

Assessment Norms & Guidelines

Accreditation of Assessment Agencies under Karnataka State Schemes

1. ELIGIBILITY

Following applicants are eligible to apply:

1. Agency

Any entity fulfilling any of the following criteria:

Organizations including OEM /Training Assessment Agencies for NSQF Job Roles / Consultancy Firms / AICTE recognized Technical Institutions / Management Institutions

2. Assessor

ITI / Graduates / Post Graduates having qualification in the Sector concerned and Soft Skills required for the Sector / more than 30% Job Roles in the Sector

Note: (i) The Assessment Agency or any of its partners or promoters must not be registered or Accredited as a VTP or TC under any State or Central scheme.

(ii) The Assessor shall not be a Trainer / Employee of any Registered / Accredited VTP / TC

(iii) Notwithstanding the above the assessors to be used by the approved agency will be independently assessed by Skill Mission for the module for which these are planned to be deployed.

2. REGISTRATION PROCEDURE

All applicants are required to submit duly filled in application to Director, Skill Mission, Kaushalya Bhavan, 2nd floor, Bannerghatta road, near Diary circle, Bangalore on or before 5 pm 30 May 2019

3. APPLICATION FORM

4. EVALUATION OF APPLICATION

SKILL MISSION shall evaluate all applications received.

SKILL MISSION may call for additional information, if required.

SKILL MISSION or its representative(s) may investigate the correctness of the information provided by the applicant.

The applicant and its assessors may be called for an evaluation test by SKILL MISSION.

5. APPLICATION FEE

The applicant must submit a non-refundable application fee in form of Electronic transfer or RTGS / Net Banking drawn in favor of Skill Mission. The application fee for the year 2018 - 2019 is Rs 10,000/- . In addition, Rs 1000 /- per Sector for which assessment is offered must be deposited.

6. ACCEPTANCE OF APPLICATION

SKILL MISSION shall officially intimate applicant about the successful evaluation of the application. Acceptance of application shall not be the confirmation to partnership.

7. AFFILIATION/ ACCREDITATION LETTER

Based on successful completion of requirements and following recommendations of the Evaluation/Affiliation process, SKILL MISSION shall ask the applicant to:

Sign the 'Assessment Partner Agreement'

8. EVALUATION OF ASSESSORS

Based on the acceptance of application, the applicant, may proceed to propose competent assessors for obtaining SKILL MISSION approval

SKILL MISSION assessment methodology includes the following:

Core Skills Assessment

- i. Theoretical Assessment (written/on-line)
- ii. Practical Assessment (simulator based/ on-machine)
- iii. Viva Voce

Soft Skills Assessment

- i. Theoretical Assessment (written/on-line)
- ii. Viva Voce

Teaching Skills Assessment

- i. Theoretical Assessment (written/on-line)
- ii. Viva Voce

(SKILL MISSION may deploy all three or select assessment processes from above as per Standard Assessment Framework)

SKILL MISSION or representative(s) nominated by SKILL MISSION shall arrange to evaluate applicants or the applicant may be called at SKILL MISSION office to give demonstration. SKILL MISSION will evaluate assessors nominated by applicant. SKILL MISSION will certify those found competent. It should be the endure of Assessment Partners to have assessors that qualify for QPs at least one level higher than the level they would be deployed to assess. SKILL MISSION may suggest further training for assessors, if needed.

9. GUIDELINES

Affiliation/ Accreditation may be suspended or cancelled based on the terms of the Termination Clause of Assessment Partner Agreement.

i. APPLICATION FORM FOR ASSESSMENT PARTNER

INSTRUCTIONS TO THE APPLICANT

1. Kindly go through the form thoroughly before filling it up.
2. It may be noted that the “Applicant” here refers to the main promoter/ partner who would run the day to day operations of the proposed Vocational Training Assessment Agency Partner (VTAAP).
3. All the financial information should be mentioned in Rs. Lakhs.
4. Please upload documentary proofs (in PDF / JPEG format) as mentioned in the application form.

1. CONTACT DETAILS

Name of the Organization

Name of main promoter

Contact Details

Address:

District:

City:

State/ UT:

Pin Code

Telephone:

Mobile:

Fax:

E Mail:

Website:

2. ASSESSMENT MODULE(S) APPLIED

Sectors Applied For

NOS based Module(s) / Job Roles opted for

Please refer to the list of SKILL MISSION QPs on SKILL MISSION website

Applying for First time / Renewal

If Renewal, date of previous application & Registration & Accreditation No

3. ORGANIZATION DETAILS

3.1 Type of Organization

OEM

Training Assessment Agencies for NSQF Job Roles

Consultancy Firms

AICTE recognized Technical Institutions

Management Institutions

Sectors and Job Roles for which assessment have been done:

Sector:

Job Role:

Assessment Record								
Year of Assessment	Sector	Job Roles	Training Agency	No of Aspirants Assessed	Subject	Course	Education Agency	No of Aspirants Assessed

Assessment record giving details of assessment done in last five years: Please attach

3.2 ORGANIZATION DETAILS

Name:

Date of incorporation / registration:

Turn Over

Year	Turnover	Remarks

Nature of business:

Documentary proof attached : 1.PAN Number Yes/No 2. GST Tax Registration Number Yes No

PARTICULARS OF THE MAIN PROMOTER

Particulars of the Main Promoter (who would run day to day operations)

Name:

Date of Birth:

Citizenship:

Residence Address:

Office Address:

Adhaar Card No:

Knowledge of Kannada : Yes / No

Education Qualifications:

Qualification	SSLC	PUC	Graduation	Post Graduation	PhD	Other Professional Qualification	Other Qualification / Skill
Name of Qualification							
Year Of Passing							

Total work experience:

	Job	Self - Employment	Business
No of Years			
Company / Institution			

Details of other Promoters / Partners (including main promoter):

Name: % stake:

Name: % stake:

Name: % stake:

Name: % stake:

Employee Record:

	Permanent	Contract	Temporary / Job Specific	Casual	Total
Assessors					
Other (Managerial)					
Other (Workmen)					
Support Staff					
Total					

Assessor Record & Education

[illegible]

Assessor Record for Skill Assessment

	Sector	Job Roles	Level	Name	Skill in Sector				Skill In Instruction			
					Name of Certificate	Year	Sector/ Job Role	Grade	Name of Certificate	Year	Subject	%
Assessor 1												
Assessor 2												
Assessor 3												
Assessor 4												
Assessor 5												
Assessor 6												
Assessor 7												
Assessor 8												
Assessor 9												
Assessor 10												

Documentary proof attached 1.Certificate of Registration of company/Firm/Society/Trust
 2.Memorandum of Association 3.Audit account statement of previous year 4.PAN Number 5.GST
 Registration number

Schedule 1

VTAAP Agreement

This Assessment Partner Agreement is executed onday of 2019, at Bengaluru, between:

SKILL MISSION, which expressions shall include its subsidiaries, affiliates, associates, legal assigns and successors (herein after referred to as "SKILL MISSION").

And

....., a Company / Establishment / Trust / Society / Association registered under....., having its registered office at, which expressions shall include its permitted assigns, associates and successors, (herein after referred to as "Vocational Training Assessing Agency Partner" or VTAAP)

SKILL MISSION & VTAAP is also referred individually as Party 1 and Party 2.

AND WHEREAS there is a need to train the youth in relevant skills so as to make them employable in the value chain across the Various Sectors, where it is envisaged that the availability of skilled manpower is one of the major challenges to sustain the expected growth and development of the State of Karnataka.

AND WHEREAS SKILL MISSION, funded by the Government of Karnataka is primarily engaged in the domain of skill development, in the areas of conducting research related to skill development, developing training course curriculum & training modules, training the trainers, assessment and certification of trainers and students.

AND WHEREAS SKILL MISSION conducts skill trainings by leveraging existing training facilities and partnering with agencies that have the facility, and experience in conducting such training programs; it is responsible for independently assessing the students/ candidates undergoing such trainings as part of Quality Assurance of the skilling Infrastructure.

AND WHEREAS the VTAAP..... has been established to
.....
.....
.....
.....
.....(brief
about the VTAAP)

AND WHEREAS the Parties desire to structure a relationship and enter into this Agreement so as to offer assessment of students enrolled in skill development training program for employment for which both the Parties shall deploy their core competencies.

1. DEFINITIONS & INTERPRETATIONS

1.1 In the Agreement, in addition to the words and expressions above, unless there is something in the subject or context inconsistent therewith, the following expressions shall have the following meanings:

a. Agreement means the VTAAP Agreement together with the Schedules, any Amendments/ Modifications hereto attached provided that such Schedules Amendments/Modifications have been executed in accordance with the procedures outlined in the Agreement.

b. Applicable Laws mean various Statutes, Legislations, Rules and Regulations, Notifications etc. as and to the extent the same is applicable to the Parties and substratum of this Agreement.

c. Person means an individual, company, body of individuals, whether incorporated or not.

d. Assessment aids means and includes all hardware, software, equipment, or any other means used for assessment of trainees.

e. Aspirant / Trainee means an individual selected for the training program by the Training Partner(s) of SKILL MISSION any other agency or department of Government of Karnataka.

f. Assessor means an individual engaged by the VTAAP and certified/approved by SKILL MISSION, for assessing Trainees.

g. Training program means generally a program of defined duration, organized by the Training Partner and certified/approved/organised by SKILL MISSION any other agency or department of Government of Karnataka and in accordance with the terms of this Agreement, for imparting training to the selected Trainees.

h. Successful assessment of trainee means that the Trainee has passed all the qualifying tests and has been assessed successfully by the VTAAP affiliated by SKILL MISSION for this purpose.

i. Certificate means any authentication document issued to the Trainee on successful assessment by SKILL MISSION any other agency or department of Government of Karnataka.

j. Curriculum means and includes the syllabus/curriculum outline/curriculum standard/content for the courses offered by the Training Partner/SKILL MISSION any other agency or department of Government of Karnataka.

1.2 This Agreement will be interpreted based on the following principles:

a. All interpretations will secure the primary object of this Agreement set out In Clause 2.

b. This Agreement reflects the complete understanding as on date of its execution amongst the Parties for the services to be rendered by SKILL MISSION & the VTAAP.

c. Where any act, matter or thing is required by this Agreement to be performed or carried out on a certain day and that day is a holiday, then the act, matter or thing shall be carried out or performed on the next following business day.

- d. Headings are for convenience only and shall not affect the interpretation of a Clause.
- e. Words importing singular shall include plural and vice versa, gender shall include all gender.

NOW THEREFORE IT IS AGREED BETWEEN THE PARTIES TO ENTER INTO AN AGREEMENT HERETO AS UNDER:

2. PURPOSE

The purpose of this Agreement is to establish a partnership between the Parties for assessment of trainees in one or more of the several occupations related to Sectors under which training is imparted by accredited VTPs and TCs of Skill Mission and any other agency or department of Government of Karnataka.

3. SCOPE & OBLIGATIONS OF THE PARTIES

3.1 SKILL MISSION shall be responsible for.

- a. Defining the qualification standard of the training program.
- b. Setting the qualification standards for the Assessors .
- c. Setting the qualification standards for the Trainee
- d. Training, Assessing & Certifying the Assessors of the VTAAP
- e. Providing assessing standards for the trainees as well as assessors
- f. Accrediting and approving the existing assessment methodology of the VTAAP provided it meets the accreditation criteria of SKILL MISSION.
- g. Providing the list of assessment aids and equipment required for assessment.
- h. Overall guidelines of the assessment and their continual improvement
- i. Certification of Trainees
- j. Maintaining a data base for Trainees who have successfully completed the training and assessment
- k. Assist in Coordination with Training Partners
- l. SKILL MISSION will validate the results of the assessment undertaken by assessors as per the qualification packs and share the results.
- m. After the completion of result and associated documentation SKILL MISSION will pay the Assessment Partner the amount for assessment fees as per the agreed terms.

3.2 VTAAP shall be responsible for/to:

- a. Providing suitable assessment aids to conduct the assessment in accordance with the requirements stipulated by SKILL MISSION.
- b. Identification & short listing of Assessors as per the qualifications stipulated by SKILL MISSION

- c. Providing adequate administrative support to the assessor working in the field.
- d. Supervision of the Assessment
- e. Ensuring safe custody of the data/information provided by SKILL MISSION.
- f. Provide support in pre-screening tasks and work with the SKILL MISSION to update agency details on to the SDMS.
- g. Co-ordinate and Liaise with training partners to get information about commencement of training batches.
- h. Certified assessors to carry out assessments.
- i. Undertaken as per the pre-defined format and in accordance with each of the performance criteria outlined in respective qualification packs.
- j. Exercise happens within the stipulated timeline and that on-site visits are conducted by the agency to cross-check for quality and transparency of assessment exercises.
- k. Carry out assessment within timeline given and provide results within 2 days of assessment

4. SCOPE OF ASSESSMENT

- 4.1 The VTAAP shall do assessment of the modules as per directions of the Skill Mission.
- 4.2 The VTAAP shall conform of the curriculum/ syllabus & course content as determined by SKILL MISSION/ obtained from SKILL MISSION.
- 4.3 The VTAAP shall use the Assessment Format/criteria / training content, trainee/trainer manuals and any other material provided by SKILL MISSION, exclusively for the purpose of assessment of training program(s) covered under this Agreement. Any material provided by SKILL MISSION shall not be reproduced, copied, transferred, sold or assigned to any other person/party by the VTAAP, directly or indirectly, without the written consent of SKILL MISSION.

5. ENGAGING/HIRING ASSESSORS

- 5.1 It shall be the responsibility of the VTAAP to engage/hire suitable and qualified number of Assessors for doing assessment.
- 5.2 The Assessors engaged/hired by the VTAAP shall be certified and approved by SKILL MISSION before being authorized to conduct the assessment. As per the policy they will have to qualify for QPs of a level higher than they will assess.
- 5.3 Assessors may be required to obtain re-certification based on modification/ up-gradation of the training module and as decided by SKILL MISSION.
- 5.4 The VTAAP shall not deploy/engage any assessor for SKILL MISSION assessments who has not been certified and approved by SKILL MISSION.

6. COMMERCIAL TERMS

The Commercial Terms related to this Agreement shall be as per this Agreement.

7. BOOKS OF ACCOUNTS

The VTAAP shall keep separate and proper books of account as per Indian Accounting Standards and as prescribed by SKILL MISSION from time to time, to reflect completely and accurately, the particulars of all transactions related to this Agreement.

8. REPORT & DOCUMENTATION

8.1 The VTAAP shall maintain:

- a. Documentation of assessment and trainee or training partner feedback.
- b. Attendance of Trainees, Assessors in all assessments
- c. Documents & reports as desired by SKILL MISSION for transactions related to this Agreement.

8.2 The VTAAP shall provide assessment reports in a time period as prescribed by SKILL MISSION.

8.3 The Training Partner shall provide such other reports, though not limited to, monitoring & evaluation, financial information etc required by SKILL MISSION for audit purpose.

9. AUDIT & COMPLIANCE

The VTAAP shall cooperate with SKILL MISSION and provide all assistance to enable auditors/assessors engaged by SKILL MISSION to view the records whenever desired by SKILL MISSION.

1. INTELLECTUAL PROPERTY RIGHTS & NON DISCLOSURE

The VTAAP disclaims any right to or interest in SKILL MISSION trade mark/s and copyrights relating to the methods, the programs, courseware, operation manuals, information, material and services made available by SKILL MISSION and the goodwill derived there from and further agrees not to divulge or disclose information, procedures, technical and other information and programs made available by SKILL MISSION, confidential or proprietary to SKILL MISSION. VTAAP shall, upon expiry or termination of this Agreement, cease to use scope/syllabus /curriculum outline /curriculum standard/content, of which the exclusive rights vest with SKILL MISSION.

11. USE OF SKILL MISSION NAME & LOGO

The VTAAP will seek and obtain prior written approval from SKILL MISSION for using its name and promotional material during performance of work under this Agreement. Any violation of this clause shall be treated as an event of breach and shall result in termination of this Agreement.

2. INDEMNIFICATION

SKILL MISSION shall be under no legal obligation to indemnify or hold harmless, any third party, for any damage such third party might suffer, which may be related to the services provided by the VTAAP under this Agreement. VTAAP hereby declares and irrevocably undertakes that it shall defend, hold harmless and indemnify SKILL MISSION against all loss, damage or claims or other lawsuits or proceedings that may arise out of breach of any of its obligations under this Agreement, including those arising out of any accident that occur during or in relation to the services and assume full

responsibility for the payment of indemnification, penalties, attorneys' fees, legal costs and other charges.

13. MODIFICATION

13.1 This Agreement may be modified, through a written document signed by duly authorized representatives of both Parties.

In the event the VTAAP is required to close its activities for any reason beyond its control, the VTAAP shall provide at least 60 days prior written notice in that regard to SKILL MISSION and obtain its prior approval before closure of its activities. The VTAAP shall continue its activities during the above notice period in such a manner, which shall not prejudicially affect the interest of SKILL MISSION, and to also ensure that the assessment of undergoing batch completes its tenure till SKILL MISSION's final assessment / completion.

14. DISPUTE RESOLUTION

14.1 This agreement shall be governed according to the Indian laws and each Party shall submit, only and exclusively, to the jurisdiction of the Courts at Bangalore, Karnataka.

14.2 Any and all differences and disputes whatsoever arising between the Parties concerning the interpretation or implementation of this Agreement or in relation to the subject matter contained in this Agreement shall, in the first instance, be resolved mutually between the Parties and in the event of non-resolution, the matter shall be referred to arbitration.

14.3 Arbitration proceedings shall be held in Bangalore in accordance with the Arbitration and Conciliation Act, 1996 and procedures established for the purposes of regulating and determining matters relating to or arising to or arising from arbitration. Both the Parties shall mutually appoint one arbitrator failing which; the dispute shall be decided by an arbitration panel consisting of 3 arbitrators. Each Party shall appoint one arbitrator and both the arbitrators so appointed shall appoint a third arbitrator, who shall preside over the arbitration proceedings. Any decision, determination or award of the Arbitrator/s shall be binding on the Parties. Unless otherwise decided by the arbitrator/s, the cost of arbitration shall be shared by the Parties in equal proportion.

15. COMPLIANCE WITH LAWS

15.1 The Assessment Partner at all times and as its expense shall strictly comply with all applicable Laws, Rules, Regulations and Government orders, relating to its performance under this Agreement.

15.2 The Assessment Partner shall pay all fees and chargers required under any Law, Rule or Regulation and maintain in full force and effect all licenses, authorizations and registrations from all Government departments and agencies to the extent necessary to perform its obligation under this Agreement.

16. FORCE MAJEURE

The Parties hereto agree that a Force Majeure Event shall mean any unforeseeable act or event that prevents the affected Party from performing its obligations under this Agreement or complying with any conditions required by the other Party under this Agreement and such act or event is beyond the

reasonable control and not because of any fault of the affected Party and such Party has been unable to avoid such an act or event by the exercise of prudent foresight and due diligence. Neither Party hereto shall be considered in breach hereof or in default if it fails to perform or observe any or all of the terms of this Agreement resulting directly or indirectly, from Force Majeure Events such as acts of God, Civil or Military authority, acts of Government, acts of Public Enemy, war, riots, explosion, earthquake, flood, storm, lighting strike, etc. In such a case the affected Party shall notify the other party of the occurrence of such Force Majeure Event and should as a consequence, the performance under his Agreement be prevented for a period longer than 30 days, then the other Party shall have the right to terminate this Agreement.

17. SEVERABILITY

If any of the provisions of this Agreement are declared to be invalid, such provisions shall be severed from this Agreement, through a written document signed by duly authorized representatives of both Parties, and the other provisions hereof shall remain in full force and effect.

18. TERMINATION

18.1 SKILL MISSION may terminate this Agreement upon 30 calendar days notice in writing on occurrence of any of the events below:

- a. If the Assessment Partner does not remedy any failure in the performance of its obligation under the Agreement within 30 days of being notified of such a failure or within such further period as approved by SKILL MISSION.
- b. If the Assessment Partner fails to pay any dues as per the Financial Considerations.
- c. If the Assessment Partner becomes insolvent or bankrupt.
- d. If, as a result of Force Majeure event, the Training partner is unable to perform its obligation under this Agreement.
- e. If the Assessment Partner uses SKILL MISSION name and promotional material without prior written consent, in contravention of Clause 12.

18.2 The Assessment Partner may terminate this Agreement upon 7 calendar days notice in writing on occurrence of any of the events below:

- a. If SKILL MISSION fails to perform any of its obligation under this Agreement
- b. If, as a result of Force Majeure event, SKILL MISSION is unable to perform its obligation under this Agreement.

18.3 The termination of this Agreement shall not prejudice or affect in anyway, the rights and benefits accrued or liabilities and duties imposed on the Parties of this Agreement.

18.4 Upon termination, the Assessment Partner shall:

- a. Cease to conduct SKILL MISSION certified/ accredited Assessments .Hand over all material, including assessment aids related to the program or otherwise provided by SKILL MISSION

b. Hand over all registers, documents and supporting papers related to this Agreement.

18.5 Irrespective of the cause of termination of this Agreement, SKILL MISSION shall have absolute right to replace the Assessment Partner with any other suitable partner and the Assessment Partner shall have no rights to claims whatsoever in this regard.

19. NOTICES

All notices required or permitted by, or made pursuant to, this Agreement shall be in writing and shall be sent in person or by facsimile or by registered post, return receipt requested and postage prepaid, to the following addresses:

SKILL MISSION:

.....

If to Assessment Partner:

.....

..... (Address)

This Agreement is executed on the official stationery of SKILL MISSION, in two counterparts, both of which together shall constitute one instrument and each of which shall be an original to be retained by either party.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET THEIR RESPECTIVE HANDS ON THE DAY MONTH & YEAR FIRST ABOVE WRITTEN

For Skill Mission For

(Authorized Signatory)

Name:

Witness 1

Witness 2

Place:

Date:

For VTAAP

(Authorized Signatory)

Name:

Witness 1

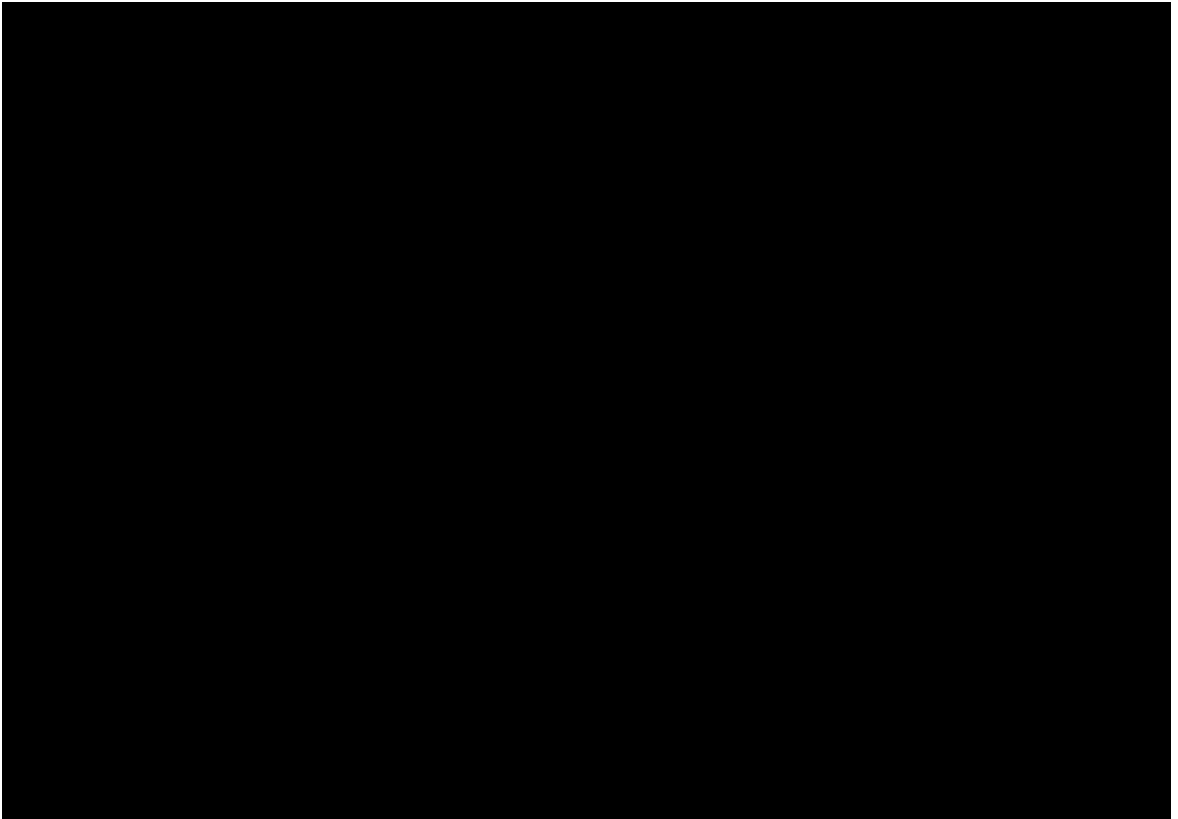
Witness 2

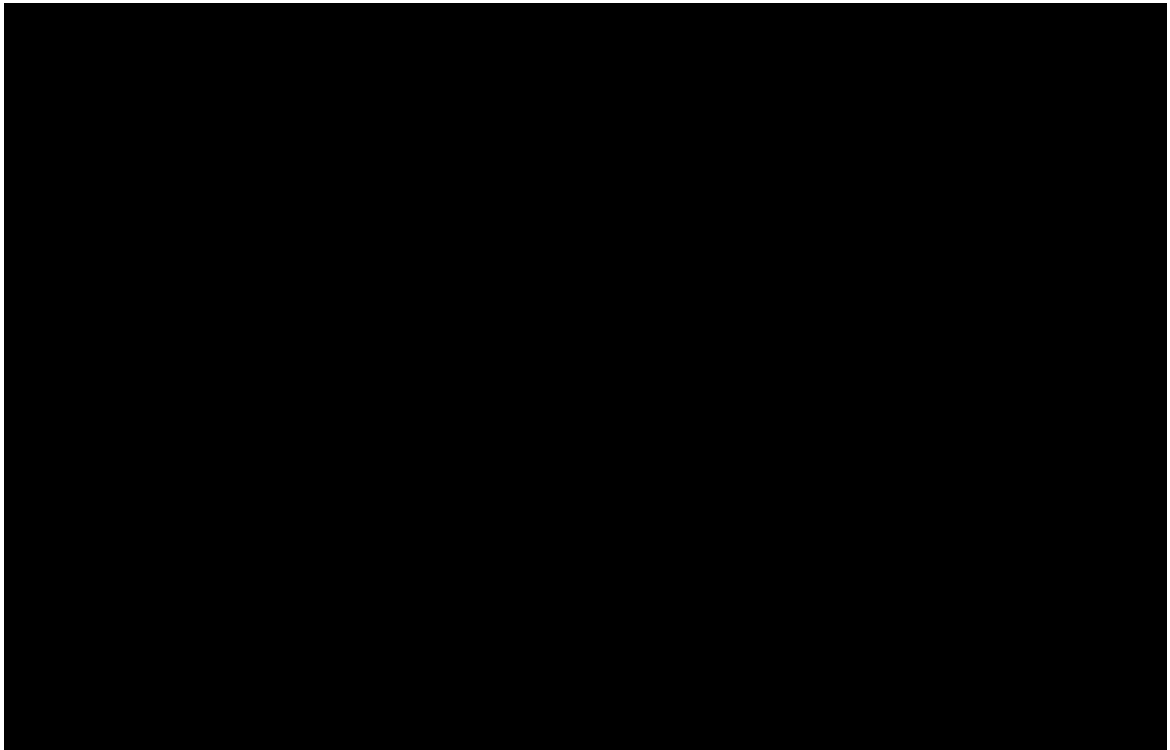
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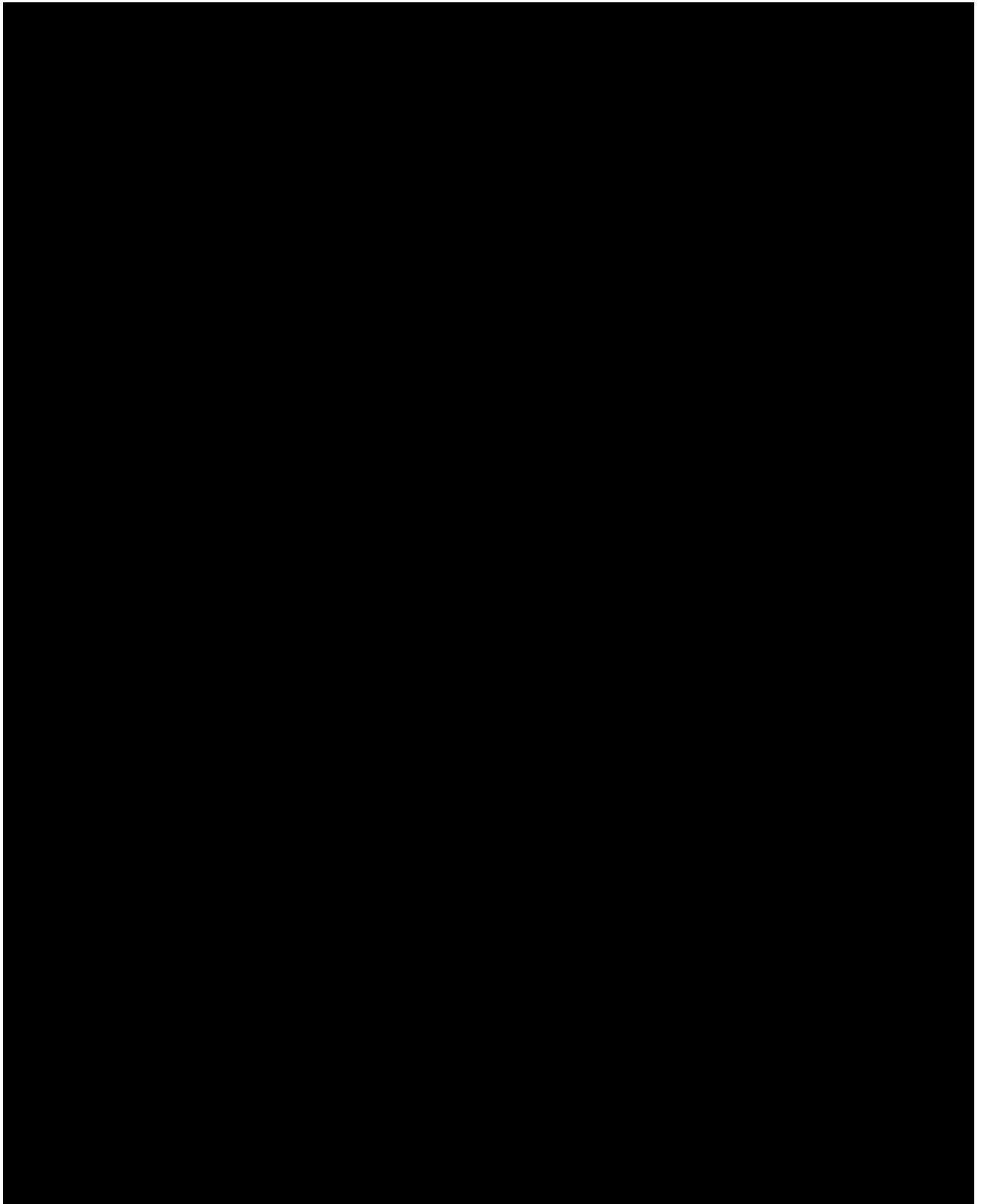
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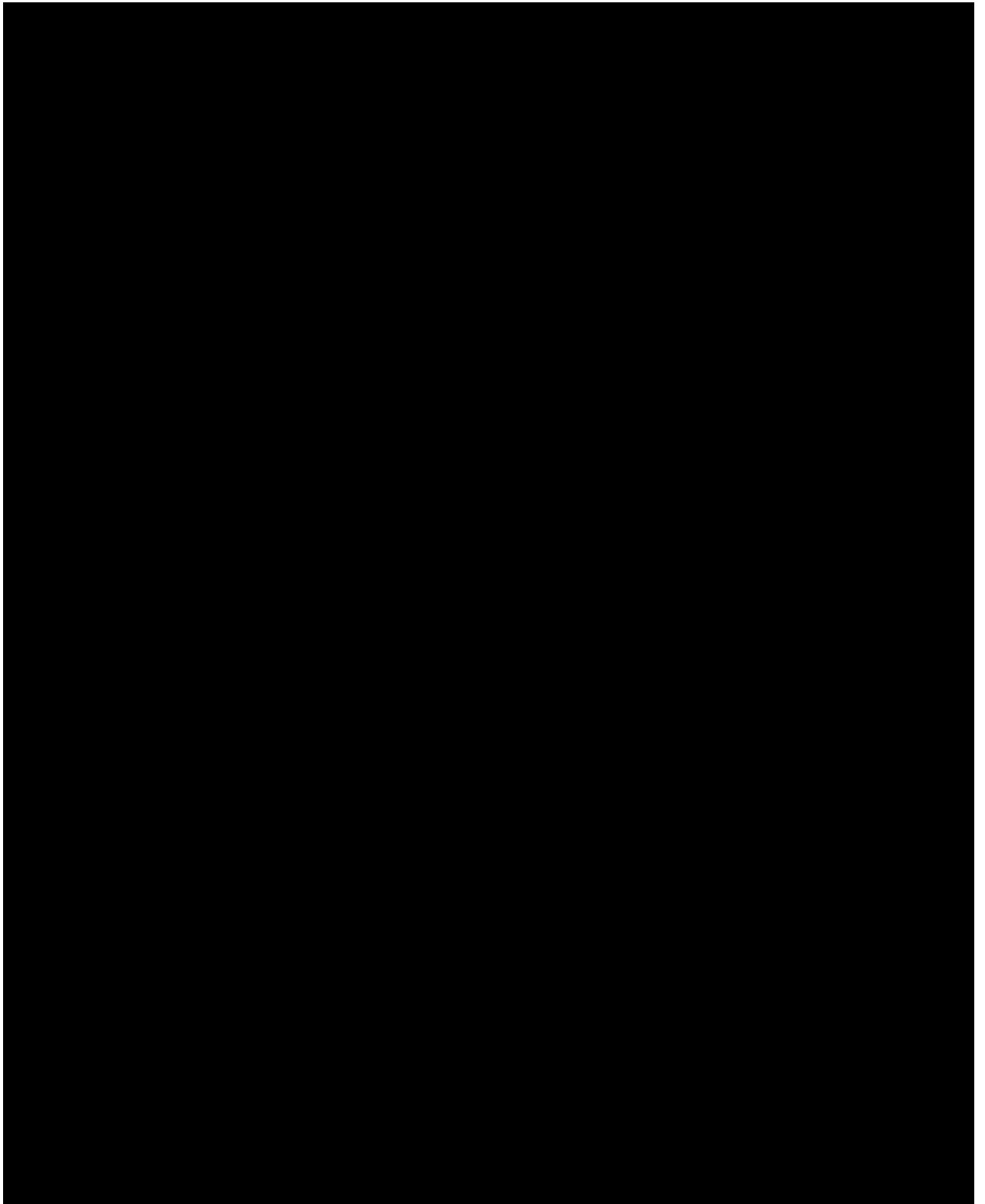
SCHEDULE 2

ASSESSOR PROFILE & Assessment Norms











SCHEDULE 3

COMMERCIAL TERMS & ADDITIONAL GUIDELINES

SKILL MISSION CHARGES

Application Fees	For Accreditation 1 Year	For Renewal 1 Year
Per VTAAAP	Rs 10000	Rs 5000
Per Sector	Rs 1000	Rs 500

A. Additional Guidelines for Assessor Certification Process

1. Assessment Agency need to have a pool of Assessors for conducting assessments who would be assessed and certified by SKILL MISSION.
2. The Assessors will be evaluated on domain knowledge (levels 1-6), currency of Skill Sets, Standard Operational Procedures and Guidelines and Professional Credentials for becoming an Assessor for evaluating Qualification Pack / Job Role through a SKILL MISSION Assessor Certification Process.
3. Assessment Agency needs to upload / share the assessor profile with full photograph via SKILL MISSION's Web Application / Mobile App to enable assessment and certification.
4. Assessment Agency to deploy only Certified Assessor having Assessor Registration Code (ARC) assigned by Skill Mission.
5. Assessment Agency has to ensure that all the assessors (existing or new) are SKILL MISSION certified with ARC.
6. Assessment Agency would be responsible to orient the assessor on the Q/P- NOS assessment process before they undergo the Assessor Certification.

B. Guidelines for Selection applicable for New and Existing Assessment Agencies:

1. Experience in conducting retail assessment, existing clientele list corporate with references and presence in other SSC.
2. Pan Karnataka Presence
3. Capability to execute timely assessment across the length and breadth of the state.
4. Capability to have facilities to conduct assessment in both online and offline.
5. Good content team who contribute to the question bank a minimum of 100 Questions per Job Role which could be used in assessment post validation and approval by SKILL MISSION.

6. Capability of Proctoring, Recording and Videography of the assessment process.
7. The Assessment Agency should conform to Non franchise model and undisputed business identity.
8. Willingness and Capability to conduct assessment for PWD batches.

C. Guidelines for Assessment Process:

1. Would be notified by SKILL MISSION about the need to complete the assessment for a training batch.
2. Within 2 working day of receipt of information on the training batches by the training partner / SKILL MISSION, provide decision to accept assessment.
3. Video recording the assessment to be part of assignment.
4. Co-ordinate and Liaise with training partners to get information about completion of training batches so that they could plan the assessment.
5. It would be the responsibility of the Assessment Agency to notify SKILL MISSION about the changes in the assessment dates in concurrence with the training partner.
6. Within two working days of acceptance of conducting the assessment, share the details of approved assessors deputed to carry out assessments.
7. Ensure that certified assessors are sent to training locations/sites within the specified date and time.
8. Assessment Agency has to ensure that the assessor conducts and completes the necessary centre audit on time.
9. Conduct assessments conforming to assessment guidelines and that these are undertaken as per the pre-defined format and in accordance with each of the performance criteria outlined in respective qualification packs.
10. Ensure that the assessment exercise happens within the stipulated timeline without any deviation and that on-site visits are conducted by the partner to cross-check for quality and transparency of assessment exercises and video record the same.
14. SKILL MISSION will validate and approve/share the results of the assessment undertaken as applicable under the respective scheme.
15. Assessment Agency should ensure that the assessor results are uploaded into www.kaushalkar.com within time span of 72 hours of completion of assessment.
16. Assessment Agency should provide the final results to SKILL MISSION within seven working days of the completion of the assessment.
17. Assessing Agency should digitize and maintain all records of assessments conducted for a period of 3 years
18. Provide Qualitative analysis as required

19. Explain the Assessment Process to all Candidates and VTPs and answer their post assessment queries if any.

20. Conduct re-assessment if on complaint from VTP or Candidates if so directed by Skill Mission free of charge. Re-assessment is automatic if more than 75% Aspirants fail.

D. Guideline for the Assessment of Candidate:

(a) Design of Assessment Tools

I. Assessment tools designed to test both practical skills and theoretical knowledge.

II. Parameters for assessing student's abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training.

III. Expected standards of performance for each competency should be clearly defined and Student's performance assessed against these standards.

IV. Refer Summative Assessment Framework [Suggestive/Recommended]

V. Questionnaires/ test papers would be as objective as possible (restrict use of open ended questions to the minimum) such as multiple choice questions, yes/no or True / False types.

VI. Questions framed should be simple and without ambiguity.

(b) Scoring

i. All assessments recommended as part of the curriculum should be faithfully administered

ii. All assessments should be scored carefully and a log of all scores for every candidate Maintained.

iii. Batch wise/ Learner wise hard copies and soft copies of assessment forms and scores should be maintained in digitized form and be readily available for any audit by SKILL MISSION / NSDC or third party.

iv. At the end of the assessment the Assessment Agency would provide SKILL MISSION with a Summation of Scores for the batch and keep in-depth qualitative analysis readily available

(c) Guidelines for Assessment Claims and Reimbursement

1. Monthly invoices to be raised on the 25th of the month for all the assessment completed and results declared on www.kaushalkar.com.
2. Ensure that all the invoices are duly sealed and signed as mentioned below
 - i. Attendance sheet – signed by the assessor and the centre manager with the seal of the center and also with the seal of the Assessment Agency while submitting the invoice
 - ii. Feedback form signed by the assessor and signed by the centre manager with the seal of the center and the assessment while submitting the invoice