification.
- **Details of Education:** A text field where the assessor can provide additional details about their education, such as the institution, field of study, or specialization.
- **Upload Proof Documents:** A file upload section for the assessor to upload documents as proof of their educational qualifications. The prompt reads "Click here to Upload or Drop your files here," indicating that files can be uploaded by clicking or dragging and dropping them into this area.
- **Add Button:** The orange "Add" button allows the assessor to save the educational details entered and then listing for the same populates beneath the page with the name **"Added Educational Details"**.

6. **Professional Experience:** In this section **Professional Experience** is entered by the assessor. The fields for the same are as follows:

The screenshot shows a mobile application interface for editing a profile. The title is "Edit Profile". Below it is the "Professional Experience" section, which includes a sub-header "Provide below mandatory fields like Job and Training Experience". The form contains the following fields:

- Upload your CV/Resume:** A dashed box containing the text "Click here to Upload Or Drop your files here" and "PNG Transparent Background (750 x 1750)".
- *Relevant Sector:** A dropdown menu with the text "Select Relevant Sector".
- *Job Title:** A text input field with the placeholder "Enter Name".
- *Employment Type:** A dropdown menu with the text "Select Employment Type".
- *Company:** A text input field with the placeholder "Enter Company's Name".
- *State/Union Territory:** A dropdown menu with the text "Select State".
- *District/City:** A dropdown menu with the text "Select Religion".
- *Address Line 1:** A text input field with the placeholder "Enter Address".

- **Upload CV/Resume:** A section where the assessor can upload their CV or resume as proof of experience. The prompt indicates that files can be clicked or dragged and dropped, with specifications for a PNG format and transparent background (750 x 1750 pixels).
- **Relevant Sector:** A mandatory dropdown field for selecting the sector related to the assessor's experience.
- **Job Title:** A text field for entering the specific job title held by the assessor.

- **Employment Type:** A required dropdown field to select the type of employment (e.g., full-time, part-time, contractual).
- **Company:** A text field where the assessor can enter the name of the company they worked for.
- **State/Union Territory:** A dropdown to select the state where the assessor's company is located.
- **District/City:** A field to specify the district or city.
- **Address Line 1:** A text field to enter the primary address of the assessor's workplace.

The screenshot shows a mobile application interface for editing a profile. At the top, there is a back arrow and the title 'Edit Profile'. Below this, the form contains several fields:

- A text input field labeled 'Enter Address'.
- A text input field labeled '*Address Line 2' with a sub-label 'Enter Address'.
- A date input field labeled '* Start Date' with a sub-label 'Input Date DD/MM/YYYY' and a calendar icon.
- A date input field labeled '* End Date' with a sub-label 'Input Date DD/MM/YYYY' and a calendar icon.
- A checkbox labeled 'I am currently work here'.
- A text input field labeled '*Job Description' with a sub-label 'About the Job Role'.
- A document upload section labeled '* Upload Proof Document' with a sub-label 'Click here to Upload Or Drop your files here' and a file icon. Below this, it specifies 'PNG (transparent Background) (750 x 1750)'.

 At the bottom of the form is an orange button labeled 'ADD'.

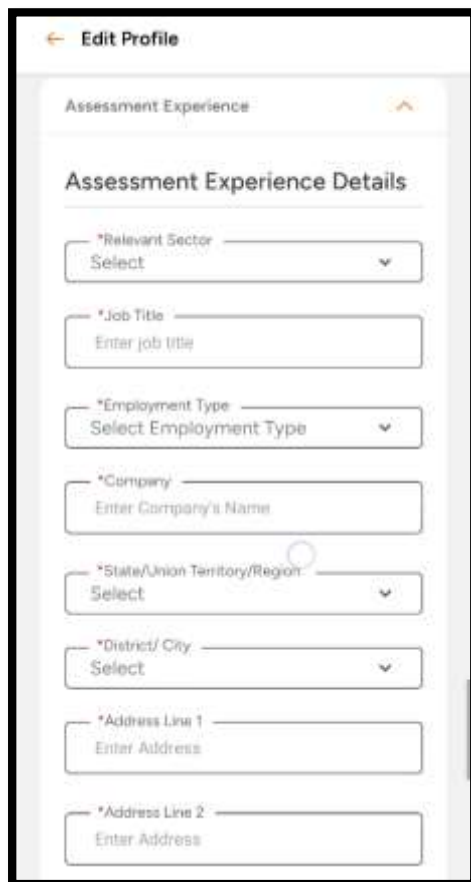
- **Address Line 2:** An optional field to provide additional address details for the assessor's workplace.
- **Start Date:** A mandatory field to enter the date when the assessor started this job, with a calendar icon to select the date in the format DD/MM/YYYY.
- **End Date:** A field to enter the date when the assessor left this job, also with a calendar icon. If the assessor is currently employed in this position, they can select the checkbox below.
- **Current Employment Checkbox:** An option labelled "I am currently work here" to indicate if the assessor is still employed in this role, which would disable the End Date field.
- **Job Description:** A text field to provide details about the job role and responsibilities held by the assessor.

- **Upload Proof Document:** An upload section to attach a document as proof of employment, like previous sections with an upload prompt.
- **Add Button:** The orange "Add" button allows the assessor to save this job experience entry. Then "Added Professional Experience Details" section appears with the details as shown below:



The screenshot displays a card titled "Added Professional Experience Details". Inside the card, the job title "Agriculture Crop Cultivator" is shown. Below it, the sector "Agriculture" is highlighted in orange, and the employment type "Full time - Salaried" is in green. The dates "1 October, 2024 - 4 November, 2024" and the location "BENGALURU URBAN, KARNATAKA" are listed. At the bottom of the card are two small circular icons. Below the card is an orange "SUBMIT" button.

7. **Assessment Experience Details:** In this section **Assessment Experience Details** is entered by the assessor. The fields for the same are as follows:



The screenshot shows the "Edit Profile" page with a section titled "Assessment Experience". Below this is the "Assessment Experience Details" form. The form contains the following fields:

- *Relevant Sector: A dropdown menu with "Select" as the placeholder.
- *Job Title: A text input field with the placeholder "Enter job title".
- *Employment Type: A dropdown menu with "Select Employment Type" as the placeholder.
- *Company: A text input field with the placeholder "Enter Company's Name".
- *State/Union Territory/Region: A dropdown menu with "Select" as the placeholder.
- *District/ City: A dropdown menu with "Select" as the placeholder.
- *Address Line 1: A text input field with the placeholder "Enter Address".
- *Address Line 2: A text input field with the placeholder "Enter Address".

- **Relevant Sector:** A mandatory dropdown to select the sector relevant to the assessor's assessment experience.
- **Job Title:** A text field for entering the specific job title held by the assessor in the assessment role.
- **Employment Type:** A required dropdown to specify the type of employment (e.g., full-time, part-time, contractual).
- **Company:** A text field where the assessor can enter the name of the company, they worked for in the assessment role.
- **State/Union Territory/Region:** A dropdown for selecting the state or region where the company is located.
- **District/City:** A dropdown to specify the district or city of the workplace.
- **Address Line 1** and **Address Line 2:** Text fields to provide the complete address of the workplace, with Address Line 1 for the primary address and Address Line 2 for any additional address details.

The screenshot shows a form section with the following elements:

- * Start Date:** A text input field with the placeholder "Input Date DD/MM/YYYY" and a calendar icon on the right.
- End Date:** A text input field with the placeholder "Input Date DD/MM/YYYY" and a calendar icon on the right.
- ☐ I am currently work here
- *Job Description:** A text area with the placeholder "Please write a brief about your job and role".
- * Document:** A dashed rectangular box containing an upload icon, the text "Click here to Upload Or Drop your files here", and the specifications "PNG (transparent) Background 0750 x 0750".
- ADD:** An orange button at the bottom of the section.

- **Start Date:** A mandatory field to enter the date the assessor started this assessment role, with a calendar icon for date selection in the format DD/MM/YYYY.
- **End Date:** A field for the end date of this role, with a calendar icon. If the assessor is still in this role, they can select the checkbox below.
- **Current Employment Checkbox:** A checkbox labelled "I am currently work here" to indicate if the assessor is still in this role, which would disable the End Date field.
- **Job Description:** A text field where the assessor can write a brief description of their responsibilities in this assessment role.
- **Document Upload:** A section to upload a document as proof of the assessment experience, allowing the assessor to click or drag and drop files with specifications for a PNG file with a transparent background (750 x 1750 pixels).

- **Add Button:** The orange "Add" button allows the assessor to save this assessment experience entry. Then "Added Assessment Experience Details" section appears with the details as shown below:



The screenshot shows a form titled "Added Assessment Experience Details". Inside the form, there is a light blue box containing the following information: "Agriculture" (in blue), "Agriculture" (in orange), a date range "1 October, 2024 - 28 October, 2024" with a calendar icon, and a location "BENGALURU URBAN, KARNATAKA" with a location pin icon. To the right of the text "Agriculture" is a green circular progress indicator. Below the light blue box is an orange "SUBMIT" button.

6 Batch Calendar

This calendar view enables the assessor to easily track and plan their assessments, with clear visual indicators for upcoming, ongoing, and completed batches. The image below shows the "Batch Calendar" section within dashboard, providing a monthly calendar view that helps the assessor manage their batch assessments.

6.1 Monthly filter



- **Batch Calendar Filter:** A dropdown labelled "Month" at the top allows the assessor to select the specific month they want to view
- **Color-Coded Legend:**
 - **Blue:** Upcoming batches that are scheduled but have not started
 - **Orange:** Ongoing batches that are currently in progress
 - **Gray:** Completed batches that have already been assessed
- **Calendar View:**

- Displays a monthly calendar and Specific dates are marked with colours based on the legend, helping the assessor quickly identify the status of each batch
- **Navigation Bar:** Located at the bottom, the navigation bar allows the assessor to access the dashboard, requests, and help sections

6.2 Date Range Selection

In this option assessor can filter batches by date and view specific batch information as shown in the below image:



- **Select Date Range:** Allows the assessor to select a date range and the selected dates are highlighted in orange
- **Reset and Apply Buttons:**
 - **Reset Filter:** Clears the date range selection, allowing the assessor to start over.
 - **Apply:** Applies the selected date range filter to show relevant batches.

Afterwards listing of batches appear as shown below:

Batch ID: 2735683

Testing on 04112024

04 Nov 2024

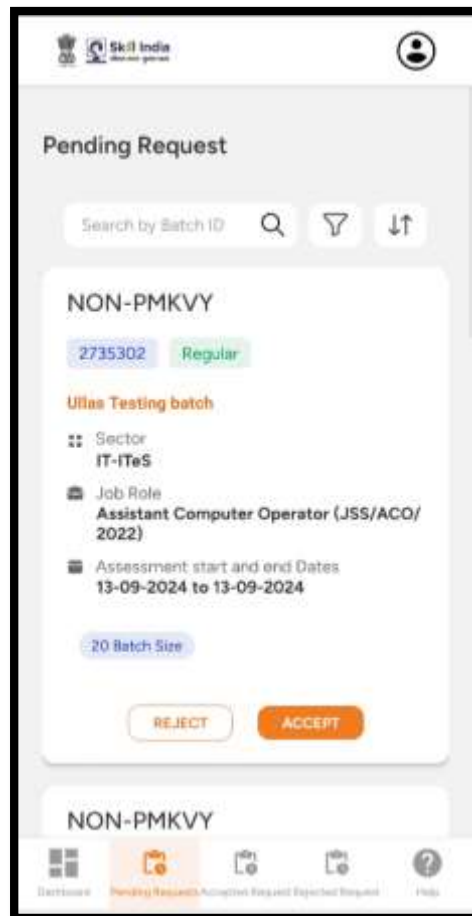
Present: 0

Absent: 0

7 Pending Requests:

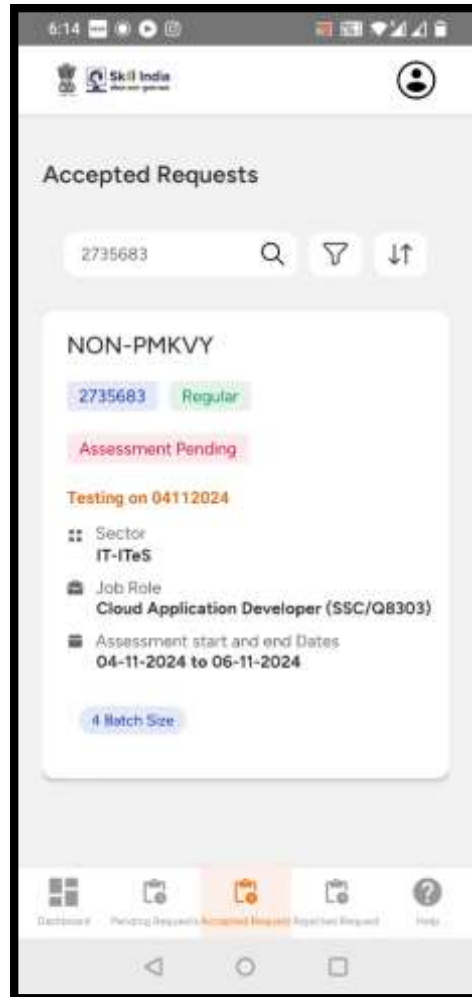
In "Pending Request" section the assessor can view details of assessment requests that require action. The components in this section are as follows:

- **Search and Filter Options:** A search bar allows the assessor to search for a batch by its ID. Additional icons for filtering and sorting are also available to organize the pending requests.
- The details of the requests **Scheme Type, Batch ID and Type, Batch Name, Sector, Job Role, Assessment Dates and Batch Size**
- **Action Buttons:**
 - **Reject:** Allows the assessor to decline this assessment request.
 - **Accept:** Allows the assessor to accept this assessment request.
- **Navigation Bar:** Located at the bottom, the navigation bar provides access to other sections of the app, such as the dashboard, accepted requests, rejected requests, and help.



8 Accepted Requests

This section lists requests the Assessor has accepted. The search bar allows the assessor to look up a specific request using a Batch ID, with additional icons for filtering and sorting the screen for the same is shown below:



The components of the Accepted Requests are as follows:

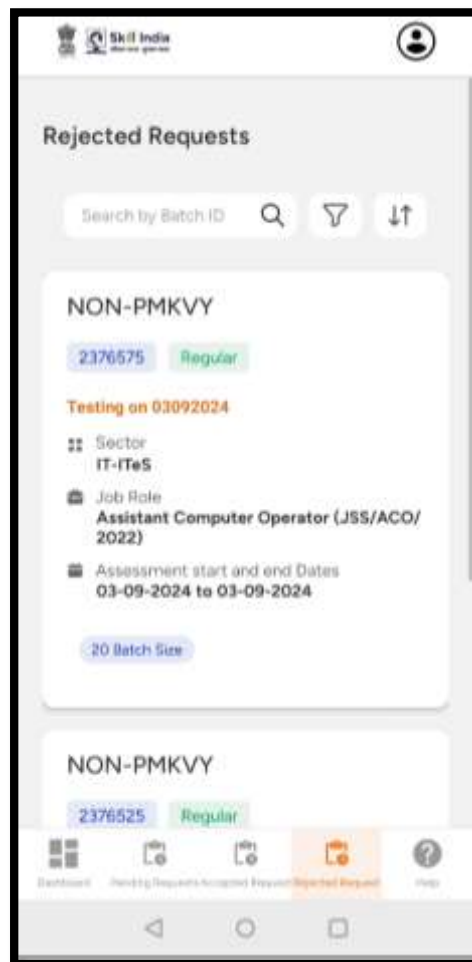
- The details of the requests **Scheme Type, Batch ID and Type, Batch Name, Sector, Job Role, Assessment Dates and Batch Size**
- **Navigation Bar:** Located at the bottom, the navigation bar allows the assessor to navigate between different sections of the app, with the "Accepted Requests" section highlighted.

9 Rejected Requests

In "Rejected Requests" section, an assessor can view details of batches that were not approved. The components of this section are as follows:

1. **Rejected Requests Header:** Indicates that these are requests that have been declined.
2. **Search and Filter Options:** Allows the user to search by Batch ID or use filter and sorting options to find specific entries.
3. The details of the requests **Scheme Type, Batch ID and Type, Batch Name, Sector, Job Role, Assessment Dates and Batch Size**
4. **Navigation Bar:** Located at the bottom, allowing quick access to various sections like Dashboard, Pending Requests, Accepted Requests, Rejected Requests, and Help.

The screen for the “Rejected Requests” is as follows:



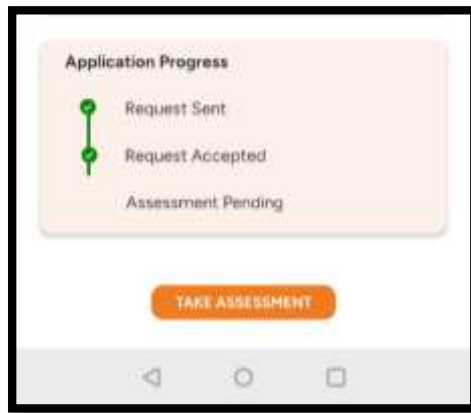
10 Assessment

- In continuation with flow of previous chapter screen, click on the batch for further action, afterwards a new window pops up showing the Job Roles details with the status “**Assessment Pending**” as shown below:

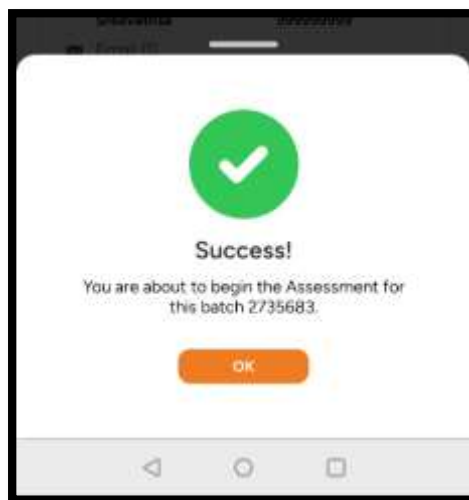


- Click on “**View Details**”, a new window will appear with all the Batch Details as shown below:



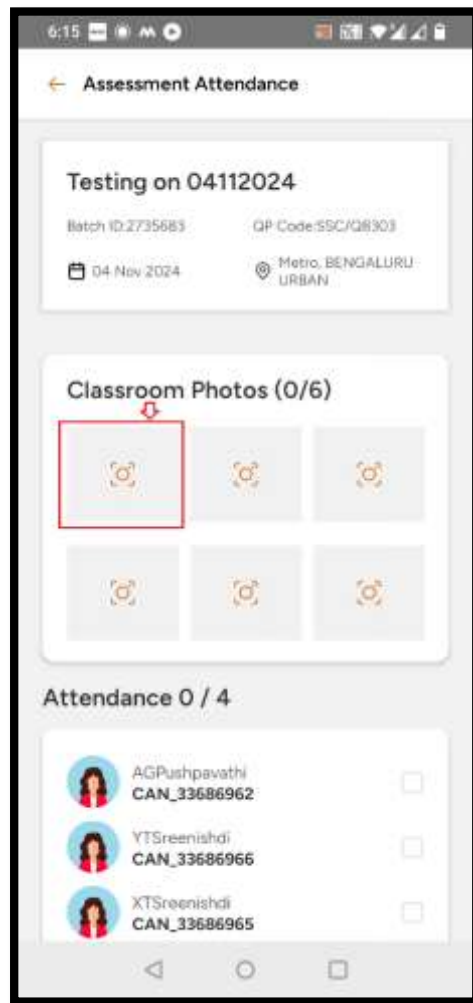


- The above page comprises of following information:
 - **Batch Information:** Batch ID, Batch Duration, Assessment Agency, Awarding Body, SSC Name, Job Role/QP Code/Version, Candidates to be Assessed.
 - **Training Centre SPOC Details:** Full Name, Contact Number, Email ID.
 - **Application Progress:** Request Sent, Request Accepted, Assessment Pending.
- Now, click on take assessment button within above screen, a pop-up window will appear as shown below in the screen:



- Click on “OK”, then screen will appear in which the assessor can mark attendance and upload classroom photos for a specific assessment session. The screen below shows:
 - **Assessment Details:** Title, Batch ID, QP Code, Date, Location.
 - **Classroom Photos (0/6):** A section with six placeholders where the assessor can upload photos of the classroom. The "(0/6)" indicates that none of the required six photos have been uploaded yet.
 - **Attendance (0/4):** Shows the attendance section with a list of candidates where each candidate has their name, unique candidate ID (e.g., "CAN_33686962"), and

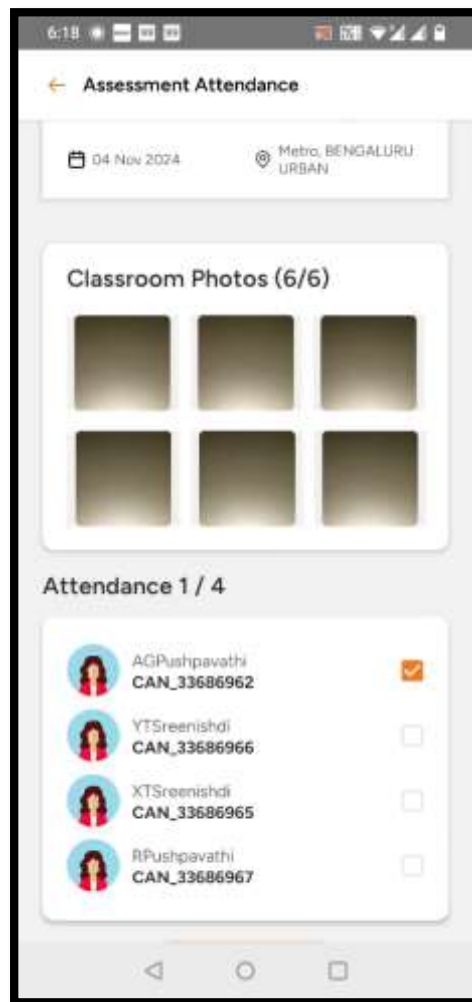
a checkbox to mark their attendance. The "0/4" indicates that none of the four candidates have been marked present yet.



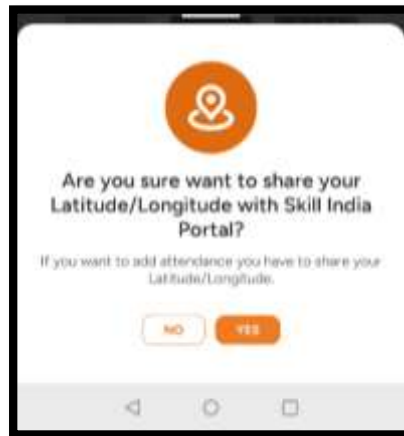
- Now, click on highlighted area to start capturing the classroom photographs the camera will turn on as shown below in the image:



- After capturing the classroom photographs, mark the attendance of the candidates as shown below:



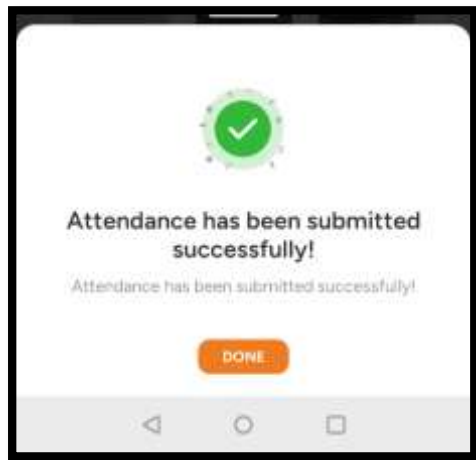
- While submitting the Assessment details system will be asking to share the **Lat/Long** with Skill India Portal application, click “**YES**” to proceed further.



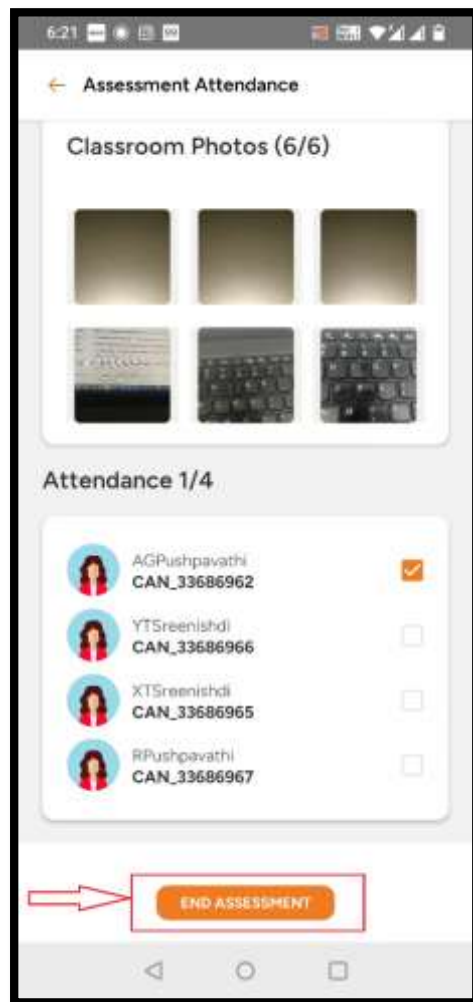
- Afterwards, **Face Authentication** process initiates in which assessor shall click his/her face photograph and has to “**Submit**” it for further authentication as shown in the below image:



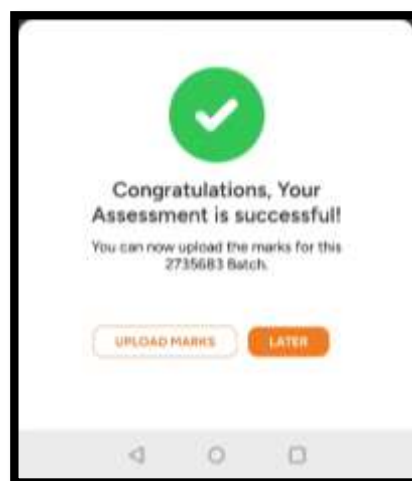
- On successful Assessor Face Authentication, pop-up message appears “Attendance has been submitted successfully”, click on done and you will be redirected to next page further.



- Click on **“End Assessment”** as shown in the image below:

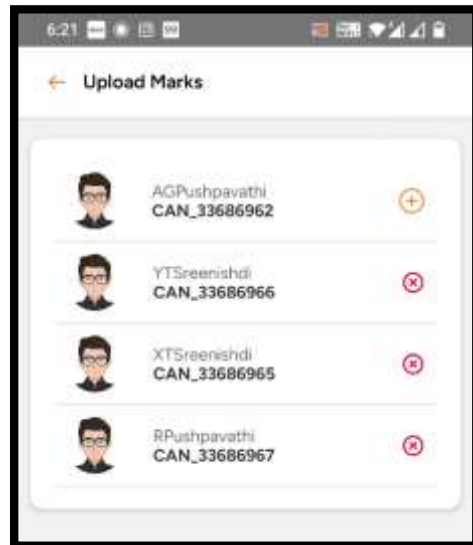


- Now, a pop-up message will appear saying, “Congratulations, your assessment is successful,” and then you will be allowed to upload marks.



11 Upload Marks

In continuation with above chapter, "Upload Marks" feature in the Skill India mobile app facilitates the assessor to manage the marks entry status for each candidate in a batch. The image for the same is as follows:



The components of the page are as follows:

1. Candidate List:

- Displays each candidate with their **Name** and **Candidate ID**
- Each candidate's profile picture or avatar is shown beside their name for easy identification.

2. Marks Entry Status:

- **+ Icon (Orange)**: Indicates that marks are yet to be entered for the candidate. The assessor can tap this icon to enter marks.
- **X Icon (Red)**: Indicates that marks cannot be entered due to incomplete information for these candidates.

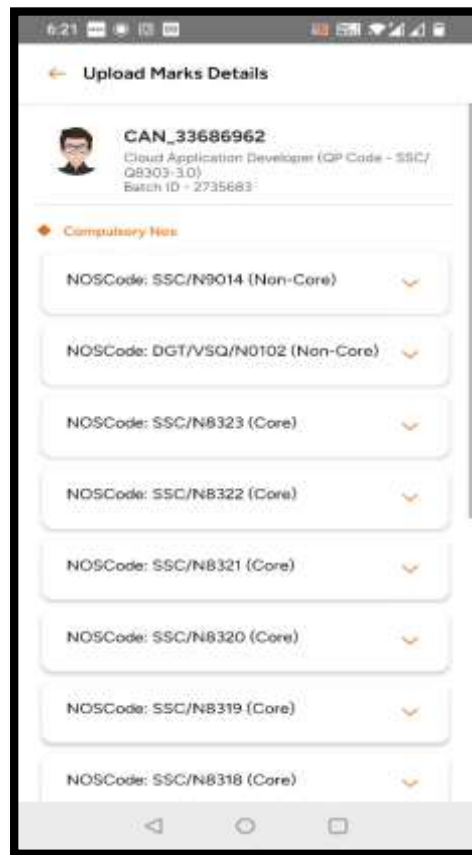
- Now, when Assessor selects a candidate, a new screen appears that's displays the "Upload Marks Details" page in the app, where they can enter marks for various NOS of a specific candidate.

1. Candidate Information:

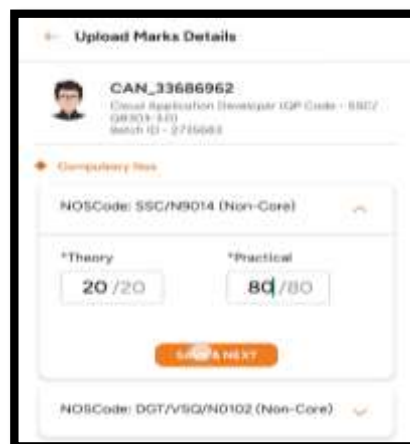
- Displays the candidate's ID, job role, QP (Qualification Pack) code, and associated batch ID.

2. Compulsory NOS Codes:

- Lists multiple NOS codes required for assessment, each labelled as either "Core" or "Non-Core."
- Each NOS entry can be expanded to view additional details or input marks by tapping the dropdown arrow next to it.



- For each NOS, there are fields for entering **Theory** and **Practical** marks, with a defined maximum score (e.g., 20 for Theory and 80 for Practical). After entering marks, the assessor can click "**Save & Next**" to proceed to the next NOS as shown in the image below:



- After entry of the NOS, and click on “**Save & Next**” screen appears **with following details:**
 - **Total Marks Summary:**
 - **Total Marks:** Displays each NOS code and the total marks scored out of the maximum.
 - **Core NOS Total Marks:** The combined score for all Core NOS components, shown as "600/600".
 - **Non-Core NOS Total Marks:** The combined score for all Non-Core NOS components, shown as "150/150".
 - **Grand Total:** The overall score, combining Core and Non-Core NOS, displayed as "750/750".
 - **Upload Marks:** The "Upload Marks" button at the bottom allows the assessor to submit the total marks for the candidate's assessment.

6:21

← Upload Marks Details

NOSCode: SSC/NB318 (Core)

*Theory: 29 / 29 *Practical: 71 / 71

☐ **SAVE & NEXT**

◆ **Total Marks**

SSC/NB014 : 100/100 DGT/VSQ/N0102 : 50/50

SSC/N8323 : 100/100 SSC/N8322 : 100/100

SSC/N8321 : 100/100 SSC/N8320 : 100/100

SSC/N8319 : 100/100 SSC/N8318 : 100/100

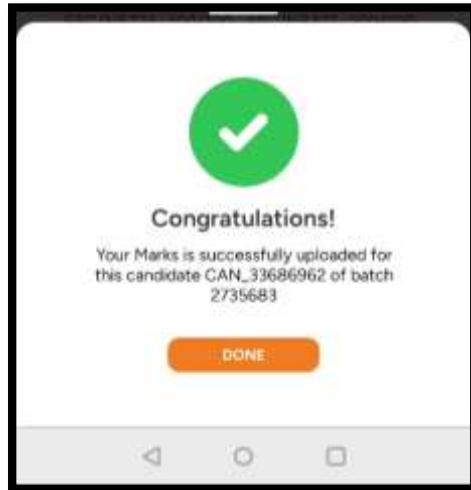
◆ **Core NOSs Total Marks**
600/600

◆ **Non Core NOSs Total Marks**
150/150

◆ **Grand Total**
750/750

UPLOAD MARKS

- After, click on **“Upload Marks”** congratulations message appears as shown below:



After completing the assessment and uploading marks for all candidates, the final step is to submit the assessed batch to the Assessment Agency (AA). This submission is essential to formally close the assessment process for that batch, ensuring all candidate scores and assessment details are forwarded to the AA for review and certification purposes.