SDMS Assessor App User Manual

PMKVY 2.0

03rd February 2017
# Table of Content

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENT</td>
<td>2</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>LOGGING ONTO SDMS ASSESSOR</td>
<td>4</td>
</tr>
<tr>
<td>RESETTING THE PASSWORD</td>
<td>5</td>
</tr>
<tr>
<td>SCHEDULING AN ASSESSMENT</td>
<td>10</td>
</tr>
<tr>
<td>ENTERING ASSESSMENT SCORES</td>
<td>15</td>
</tr>
<tr>
<td>VIEWING OVERDUE BATCHES</td>
<td>24</td>
</tr>
<tr>
<td>VIEWING HISTORY</td>
<td>27</td>
</tr>
<tr>
<td>SYNC DATA</td>
<td>29</td>
</tr>
</tbody>
</table>
Introduction

PMKVY2.0 - SDMS user manual for Assessor.

Assessor App is used by the user associated with the training centre who is responsible for performing the candidate assessment.

The Assessor App works in both Online as well as Offline modes.

**NOTE:** To end the assessment, you must ensure that the Assessor App is online.
Logging Onto SDMS Assessor

1. Launch the application and enter the user name and password in the login screen.
Resetting the Password

1. If you forgotten your password, and want to reset it, click **Forgot it?**
2. You will be navigated to the "Forgot Password" screen. Enter the User ID and then Click **Submit**.
3. An alert message is displayed stating that the Email has been sent successfully with the new password. Click **OK**.

![Alert message](image)
Below is an illustration of the reset password email content.

Hi,

You recently requested your password for NSDC Assessor Account. Please find your password below -

pass123S

If you did not request Forgot Password, please ignore this email or reply to let us know.

Thank you,

Team NSDC
After the password is reset, the home page is displayed.
Scheduling an Assessment

1. Click **Schedule** in the menu bar to view and select from the list of batches that are eligible for assessment.
A list of batches scheduled for assessment is displayed.

2. Select a batch.
The details of the batch, training centre details, and training centre location is displayed.
3. App can be offline to enter the assessment records, click **Start Assessment**,
4. Click **OK** to confirm your location.
Entering Assessment Scores

1. Select the student.
2. Candidate Name, profile picture, and Aadhaar number or any alternate ID like PAN number, Voter ID number will be displayed.
NOTE: Assessors need to verify the ID provided by the candidate and proceed for the assessment.

3. If the candidate is absent, then scores are not enabled to mark.
4. Select Assessment Attendance above 70%.
IMPORTANT NOTE: Attendance above 70% is applicable only for Short Term training type but not RPL.
5. Enter the theory and practical marks and click Submit.
The total marks and percentage will be displayed. Click **OK**

Ensure that marks are entered for all students in a batch, and click **OK** to confirm.
6. App must be online. Click **End Assessment**.

**Note:** You can edit the marks till the assessment is open.
Viewing Overdue Batches

1. Click *Overdue* in the menu bar to view batches for which the assessment date has expired which is visible in red colour.
You can reopen an overdue assessment batch. To do this, click on that batch. A popup message is displayed stating that the selected batch will be available for assessment for the next 24 hours.
Click **OK** to open that batch and continue with the assessment.
Viewing History

1. Click **History** in the menu bar.
Sync Data

1. For the details of newly assigned records to the batches click **Sync** in the menu bar.

   ![Assessor App Screenshot]

   **NOTE:** Assessor app should be online.

   Last Sync defines the date when the data was
last synced with the database.