



West Bengal State Council of Technical and  
Vocational Education and Skill Development

(<https://sctvesd.wb.gov.in>)

**Department of Technical Education, Training and  
Skill Development, Govt. of West Bengal**

User Manual: Assessment Management System  
(Assessor)

**Version: 1.0**

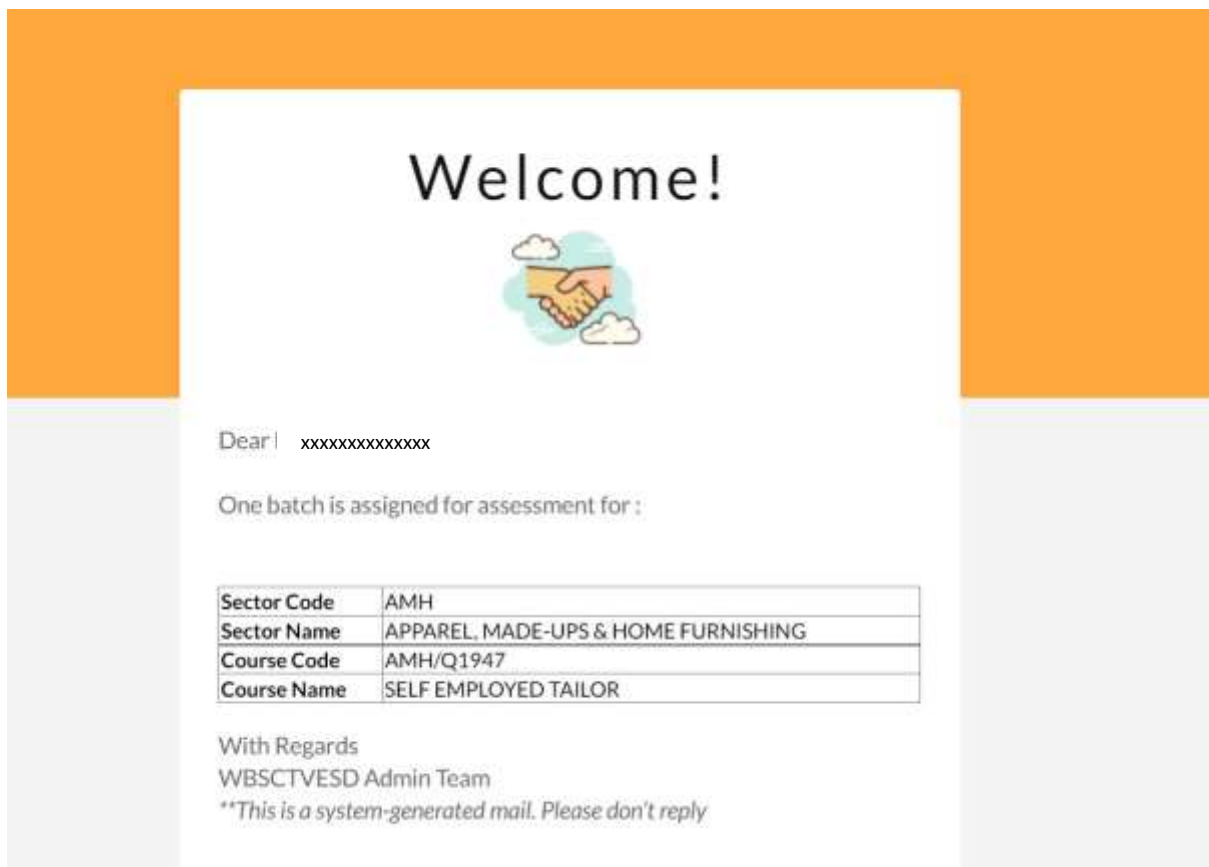
**Release Date: 27.10.2021**

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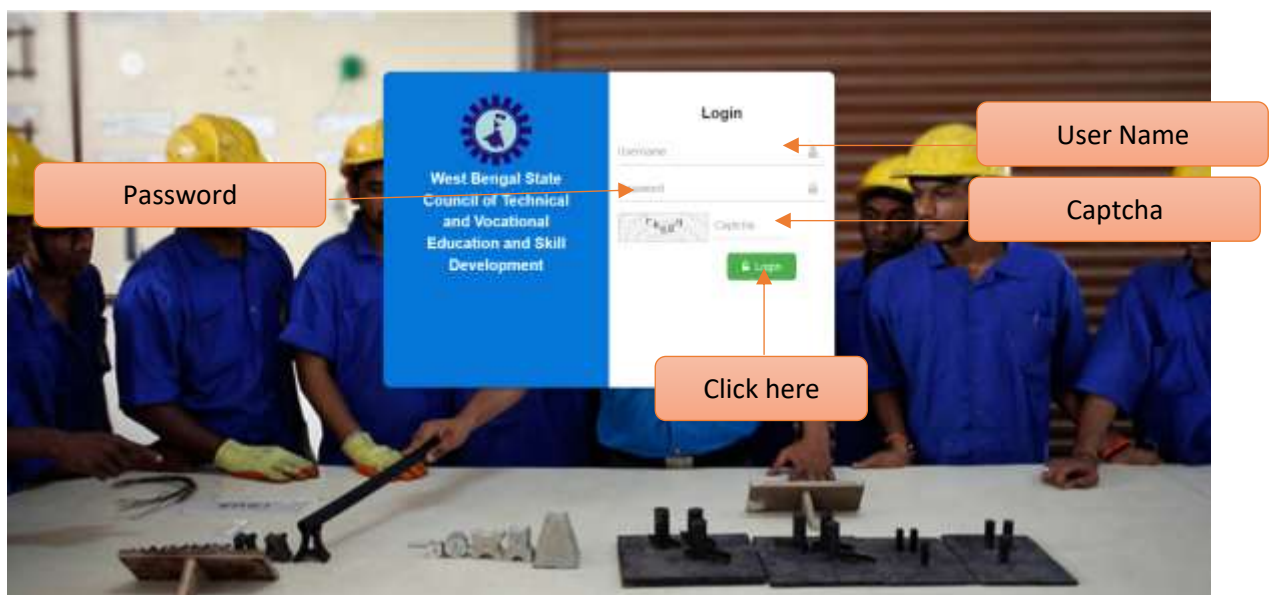
## 1. How to Approve/Reject batch by Assessor

Step-1: One intimation will be sent to registered mail id of assessor after assigned batch for assessment.



Step-2: Open any browser and type in the URL <https://sctvesd.wb.gov.in/admin>.

Step-3: Enter Username, Password and enter captcha for login.



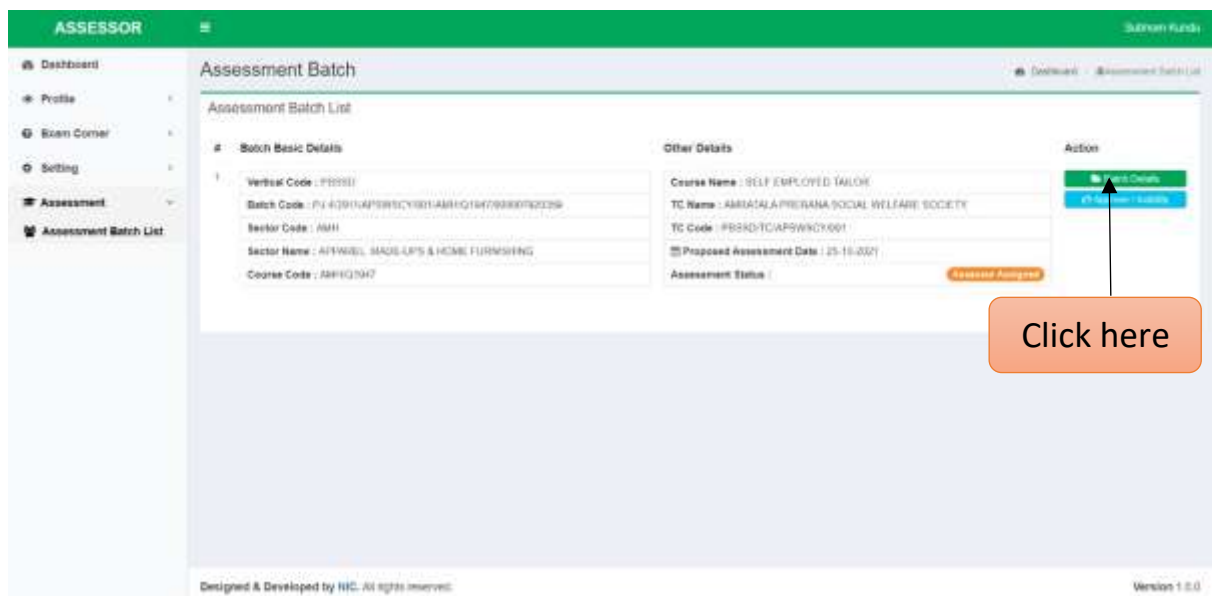
Step-4: After successful log in “Assessor Dashboard” will be open.



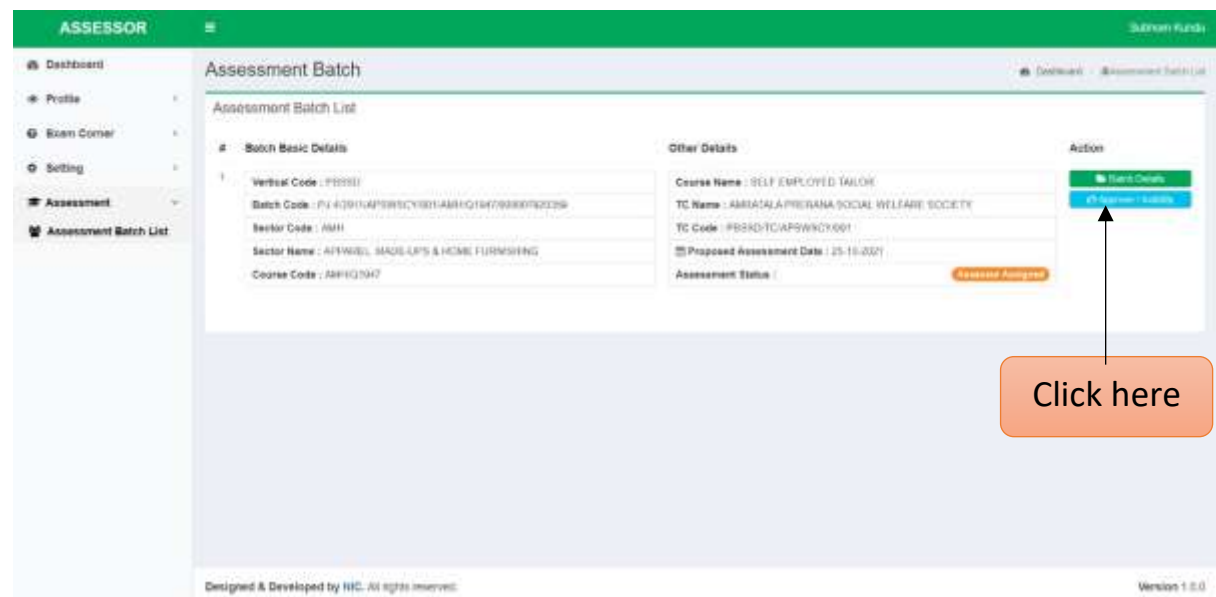
Step-5: Click on main menu “Assessment” under sub-menu “Assessment Batch List”.

Step-6: Batch List will be shown in the screen.

Step-7: Click on “Batch Details” button to view the batch details.



Step-8: Click on "Approve/Inability" button to approve/reject any batch.

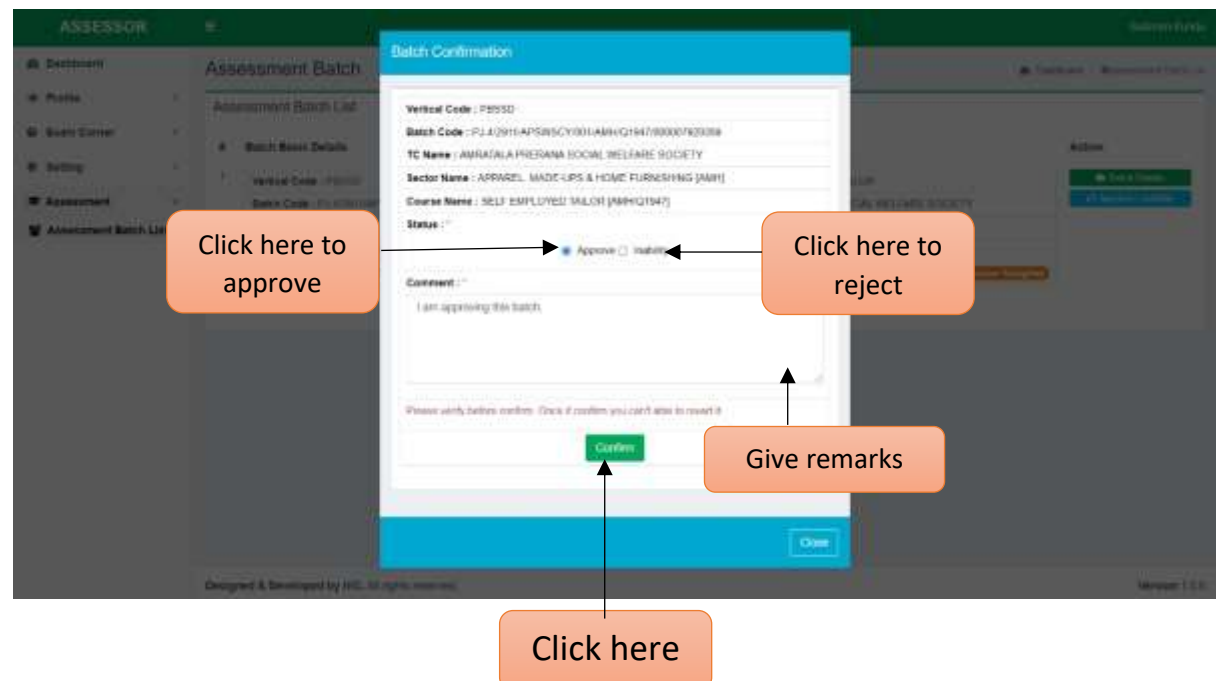


Step-9: After click on "Approve/Inability" button one popup will appear in the screen.

Step-10: Choose "Approve" radio button to approve the batch.

Step-11: Choose "Inability" radio button to reject the batch.

Step-12: After checking all details in popup and giving remarks, click on "Confirm" button.



## 2. How to complete assessment by Assessor

Step-1: Click on "Batch Details" button to view the batch details.

ASSESSOR

Assessment Batch

Assessment Batch List

Batch Basic Details

Vertical Code : PPS50

Batch Code : PU42911WPSWICY001AMH01947000007

Sector Code : AMH

Sector Name : APPAREL, MADE-UPS & HOME FURNISHING

Course Code : AMH01947

Other Details

Course Name : SELF EMPLOYED TAILOR

TC Name : AMMAJALAPREKANA SOCIAL WELFARE SOCIETY

TC Code : PPS50/TCWPSWICY001

Proposed Assessment Date : 21-10-2021

Assessment Status : Trainee Batch List

Action

Batch Details

Mark Entry Sheet

Question Paper

Upload Model

Click here

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Step-2: Batch details with trainee list will appear in the screen.

Step-3: Click on "Close" button after verify the batch details.

ASSESSOR

Assessment Batch Information

Batch Details

Vertical Code : PPS50

Vertical Code : Pancham Sange Society for Skill Development (PPS50)

Assessment Scheme Name : Utkarsh Sange - Short Term Training (STT)

Batch Code : PU42911WPSWICY001AMH01947000007020300

Sector Name : APPAREL, MADE-UPS & HOME FURNISHING (AMH)

Course Name : SELF EMPLOYED TAILOR (AMH01947)

TC Details

Council Assign Date : 15-09-2021

Tentative Assessment Date : 15-09-2021

Proposed Assessment Date : 25-10-2021

Assessment Status : Assessment Scheme

Trainee List

#	Name	Council Trainee Code	User Trainee Code	Mobile	DOB	District
1.	DEBJANI MONDAL	TR_0000000008	WS19K0152908	9873391943	10-06-1989	SOUTH 24 PARGANAS
2.	JAYAMARA KATUN	TR_0000000009	WS19K0184204	9873392629	29-06-2000	SOUTH 24 PARGANAS
3.	SERBA BISI	TR_0000000010	WS19K01349401	9444274005	15-11-1989	SOUTH 24 PARGANAS
4.	ROHITA KUNDU	TR_0000000011	WS19K01349402	9444274006	15-11-1989	SOUTH 24 PARGANAS
5.	Priya Roy	TR_0000000012	WS19K01347504	9444274030	15-11-1989	SOUTH 24 PARGANAS

Click here

Close

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Step-4: Click on “Assessment Revised Guideline” sub-menu, under “Download” main menu to download a PDF of a general instruction for assessment.

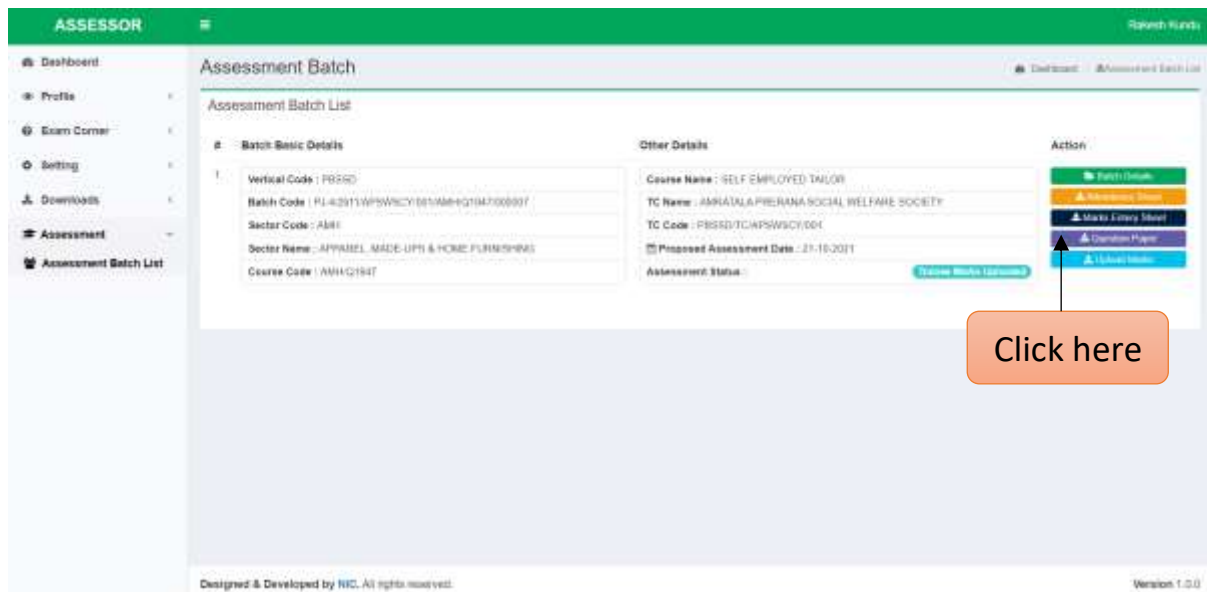


Step-5: Click on “Attendance Sheet” button to download the attendance sheet for trainees’ attendance.



Step-6: Click on "Question Paper" button to download the question paper.

Note: Assessor can able to download question paper within 24 hour of assessment.



Step-7: Click on "Upload Marks" button to upload marks of trainees.





Note: Unlit or unless assessor capture the attendance “Upload Marks” button will not appear.

**ASSESSOR**

Submenu: Funds

Dashboard | Profile | Exam Corner | Setting | Assessment | **Assessment Batch List**

**Assessment Batch**

Warning! Trainee attendance not captured. Please capture! Council Admin.

**Trainee List**

S.No.	Trainee Name	Council Code	User Code	Mobile No.	State	District	Action	Status
1	DESIAM MONDAL	TR_000000008	WB19ARL12428	9075391943	WEST BENGAL	SOUTH 24 PARGANAS		Not
2	Pritya Ray	TR_000000012	WB19KDY34734	9444374039	WEST BENGAL	SOUTH 24 PARGANAS		Not
3	RAHUL KUNDU	TR_000000011	WB19KDY34883	9444374039	WEST BENGAL	SOUTH 24 PARGANAS		Not
4	JAHNABARA KHATUN	TR_000000009	WB19NDR041834	9697220019	WEST BENGAL	SOUTH 24 PARGANAS		Not
5	SERINA SIBI	TR_000000010	WB19KDY348431	9444374039	WEST BENGAL	SOUTH 24 PARGANAS		Not

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Step-8: Biometric Attendance will be captured by assessor.

Step-9: Click on “Upload Marks” button to put the trainee marks.

**ASSESSOR**

Submenu: Funds

Dashboard | Profile | Exam Corner | Setting | Assessment | **Assessment Batch List**

**Assessment Batch**

**Trainee List**

S.No.	Trainee Name	Council Code	User Code	Mobile No.	State	District	Action	Status
1	DESIAM MONDAL	TR_000000008	WB19ARL12428	9075391943	WEST BENGAL	SOUTH 24 PARGANAS	Upload Marks	Not
2	SERINA SIBI	TR_000000010	WB19KDY348431	9444374039	WEST BENGAL	SOUTH 24 PARGANAS	Upload Marks	Not
3	Pritya Ray	TR_000000012	WB19KDY34734	9444374039	WEST BENGAL	SOUTH 24 PARGANAS	Upload Marks	Not
4	RAHUL KUNDU	TR_000000011	WB19KDY34883	9444374039	WEST BENGAL	SOUTH 24 PARGANAS		Not
5	JAHNABARA KHATUN	TR_000000009	WB19NDR041834	9697220019	WEST BENGAL	SOUTH 24 PARGANAS		Not

Click here

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Step-10: After putting marks click on “Save Trainee Marks” button to save the marks of trainees.

The screenshot shows the 'Assessment Batch' page in the ASSESSOR system. The page has a sidebar with navigation options: Dashboard, Profile, Exam Corner, Setting, Assessment, and Assessment Batch List. The main content area is titled 'Assessment Batch' and includes a 'Trainee Details' section with fields for Trainee Name, Council Trainee Code, Trainee Mobile, and User Trainee Code. Below this is a 'Test List Details' table with columns for #, Test, Theory, Practical, Viva, Total, Total Marks, Total Pass Marks, Pass Marks for Test (N), Theory, Practical, Viva, and Pass Marks (%). The table contains two rows of test data. Below the table is an 'Upload Trainee Marks' section with input fields for Theory Marks, Practical Marks, Viva Marks, and Total Marks for two trainees. A blue button labeled 'Save Trainee Marks' is at the bottom of this section. An orange callout box with an arrow points to this button, containing the text 'Click here'.

Step-11: After uploading marks pass/fail status will automatically show in the screen.

Step-12: If user wants to edit trainee marks then click on “View Marks” button.

Step-13: After giving the trainee marks user will upload PDF marks sheet.

The screenshot shows the 'Assessment Batch' page in the ASSESSOR system. The sidebar is the same as in the previous screenshot. The main content area is titled 'Assessment Batch' and includes a 'Trainee List' table with columns for #, Trainee Name, Council Code, User Code, Mobile No., State, District, Action, and Status. The table contains five rows of trainee data. The 'Action' column has buttons for 'View Marks' and 'Edit Marks'. The 'Status' column has buttons for 'Pass' and 'Fail'. An orange callout box with an arrow points to the 'View Marks' button, containing the text 'Click here'. Below the table is an 'Upload Assessment Doc' section with a text input field and a 'Choose File' button. An orange callout box with an arrow points to the 'Choose File' button, containing the text 'Upload here'. At the bottom right of the page is a green button labeled 'Final Submit Marks'.

Step-14: Click on “View Trainee Marks” button to view the trainee marks details.

ASSESSOR

Dashboard Profile Exam Corner Setting Assessment Assessment Batch List

Assessment Batch

Trainee List

Click here

#	Trainee Name	Council Code	User Code	Mobile No.	State	District	Action	Status
1.	DEBJANI MONDAL	TR_00000000	WR16ARL52008	887381943	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	<a href="#">Pass</a>
2.	SEHNA BISI	TR_00000000	WR16ARL548401	8448074834	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	<a href="#">Pass</a>
3.	Pritya Roy	TR_00000000	WR16ARL547508	8448074834	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	<a href="#">Pass</a>
4.	RAHUL KUNDU	TR_00000000	WR16ARL548402	8448074834	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	<a href="#">Absent</a>
5.	JAYANARA KHATUN	TR_00000000	WR16ARL548404	8897222638	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	<a href="#">Absent</a>

Upload Assessment Doc. (Only PDF file within 100 KB) [Choose File](#) No file chosen [Final Submit Marks](#)

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Step-15: Trainee marks details will show in the screen.

ASSESSOR

Dashboard Profile Exam Corner Setting Assessment Assessment Batch List

Trainee Marks

Trainee Marks Details

DEBJANI MONDAL

Council Code: TR\_00000000 User Code: WR16ARL52008 Mobile No.: 887381943 Trainee Email: --

#	NCS	Theory Marks	Practical Marks	Viva Marks	Total Marks
1.	NCS PRACTICE 101	80	30	—	80
2.	NCS PRACTICE 102	40	28	80	88
Status: <a href="#">Pass</a>					Total Marks: 175 / 200

JAYANARA KHATUN

Pritya Roy

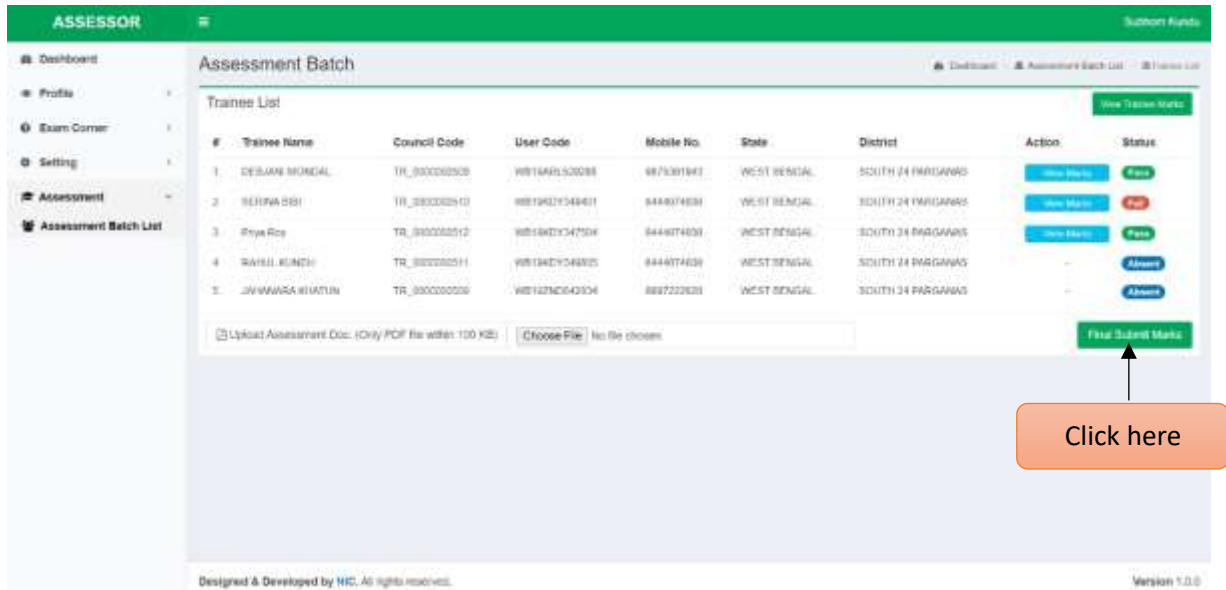
RAHUL KUNDU

SEHNA BISI

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Step-16: Click on “Final Submit Marks” button for final submission.

Note: After final submit user can't be able to edit the marks details of trainees.



The screenshot shows the ASSESSOR dashboard with the 'Assessment Batch' section active. A table lists trainees with columns for ID, Name, Council Code, User Code, Mobile No., State, District, Action, and Status. The 'Final Submit Marks' button is located at the bottom right of the table. An orange callout box with the text 'Click here' and an arrow points to this button.

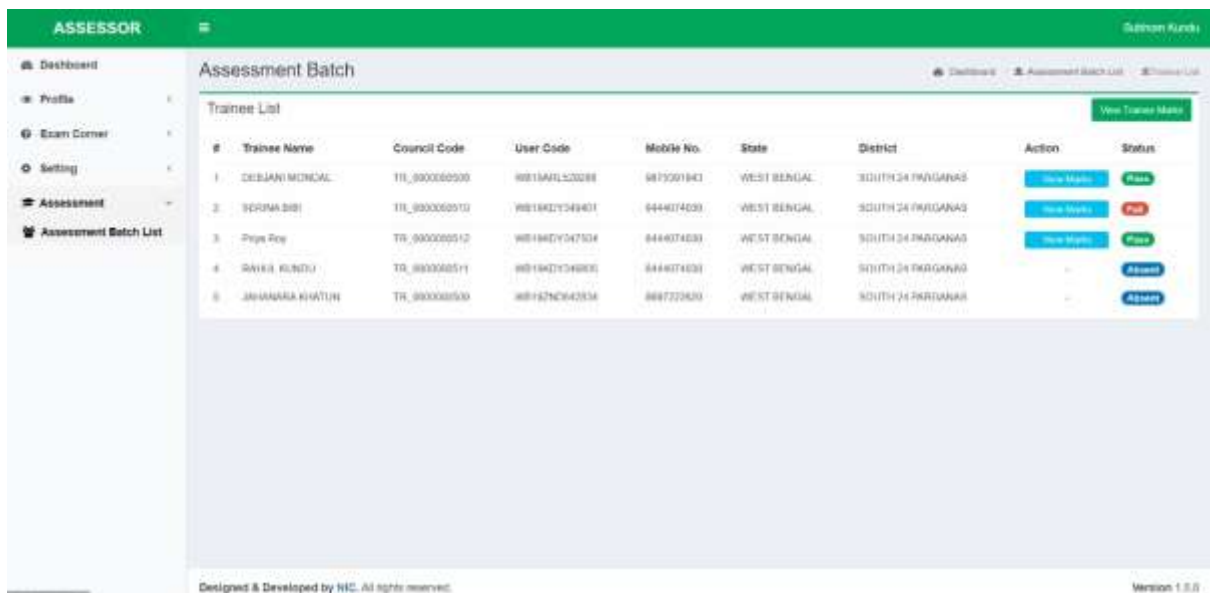
#	Trainee Name	Council Code	User Code	Mobile No.	State	District	Action	Status
1.	DEBJANI MONDAL	TR_900000000	WB1940152008	987301943	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	Pass
2.	SRJANA SIBI	TR_900000010	WB19401548401	9444074030	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	Fail
3.	Priya Roy	TR_900000012	WB19401547504	9444074030	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	Pass
4.	SAIKO KUNDU	TR_900000011	WB19401548005	9444074030	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	Absent
5.	JAYANARA KHATUN	TR_900000009	WB1929642834	9897222600	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	Absent

Upload Assessment Doc. (Only PDF file within 100 KB) [Choose File](#) No file chosen

[Final Submit Marks](#)

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Step-17: After final submission assessor will be able to see status of the examination and uploaded marks.



The screenshot shows the ASSESSOR dashboard with the 'Assessment Batch' section active. The table now displays the status of the examination and uploaded marks for each trainee. The 'Status' column shows 'Pass', 'Fail', or 'Absent'.

#	Trainee Name	Council Code	User Code	Mobile No.	State	District	Action	Status
1.	DEBJANI MONDAL	TR_900000000	WB1940152008	987301943	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	Pass
2.	SRJANA SIBI	TR_900000010	WB19401548401	9444074030	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	Fail
3.	Priya Roy	TR_900000012	WB19401547504	9444074030	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	Pass
4.	SAIKO KUNDU	TR_900000011	WB19401548005	9444074030	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	Absent
5.	JAYANARA KHATUN	TR_900000009	WB1929642834	9897222600	WEST BENGAL	SOUTH 24 PARGANAS	<a href="#">View Marks</a>	Absent

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## 4. How to download Feedback Form by Assessor

Step-1: After successful login "Assessor" dashboard will open.



Step-2: Click on "Assessment Feedback Form" sub-menu under "Download" main-menu to download a feedback form for assessment.



**Thank You**