

### **Assessment and Certification Process flow**

For the assessment and certification assignment, following will be the flow of process:

1. Each assessment agency shall be given following login ids for the RYK portal:
  - a. State head
  - b. Lead assessor(s)
2. Each agency shall register the details of assessors and lead assessors allocated for the assignment.
3. The batches that are ready for the assessment<sup>i</sup> shall be populated in the state head login of the agency. The state head shall allot batches to the lead assessor and the team of assessors along with the proposed date for assessment<sup>ii</sup>
4. Each lead assessor on completion of registration in the portal shall be given login id to assess the portal.
5. The batches allotted by the state head to the lead assessor(s) shall be seen in the respective login of the lead assessor in order of the date of assessment.
6. The screen (single click on batch code) shall be drilled down to candidate wise details where the biometric confirmation and number of fingers enrolled shall be entered by the lead assessor.
7. The lead assessor shall enter the date of assessment in the first screen and also upload 2 relevant photographs of assessment process and infrastructure available at the center.
8. The screen for the lead assessor login shall then get drilled down to candidate wise assessment result sheet where the lead assessor shall submit the details of the assessment (candidate wise) within 2 days of assessment.

9. The batch assessed shall be forwarded by lead assessor to state head which after review shall be finally forwarded to PM, REEMAP login for final approval.
10. PM REEMAP shall check the following parameters before forwarding the batch for certificate generation:
  - a. Photographs of assessment process
  - b. Infrastructure details
  - c. Date of completion of assessment
11. On first approval of PM, REEMAP automatic certificates shall be generated by the system. The printed and signed copy of the same shall be handed over to concerned training partner for distribution to the candidates.
12. The training partner shall enter the details in the portal regarding the date of receipt of certificates and distribution of the same.
13. After successful uploading, the batch shall be forwarded to the PM, REEMAP login where the final approval shall allow the e-bill generation for the concerned batch.

As on date, REEMAP has identified two assessment agencies namely, Manipal City & Guilds and Centurion University of Technology & Management.

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<sup>i</sup> All the incepted batches that are ending on or after 10<sup>th</sup> June 2013

<sup>ii</sup> The date of assessment shall be 7 to 3 days before the completion of the batch and the state head shall be allowed to allot the batch only 10 days prior to the end date.