Tamil Nadu

e-Governance Agency

Tamil Nadu Skill

Development Corporation

User Manual – Assessment Agency Portal

Version No.1.0

This is the initial version of user manual. Based on the changes on the software, manual will be updated accordingly.

Contents

Introduction 3
Assessment Agency Portal 3
Website 3
Assessment Agency(AA) Login 3
Forgot Password 5
Assessment Agency Dashboard 5
Assessment Agency Profile View/ Edit 6
SSC Affiliation Details 7
Assessor Management - Search/ Add/ Edit Assessor 8
Search and View Assessor 8
Link & Delinked Assessor 8
Assign Batch Status 9
Pending with AA for Assigning to Assessor 9
View & Assign Batch 10
Batches Rejected by Agency 10
Batches assigned to Assessor 11
Approve Results 12
Results Pending with Assessment Agency for Approval 13
Results Approved by Assessment Agency 13
Results Rejected by Assessment Agency 14
Rejected by SSC 15
Support 15

Introduction

Assessment Agency Portal allows its users to assess and manage all the information related to profile management, Assessor management and result processing for all the assigned batches and the candidates belonging to Tamil Nadu Skill Development Corporation. Below are some highlighted functions Assessment Agency user can perform on the Assessment Agency Portal –

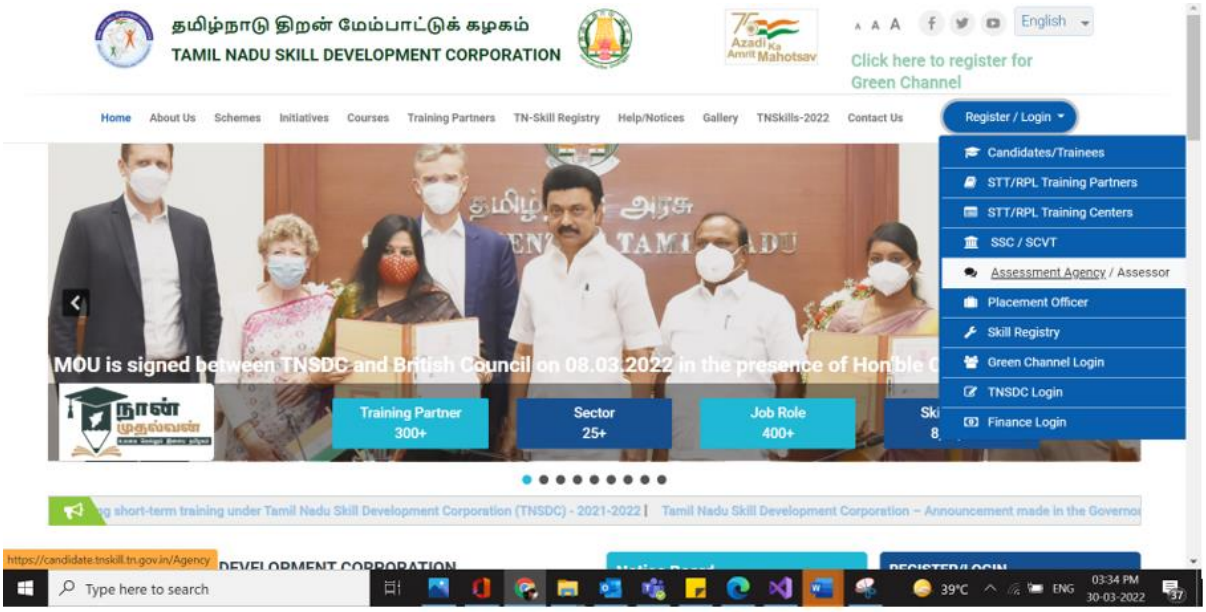
- Agency Profile Management
- Agency Dashboard for quick view of approved, pending batches, batches assigned to assessor, Reassessment Batches, and other statistics.
- Assessor Management
- Batch and Batch Status Management
- Result Management

Assessment Agency Portal

Website

In order to access the above-mentioned functions, Assessment Agency can login to portal through Tamil Nadu Skill Development Corporation website

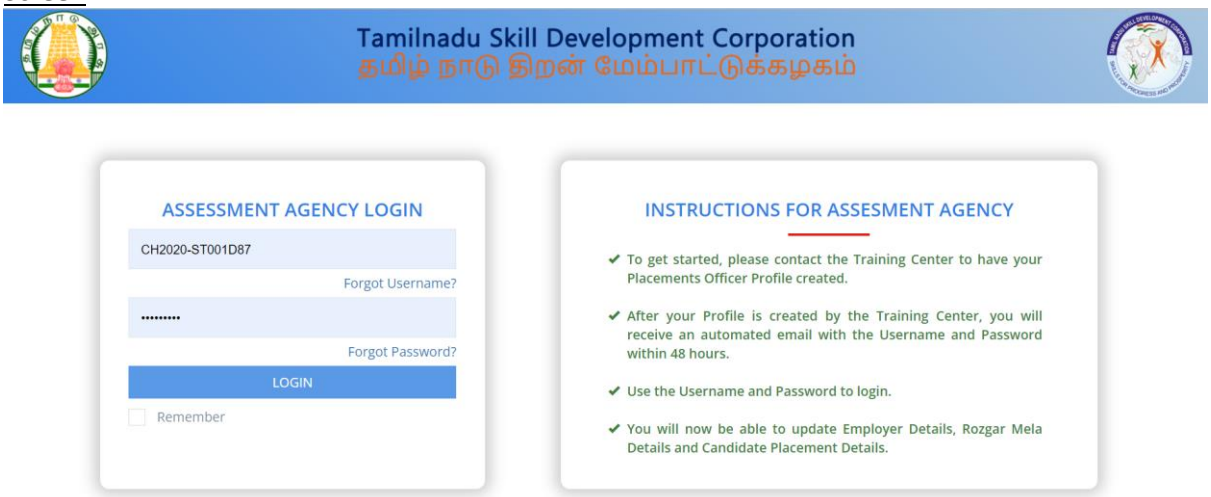
Screen:



Assessment Agency (AA) Login

Post clicking the Assessment Agency link, system will automatically redirect the Assessment Agency users to the Assessment Agency Portal Login Screen. Assessment Agencies are created by SSC's and credentials will sent through mail to the respective Assessment Agencies and later Assessment Agencies can conduct assessment for trained candidates.

Screen:



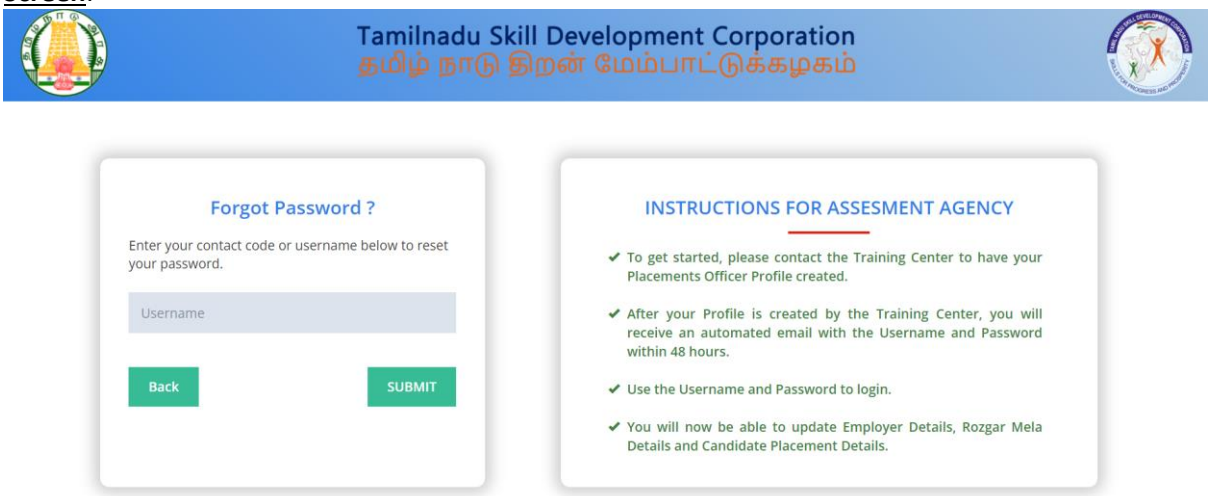
Details:

Field	Description
Username	Username of Assessment Agency shared by TNSDC
Password	Assessment Agency user should enter his/her password
Captcha	Assessment Agency user to enter captcha details
Forgot Password	Assessment Agency user can click on Forgot Password to retrieve the password

Forgot Password

In case of having trouble in login to the system using wrong password, Assessment Agency user can click on forgot password link to retrieve password. User must enter the username in order to retrieve the password and system automatically trigger the Temporary Password user's registered mobile number.

Screen:



Assessment Agency Dashboard

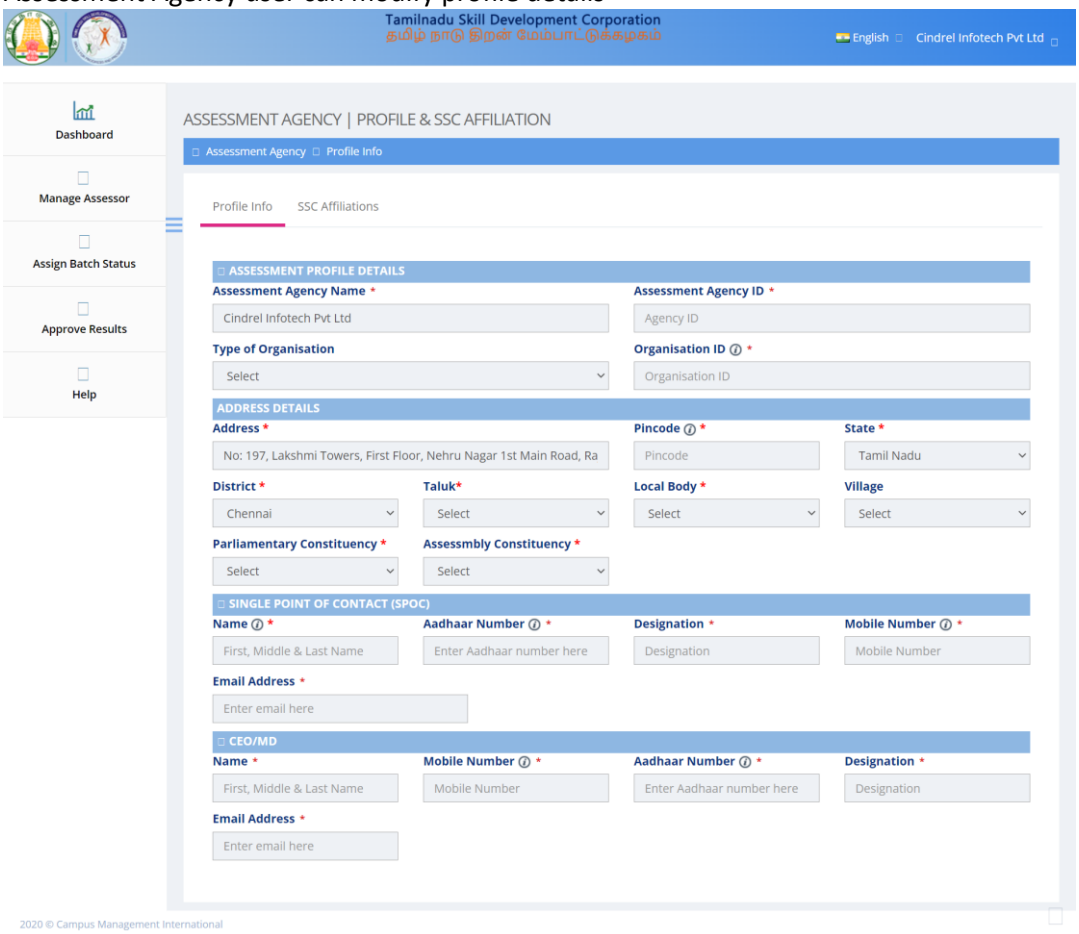
After Successful Login, System will automatically redirect the user to the dashboard and use can have quick view of statistics

Screen:

Assessment Agency Profile View/ Edit

Assessment Agency user can view/edit his/her profile by clicking the “My Profile” option under his/her username on right upper corner of the screen

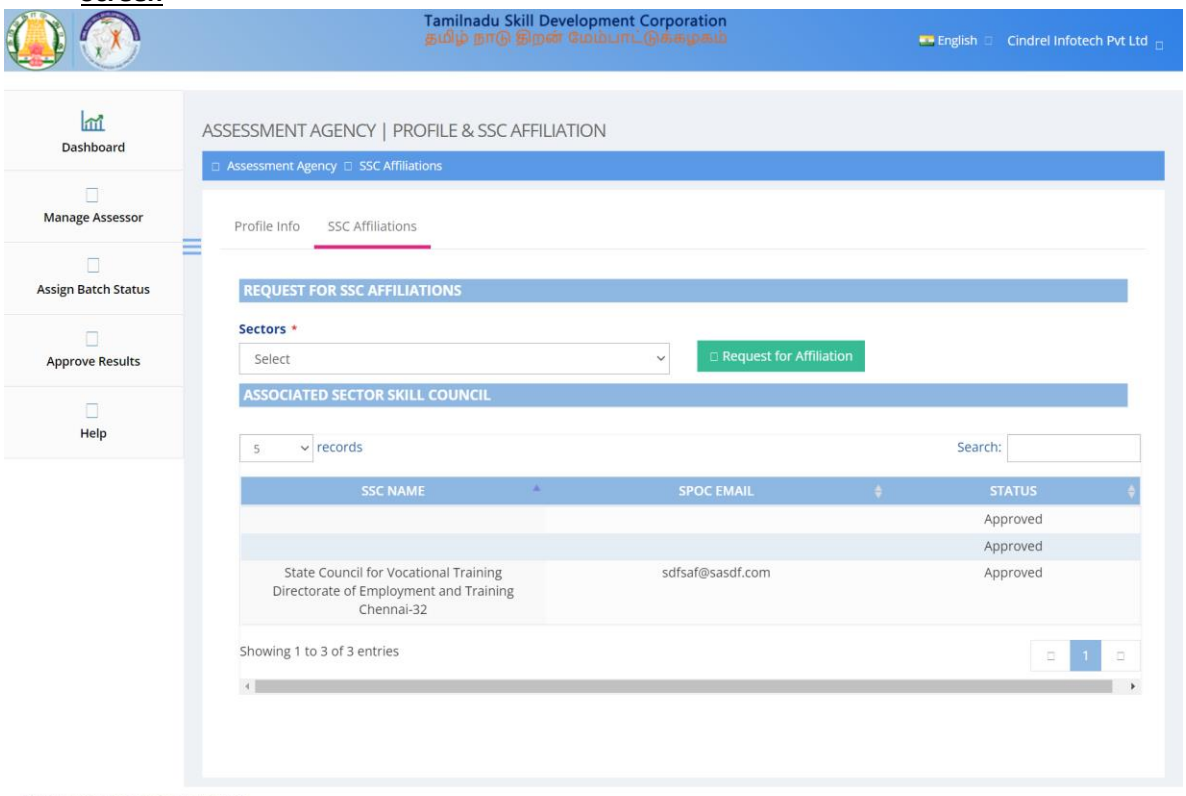
Assessment Agency user can modify profile details

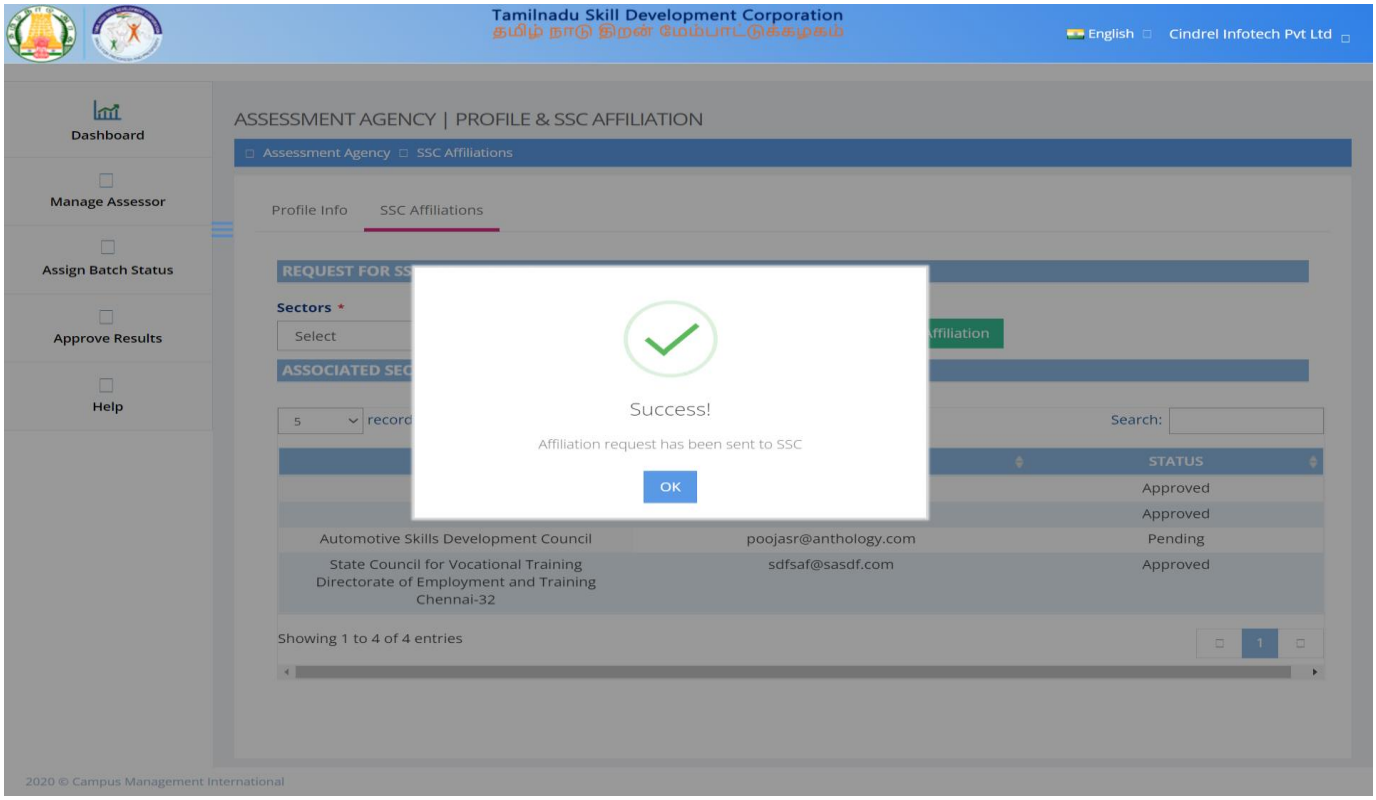


SSC Affiliation Details

Assessment Agency view the list of affiliated SSCs and can also raise the request for the approval

Screen





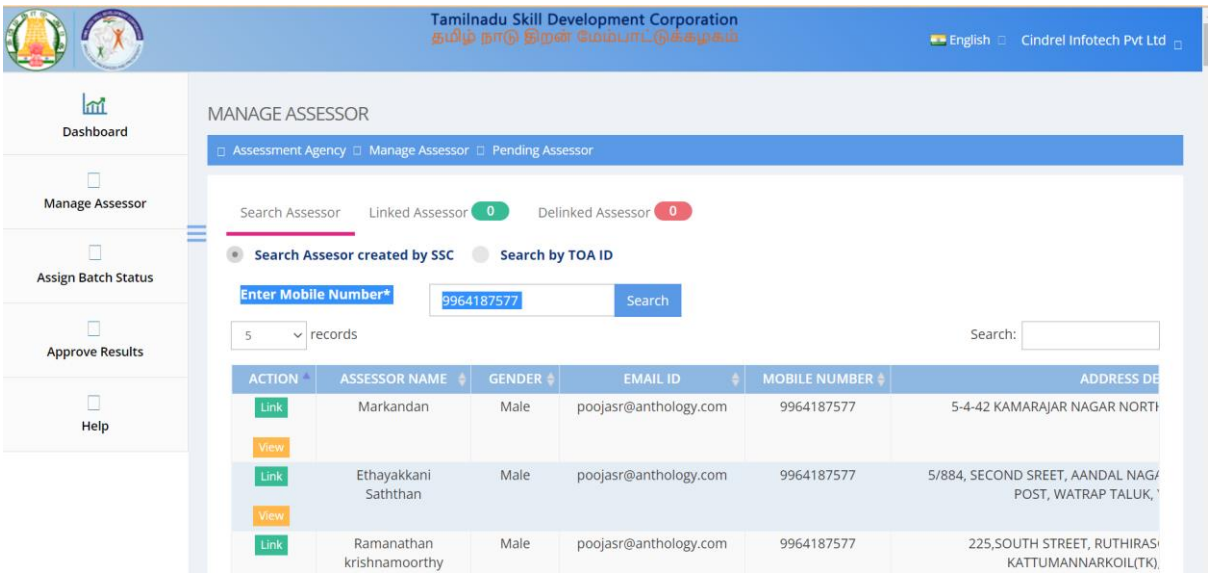
Assessor Management - Search/ Add/ Edit Assessor

Assessment Agency user can search/add or edit the Assessor by using the Assessor Management

Search and View Assessor

Assessment Agency user can search, and view assessor profile based on Assessor's ID or TOA ID

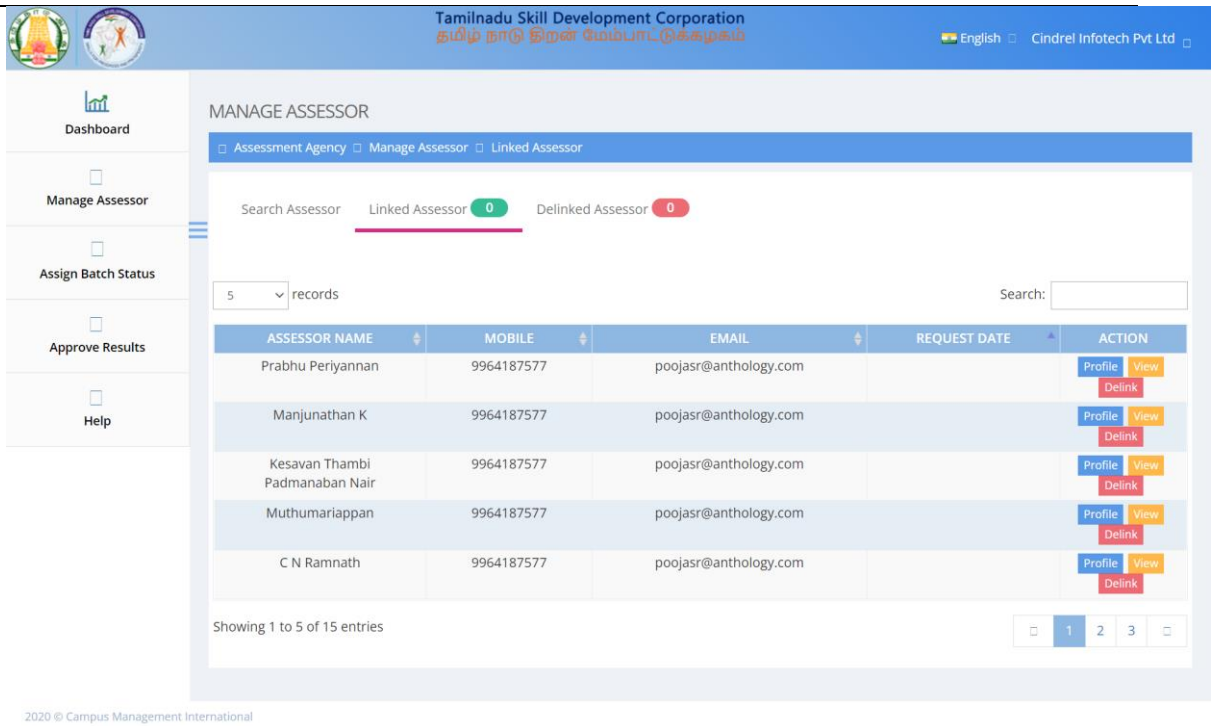
Screens:



Link & Delinked Assessor

Assessment Agency user can link/ delink the assessors by using action button, Link button will affiliate the Assessor to the Agency and De-Link button will unaffiliate the linked Assessor

Screen



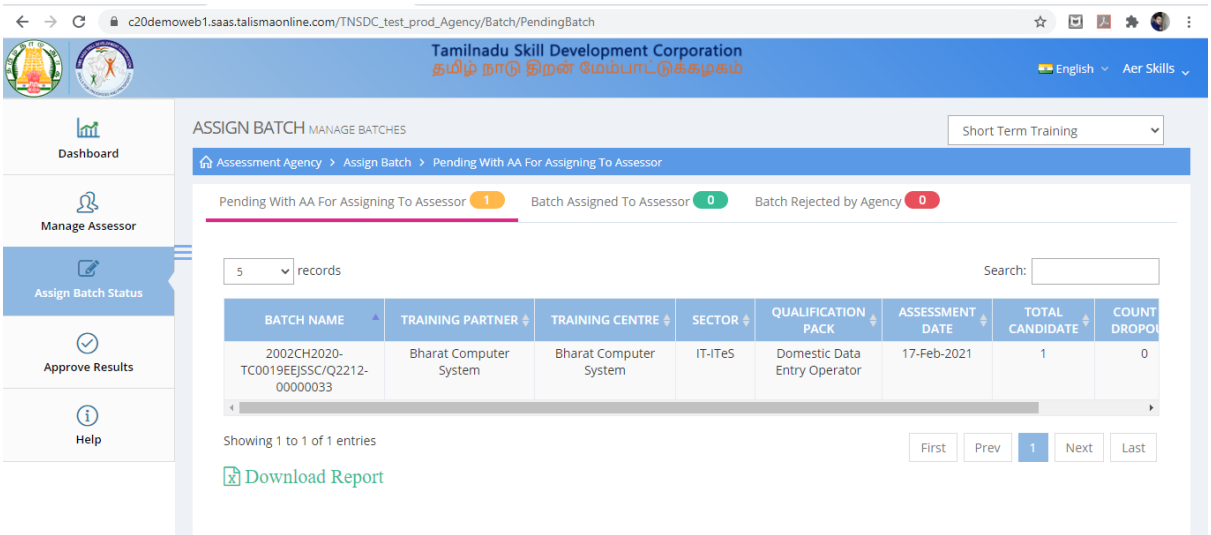
Assign Batch Status

Here Assessment Agency user can view all the batches assigned which are for first time assessment/ reassessment.

Pending with AA for Assigning to Assessor

Here Assessment Agency user will be able to view all the batches those are not assigned to Assessor by Assessment Agency and batches can also be viewed based on STT or RPL by selecting the drop-down

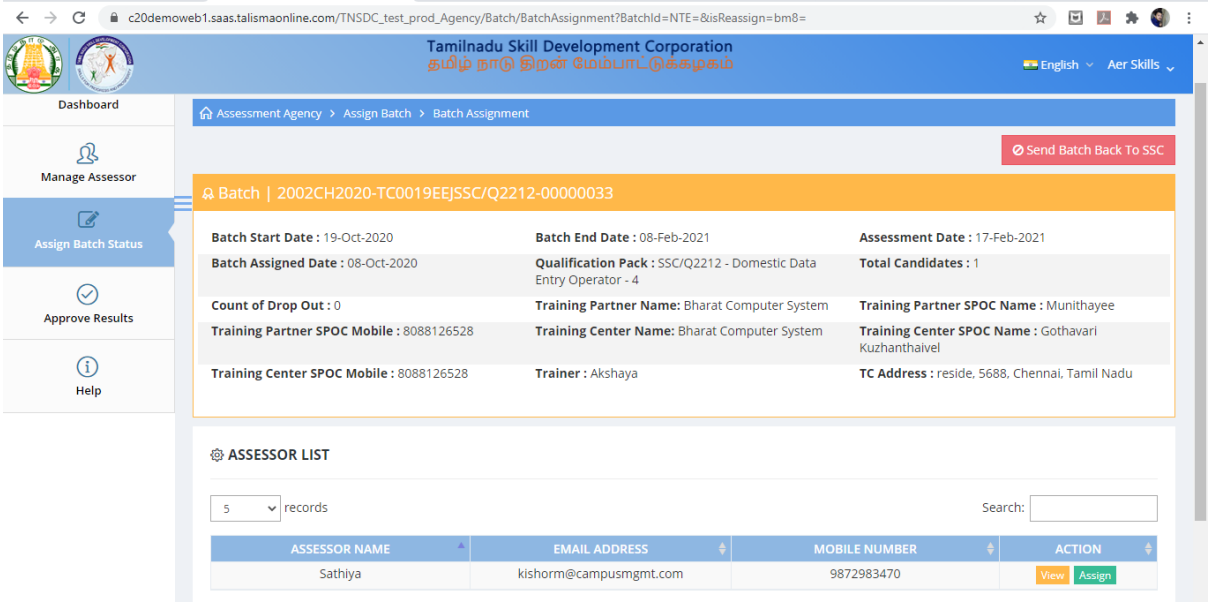
Screen:

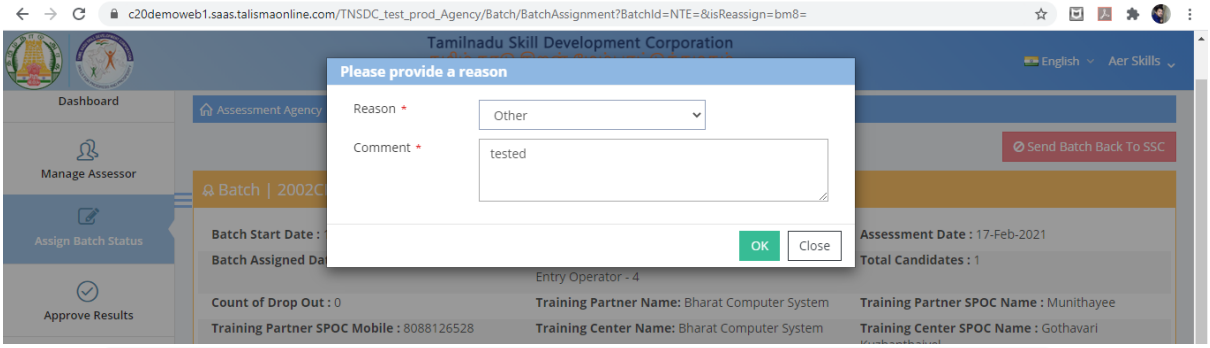


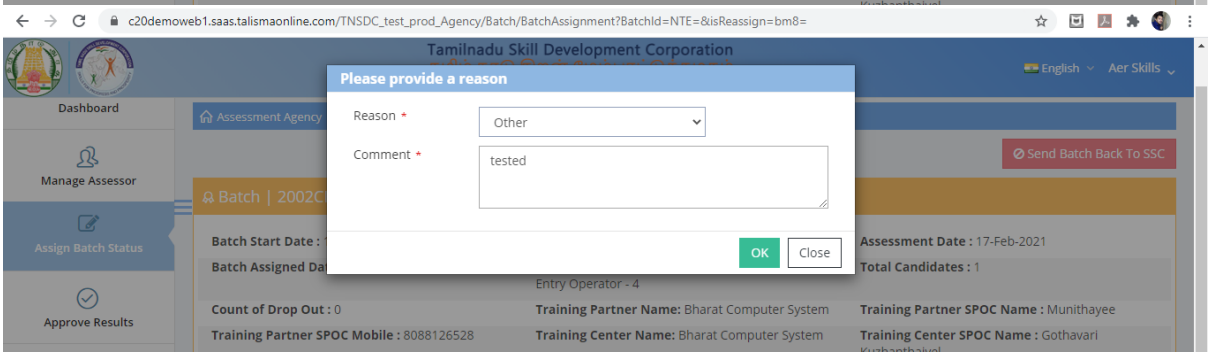
View & Assign Batch

Assessment Agency user can click on “View & Assign” to assign view batch details and assign the batch to Assessor.

Screens:



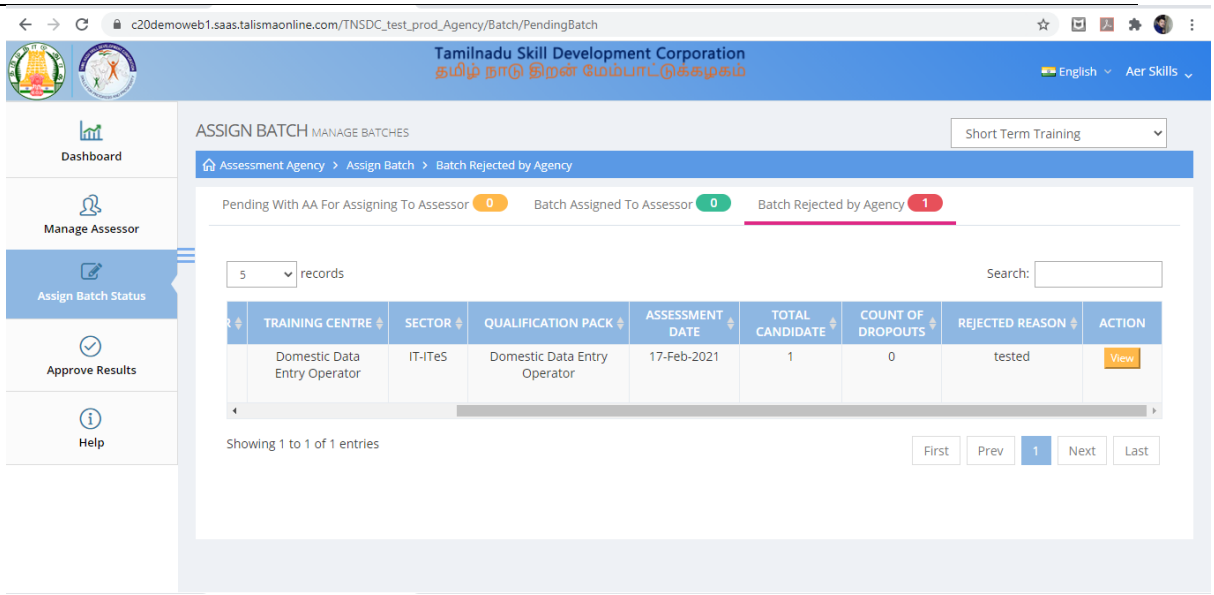


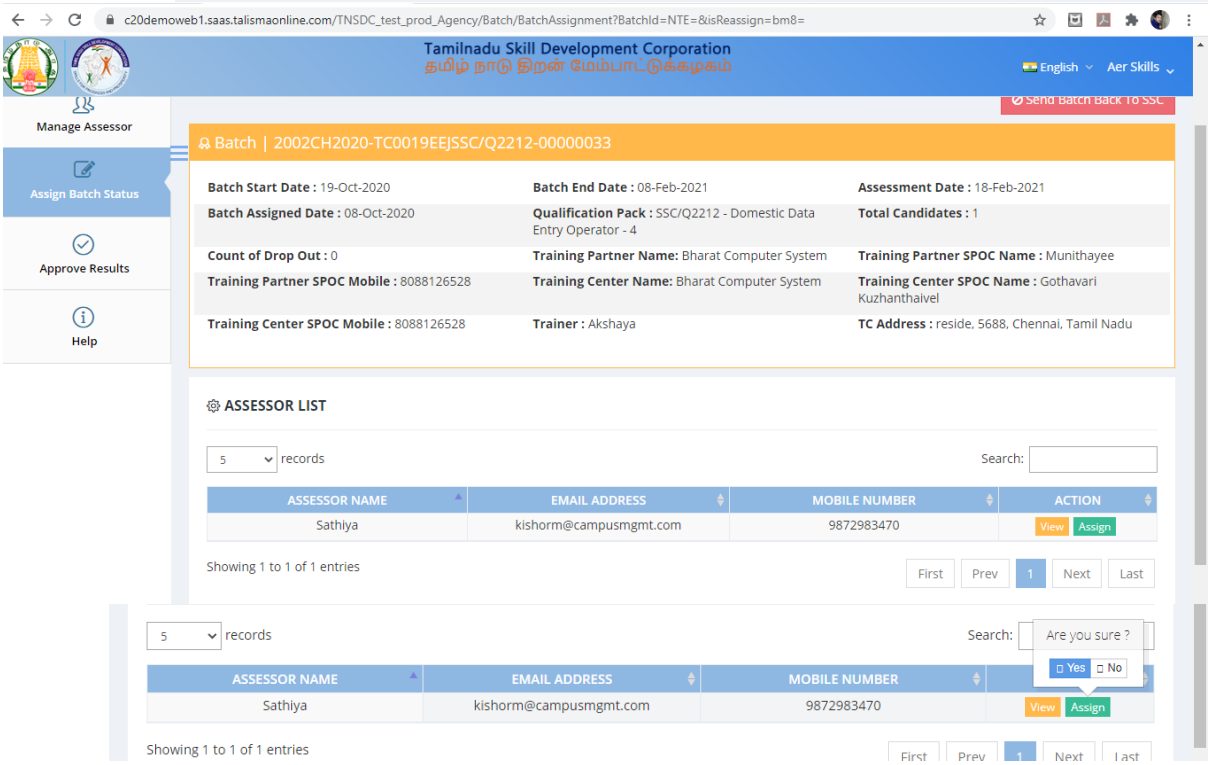


Batches Rejected by Agency

Assessment Agency can also view the list of the bathes rejected by agency and can reassign the same to the assessor

Screens

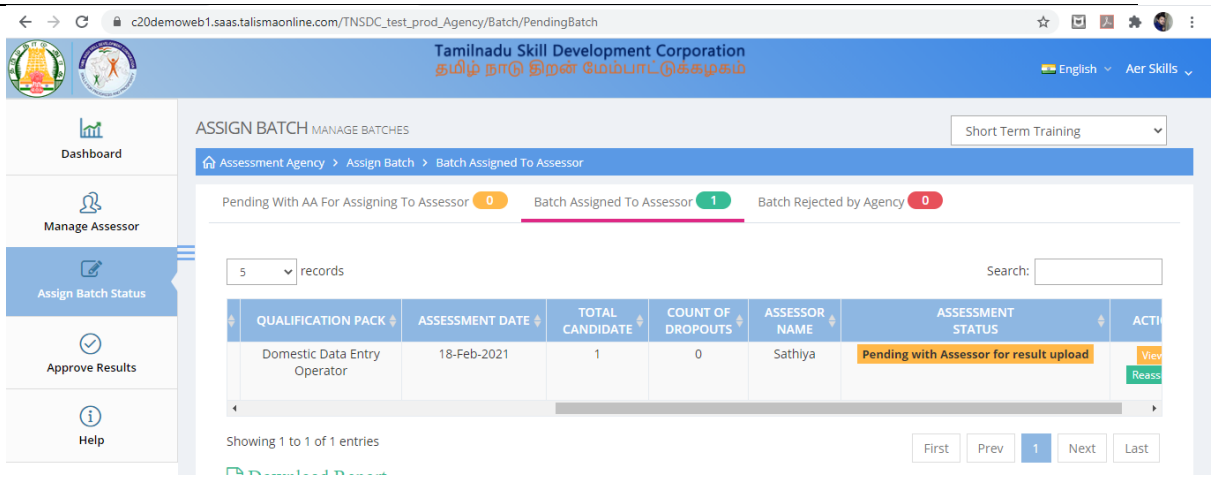




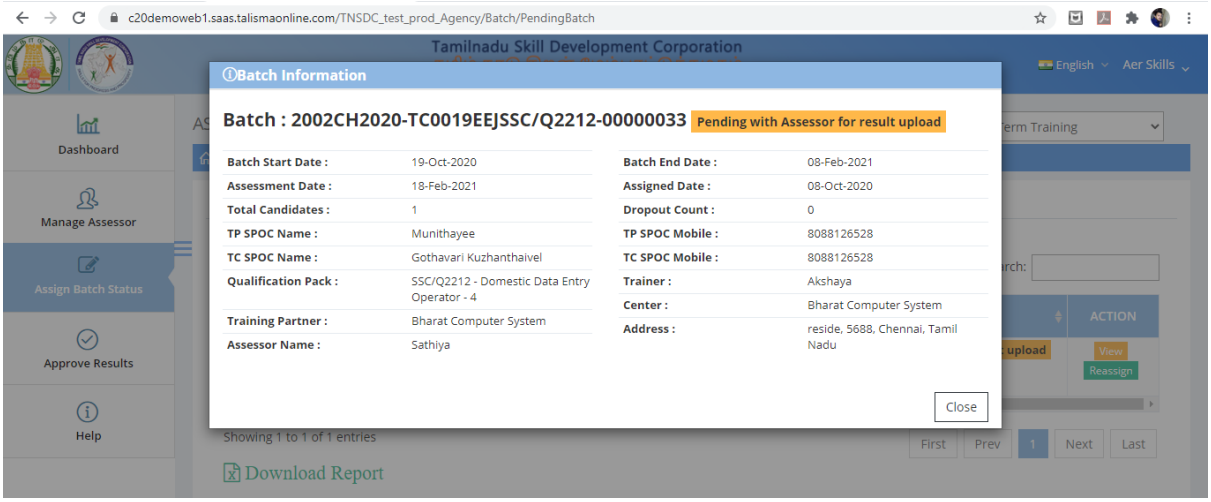
Batches assigned to Assessor

Assessment Agency can view the list of already assigned batched along with the assessment status under batches assigned to assessor button.

Screen

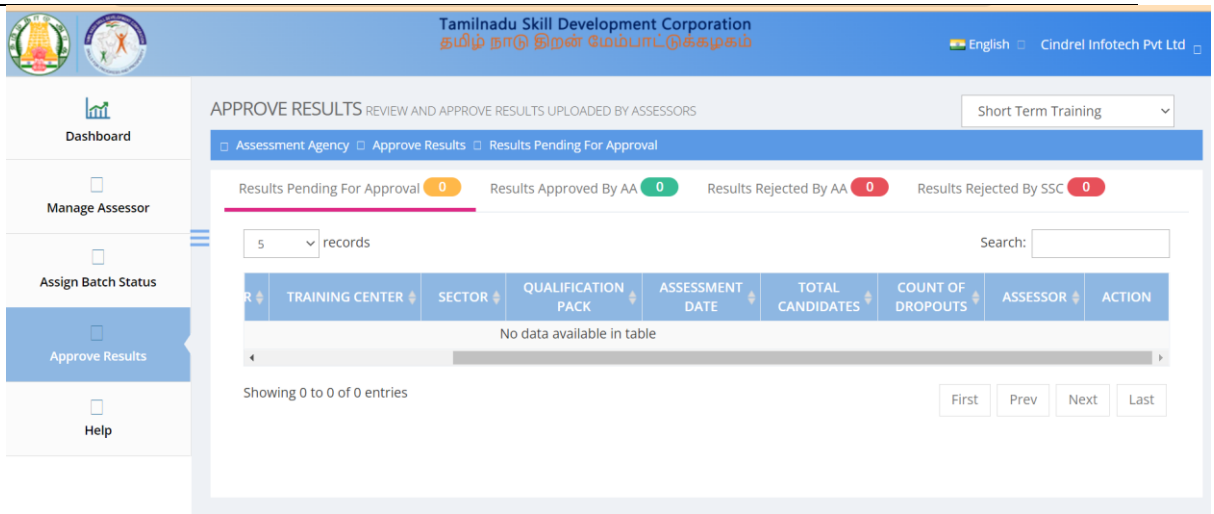


Also, assessment agency can view the batch detail and reassign the batch by clicking on view button.



Approve Results

Assessment Agency will be able to view assessment/ reassessment batches that are pending for result approval/ approved and download certificates and marksheet



Results Pending with Assessment Agency for Approval

Assessment Agency will be able to view all the batches those marks are uploaded by Assessor, but results are not verified by Assessment Agency user. Assessment Agency can approve/ reject the marks uploaded by Assessor. If rejected, batches will be assigned back to Assessor to upload results. If approved, batch will be considered for SSC approval .

Results Approved by Assessment Agency

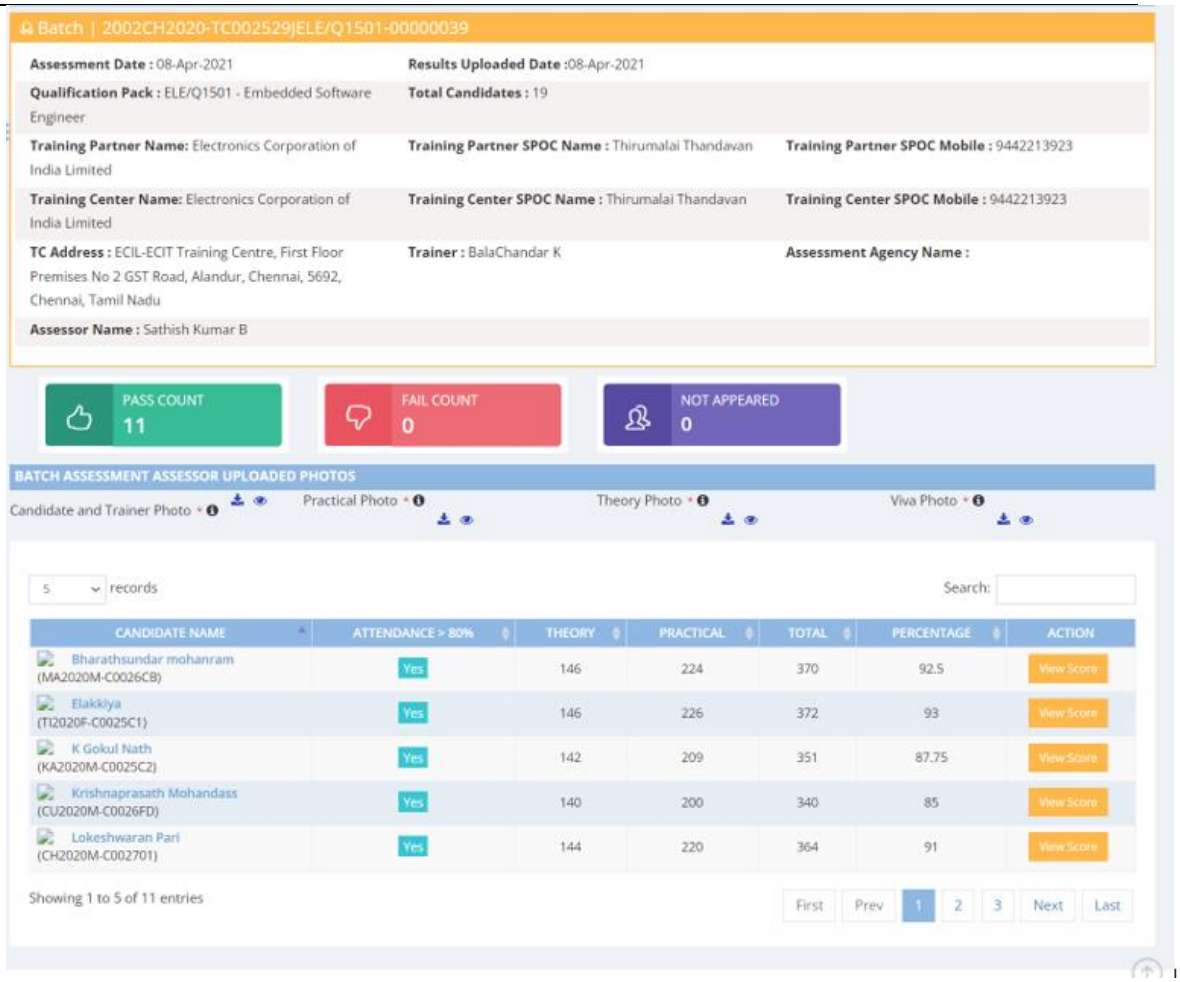
All the batches whose results are approved by Assessment Agency will be displayed here

Screen:

Review

On click of “Review”, batch assessment details will be displayed. Assessment Agency user can also view pictures uploaded by Assessor in Assessor App.

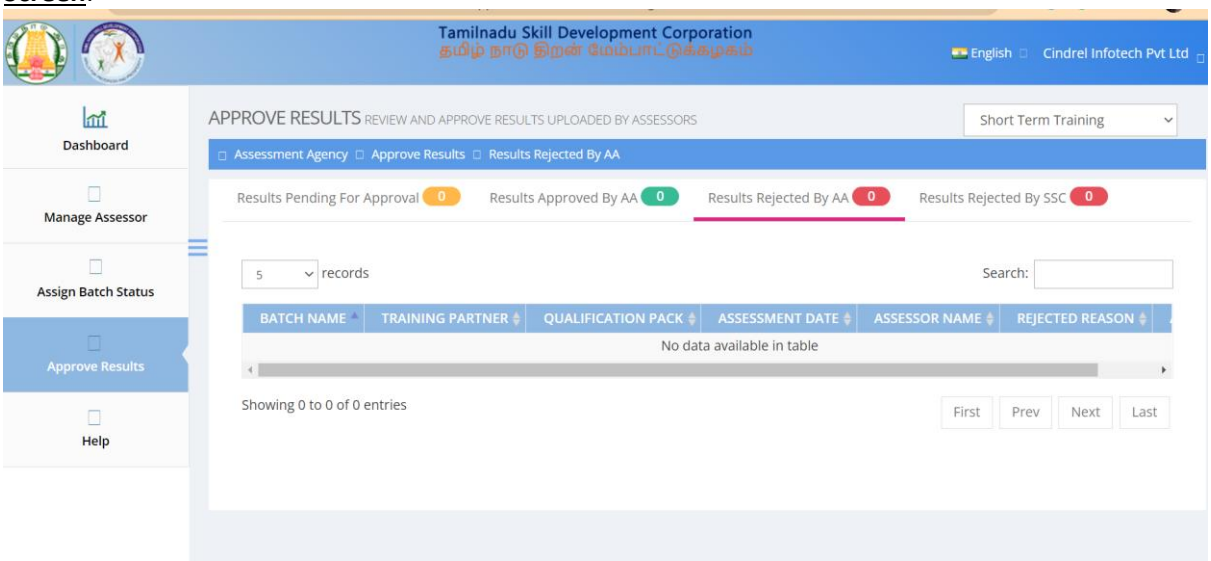
Screen:



Results Rejected by Assessment Agency

Batches whose result is rejected by Assessment Agency will be visible here.

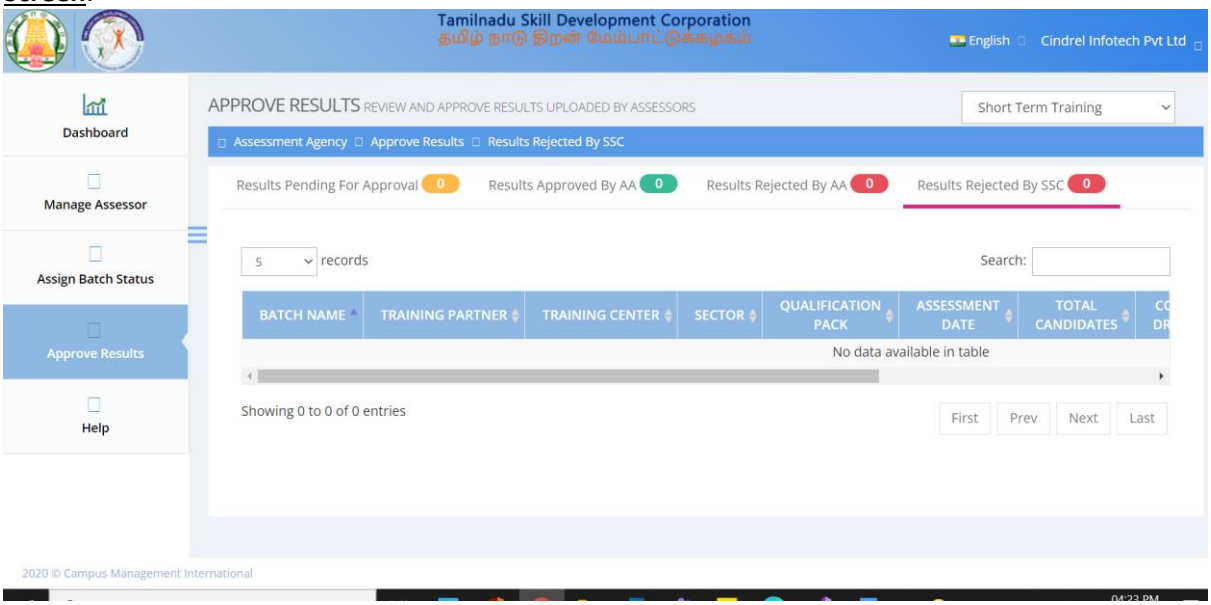
Screen:



Rejected by SSC

Assessment Agency user will be able to see all the batched those are rejected by SSC.

Screen:



Support

Please feel free to contact us:

Email id : support@tnsdc.in

Contact number : 044-22500107

Monday to Friday exclude Government holidays

(Timing 10.00 AM To 5.45 PM)