

MSME Technology Centre Awarding Body

Central Tool Room & Training Centre, Bhubaneswar

STANDARD OPERATING PROCEDURE (SOP)

Assessment Process – Theory, Practical, Project & OJT

Applicable to: Training Centres, Assessment Agency, Assessors, Examination Cell and Awarding Body

- i) Mock test for both theory and practical
- ii) Formative assessment of both theory and practical

1. Examination Schedule

- Check the examination schedule in the MSME TC ERP/Examination Portal.
- Verify Training Centre, qualification, batch, trainee count, date and examination schedule.

2. Trainee Eligibility Verification

- Check trainee **attendance and internal marks**.
- Verify the **Course Completion Report**.
- Prepare the final list of eligible trainees.

3. Question Paper & Payment Verification

- Check the **Theory and Practical Question Papers** with **OJT and Project Report**.
- Verify assessment payment of **₹500/- per trainee**.
- After verification, create the **Practical Assessment Approval Set**.

4. Online Theory Examination

- Create and conduct a **Mock Formalization Theory Examination** to check the portal and trainee access.
- Create and publish the **actual Theory Examination** as per the approved schedule.

5. Assessor Alignment

- Align an appropriate assessor for the assessment.
- Share with the assessor:
 - Trainee details
 - Assessment schedule
 - Approved Practical Set
 - Assessment instructions
- Share the **Google Meet link** with the assessor and Course Coordinator before the exam start.

6. Conduct Assessment & Collect Evidence

- Conduct Theory and Practical Assessments as per schedule.
- Assessor shall conduct the **Viva**.
- Capture photographs of Theory and Practical Assessments with **GIS Mapped**
- Record a **minimum 3-minute assessment video** with required location/date/time evidence.
- Capture the required **assessor and trainee identification photograph** as per the prescribed procedure.

- Capture atleast 6 photograph with GIS & time stamp Mapped.

7. Assessor Verification

After the assessment, the assessor shall verify:

- Theory, Practical,Viva marks and OJT report
- SD MIS Report
- Trainee's signed attendance
- Biometric attendance
- Trainee's last qualification copy
- Final Tabulation
- Assessor Checklist
- All required photographs, videos and other evidence

The assessor shall sign the checklist and **approve the Final Tabulation in the MSME TC ERP portal.**

8. Training Centre Approval

The approved tabulation shall be reviewed and approved sequentially by:

1. **Internal Examination Cell Member**
2. **Training Centre Head**

9. Assessment Agency Verification

The Assessment Agency shall verify:

- Final marks
- Tabulation
- Assessment documents
- Assessor checklist
- Attendance and eligibility
- All assessment evidence

After satisfactory verification, the **Assessment Agency shall approve the tabulation.**

Certificate template may be sent to student for verification.

10. Awarding Body Approval & Certificate

- The approved tabulation shall be forwarded to the **Awarding Body.**
- Awarding Body shall verify and approve the result.
- After approval, the **certificate shall be generated/published.**
- The assessment shall then be treated as **closed.**

Assessment Flow

Schedule Check → Eligibility Verification → Question & Payment Verification → Practical Approval Set → Mock Theory & Practical Exam → Actual Theory Exam → Assessor Alignment → Theory/Practical/Viva → Evidence Collection → Assessor Verification & Approval → Internal Exam Cell Approval → TC Head Approval → Assessment Agency Approval → Awarding Body Approval → Certificate Publication → Assessment Closure