



SDMS TRAINING MANUAL FOR ASSESSMENT AGENCIES AND ASSESSORS

Logging in to SDMS Web Client

1) Browse the URL mentioned below to open the login page of SDMS Web Client.

http://c20web1.saas.talismaonline.com/webclientc20/login.aspx

The login page looks like-

	N:S·D·C National Skill Development Corporation
T	TALISMA CRM
Login Name	
Password	
	 Remember me Custom Security
	Login

Talisma Web Client is supported on Microsoft Internet Explorer 9 and 10, and the latest versions of Mozilla Firefox, Google Chrome, and Safari. See the complete list here.

- Enter your "Username" and "Password" provided to you by NSDC and click "Login" button.
- 3) After successfully logging in, below given page shall be opened.

4) Switch Workspace and go to "Agency-PMKVY Batches"



5) This page shows all the Batches which have been assigned to you by your Sector Skills Council under PMKVY.

Default Filter	- C					R Q
Batches to be Assigned						
Batches ID 🔺	Name	Batch Type	Total Candidates for the Batch	Batch Start Date.	Batch End Date.	Assessment Date.
Showing 0-0 of 0	**************************************		List of Batches with some nec "Total Candida	cessary details	like ,	

1) Important information related to batches is visible in this screen in concise tabular format.

Assessment Agency Functions

Viewing the details of Candidates in Batches

If you want to view details of individual candidates in a batch, then follow the steps:

Assig	n Batch to /	Age		
	Batches ID			"BatchID" of the
	<u>13</u>			required Batch.
	1.			

- 1) From the tabular view of batches, select the batch for which you want to see the candidates, by clicking on corresponding "Batch ID".
- 2) On clicking the Batch ID, "Batch to Candidate Link" tile will open by default under which you can see particular details of the candidates under the selected Batch.
- 3) Under this tile, you will be able to see a list all the candidates belonging to this Batch.

								• •
Candidate Details ID 👻	Name	Team	Enrollment Number	Name of Father/Husband	Partner Name	CentreID	Batch Start Date	Batch End Date
2598656	ANIL GURJAR	Security SSC	12332/30	JAGDEESH	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598655	LAKHAN SINGH	Security SSC	12332/29	PARAMVEER	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598654	RAMVEER	Security SSC	12332/28	SHIBBORAM	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598653	ARJUN SINGH	Security SSC	12332/27	SHIBBO SINGH	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598652	RATAN SINGH	Security SSC	12332/26	SHIBBORAM	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598651	GIRDHAR	Security SSC	12332/25	HARBHAN	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598650	KUNWAR SINGH	Security SSC	12332/24	GOPAL SINGH	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598649	PREM SINGH	Security SSC	12332/23	GOVIND SINGH	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598648	SHYAMSAKHA SHARMA	Security SSC	12332/22	BADLE SHARMA	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598647	KUMARPAL SHARMA	Security SSC	12332/21	BADLERAM	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598646	RAMVEER	Security SSC	12332/20	ARJUN SINGH	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598645	YADUVEER SINGH	Security SSC	12332/19	DATA RAM	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM

Closing a Batch or a Candidate window

1) For closing a window, click the close button provided at the bottom left of the page.

Main	Batches : 13	×	🕒 Candidate Detail	×			

Assigning a Batch to an Assessor

1) From the tabular view of Batches in the main screen, select a Batch by checking the checkbox

Assig	n Batch to Age
	Batches ID 🔺
	13

2) From the global menus available on top of screen, click on "Assign".

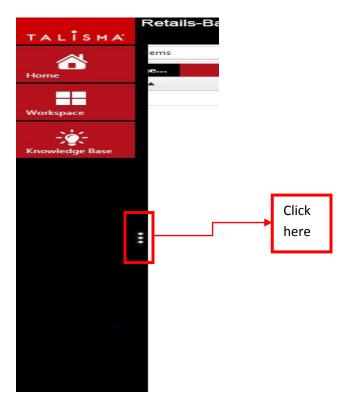
	• •			
latches to be Assigned		Assign To		
📃 🛛 Batches ID 🔺	Name	Select User(s)	Total Candidates for the Batch	Batch Start Date.
232502	Partner-ABCComputer-Trainin	BF3E FCBF-Chetankumar Kailash Chandra Agrawal C20PortalUsed0 Deloittal Dummy Agency-McRD Dummy Agency-McRD Dummy Assessor Dummy Assessor- Dummy SSC CE0 Dummy SSC CE0 Dummy SSC CE0 Dummy SSC CE0 CB Jabu Khan1 Himashu Tirthani Moharmad M Kalam Moharmad M Yasser Khan MOR0SPOC Nidhi M Makan Shashan Kupta	2	09-Feb-1512:00 AM
		Soumya Hansa sreenathV TestNARDSSCCEO Vishal Agarwal OK Cancel		

- 3) Select an "Assessor" from the list of users and click OK.
- 4) After clicking "OK", the selected batch is sent to the respective Assessor for further evaluation.

Opening Different Workspaces

For going to a different workspace other than the Batch Workspace, follow the procedure:

1) From the currently opened workspace, click on the left pane



2) When the pane expands, select the option "Workspace"



3) Select the required workspace from various workspace tiles

Viewing Batches Assigned to Assessors

The batches which have already been assigned to Assessors can be viewed from the workspace "Agency-Batches Assigned to Assessor".



In this workspace, the column "Owner" can be referred to check the current assignee of the batch.

Viewing Batches Evaluated by Assessor (For Agency)

After a batch is evaluated by the Assessor, the batch comes back to Assessment Agency's workspace. To view such batches, follow the procedure-

1) From the tile view of workspaces, select "PMKVY Agency Evaluated Batches" workspace



2) Here you can view all the batches whose assessment marks have been uploaded by the assessor.

Batches Assigned Turn Turn Turn Turn Turn Turn Turn Turn Pather ABCComputer.TrainingCentrelD-37337:CourseMAsterID-2684:AssessmentDate-09032015BGN-1 Dummy Team 2 Pithon Pather *	AKVY
Image: Showing 1-1 of 1	
Image: Showing 1-1 of 1	
Showing 1-1 of I Image: Space of the spa	
Showing 1-1 of I Image: Space of the spa	
Candidates From Batch NOS Details Upload Assessment Sh Evaluation By Agency Candidate Details ID A Name Enrollment A Image: Candidate Details B Image: Candidate Details B 5336698 Mepug Ma Tgd667	
S336698 Mepug Ma Tgd667	
	$(\rightarrow$
5336702 Qepuq Qa Tgd671 Add Remove	
NOS NOS Code Max Marks Theory Max 1	1arks Practica
DIRNOS 20 20	
Candidates in Batch	
Test NOS TestNOS 80 80	

Viewing NOS Marks and Results for the Candidates in Batch

To view the marks uploaded by Assessor for each NOS for candidates, follow these steps-

1) Select batch from first pane by clicking once on Batch name

N-S-D-C National Skill Development Corporation	ncy Evaluated Batches (TalismaAdmin) <u>vieit SOMS Support Portal</u> New Refresh Assign Transfer Merge Sel	Properties Categorize Delete	¢ 🔒 d	lag
and a second s	O			🛛 🔤 Q
Batches for Assess				
Batches ID	Name	Project Category	Total Candidates for the Batch	Team 🔺
39502	Partner-ABCComputer: TrainingCentreID-37337: CourseMAsterID-2684: AssessmentDate-09032015BGN-1		2	Dummy Team
<				>
Showing 1-1 of 1 🥑 🕑		- market and the second	r	
Showing 1-1 of 1 <	from the relevant Workspace pane to view the result in this pane. Select	Attendance Evaluation the required item from the relevant Wor		Ē
Showing 1-1 of 1 <				B [©]
Showing 1-1 of 1 <				2
Showing 1-1 of 1 <				
Showing 1-1 of 1 🔹 🕨				ф.
Showing 1-1 of 1 🔹 🕨				ф.

2) Once you get the message "Select the required item from the relevant Workspace pane to view the result in this pane.", click on the batch name once again to get the candidate list.

Batches for Assess Project Category Total Candidates for the Batch Team 39502 Partner-ABCComputer:TrainingCentreID-37337:CourseMAsterID-2684:AssessmentDate-09032015BGN-1 2 Dump	Show All Batches Items	✓ Q					<u>.</u>
39502 Partner-ABCComputer:TrainingCentreID-37337:CourseMAsterID-2684:AssessmentDate-09032015BGN-1 2 Dummi Showing 1-1 of 1 < >	Batches for Assess						
Showing 1-1 of 1 Image: Showing 1-1 of 1 I	Batches ID	Name			Project Category	Total Candidates for the Batch	Team
Showing 1-1 of < Nor Details Attendance Evaluation Status Candidate Details ID * Name Partner Name Select the required item from the relevant Workspace pane to view the result in this pane. 5326702 Qepug Qa Output	39502	Partner-ABCComputer:T	rainingCentreID-37337:CourseMAsterID-2684:A	AssessmentDate-09032015BGN-1		2	Dumm
Conditates in Batch Nos Details Attendance Evaluation Status Candidate Details ID * Name Partner Name Select the required item from the relevant Workspace pane to view the result in this pane. 5336702 Qepug Qa Output							
S336702 Qepug Qa							
	Showing 1-1 of 1 💽 🕑		5	NOS Details Atten	Jance Evaluatic	in Status	
5336698 Mepug Ma	Showing 1-1 of 1 < > Candidates in Batch	Name					
	Showing 1-1 of 1 Candidates in Batch Candidate Details ID						
	Showing 1-1 of 1 Candidates in Batch Candidate Details ID S336702	Qepug Qa					
	Showing 1-1 of 1 Candidates in Batch Candidate Details ID S336702	Qepug Qa					

3) Click on the candidate name for getting the NOS wise marks/results in the third pane.

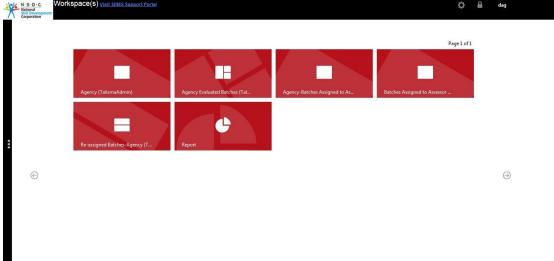
National Skill Development Corporation	ency Evaluated Batch	es (TalismaAdmin) <u>visit soms</u> New Refresh	Support Portal Assign Tran	sfer Merge Set Propert	ies Categorize Delete	🔅 🔒 dag	
Show All Candidate Details Items	✓ O					[
Batches for Assess							E
Batches ID	Name				Project Category	Total Candidates for the Batch	Team 🔺
39502	Partner-ABCComputer:	TrainingCentreID-37337:CourseMAste	erID-2684:Assess	mentDate-09032015BGN-1		2	Dummy
K Showing 1-1 of 1)
Showing 1*1 of 1							
Candidates in Batch			5 N	IOS Details Atter	idance Evaluation Stat		
Candidates in Batch Candidate Details ID	Name	Partner Name	*	IOS Details Atter	idance Evaluation Stat	us	
	Name Qepug Qa	Partner Name	•		idance Evaluation Stat	us	
Candidate Details ID 🔻		Partner Name	Aligned Control of the second	NOS Details	dance Evaluation Stat	us Max Marks The	e
Candidate Details ID	Qepug Qa	Partner Name	× •	NOS Details			6
5336702	Qepug Qa	Partner Name	× •	NOS Details Add Remove NOS	NOS Code	Max Marks The	ory
Candidate Details ID ▼ <u>5336702</u>	Qepug Qa	Partner Name	× · · · · · · · · · · · · · · · · · · ·	Add Remove NOS NOS NOS NOS	NOS Code DJRNOS	Max Marks The	e

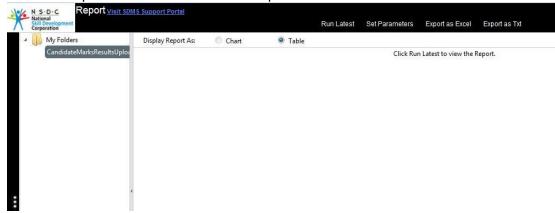
Uploading Results for QP of all Candidates

The assessment agency needs to give the result as "Pass", "Fail" or "Not Appeared" for all the candidates under one batch. SDMS provides an excel bulk upload option for uploading the results for candidates.

Steps to be followed by Assessment Agency to fetch details of candidates in excel.

1) Go to "Reports" section by switching the workspaces.





2) Select the report-"CandidateMarksResultsUpload" from the folder.

3) Click on "Set Properties" option to give a Batch ID and click OK.

		Run Late	est Set Paramet	ers Export as Excel Ex	xport as Txt	
play Report As:	Chart	Table	Clic	k Run Latest to view the Repo		
			Circ	k Kun Latest to view the Kepo	nt.	
		Set Parameters				
		Parameter Name	Data Type	Value		
		BatchID	Number:	18		
				OK Cancel		

4) Report with corresponding candidate details is fetched.

Candid	ateMarksResultsUploa					CandidateMarksResultsUpload					
		CandidateID	CandidateName	EnrollmentNumber	NameOfFatherOrHusband	PartnerName	JobRole	AssessmentD	ate	aUserID	MaxMark
		3338368	DummyCandidate one	A1	AAA	BASIX Academy for Building Lifelong Employability Limited (B-ABLE)	DJR Level 2	11-May-14 12	2:00:00 AN	196	100
		3338369	DummyCandidate two	A2	AAA	BASIX Academy for Building Lifelong Employability Limited (B-ABLE)	DJR Level 2	11-May-14 12	2:00:00 AN	196	100
		3338370	DummyCandidate three	A3	AAA	BASIX Academy for Building Lifelong Employability Limited (B-ABLE)	DJR Level 2	11-May-14 12	2:00:00 AN	196	100
		3338371	DummyCandidate fourth	A4	AAA	BASIX Academy for Building Lifelong Employability Limited (B-ABLE)	DJR Level 2	11-May-14 12	2:00:00 AN	196	100

5) Click on "Export as Excel" option to get the excel upload template with the result column.

4	А	В	C	D	E	F	G	Н	1	J	K	L	M
1	Candidate	CandidateName	EnrollmentNumber	NameOfFatherOrHusband	PartnerName	JobRole	AssessmentDate	aUserID	MaxMarks	MaxMarks	MarksTheory	MarksPractical	Result
2	3338368	DummyCandidate one	A1	AAA	BASIX Academy for Building I	DJR Level 2	11-05-2014 00:00	196	100	50	80	30	
3	3338369	DummyCandidate two	A2	AAA	BASIX Academy for Building I	DJR Level 2	11-05-2014 00:00	196	100	50	80	30	
4	3338370	DummyCandidate three	A3	AAA	BASIX Academy for Building I	DJR Level 2	11-05-2014 00:00	196	100	50	80	30	
5	3338371	DummyCandidate fourth	A4	AAA	BASIX Academy for Building I	DJR Level 2	11-05-2014 00:00	196	100	50	80	30	1
6													
7													
8													

The assessment agency shall fill in the columns for "Result" and save the file in .xls format.

Also the name of the sheet to be kept as "CandidateMarksResultsUpload".

The permissible values in the Result column are Pass/Fail/Not Appeared and SDMS shall accept only these values. In case any other value is given, an error will be thrown and an error log shall be generated.

Steps to be followed by Assessment Agency for uploading the duly filled excel sheet.

1) Agency user needs to open the batch by clicking on Batch ID.

National Skill Development Corporation rming the skill landscape		New	Refres	n Assign Transfer Merge	Set Propertie	es Categorize Delete		
ihow All Candidate Details Items	• •							
Batches Assigned								
Batches ID 🔺	Name					Team	Total Candidates for the Batch	Batch Type
<u>39502</u>	Partner-ABCComputer	TrainingCentreID-37337:	Coursel	AsterID-2684:AssessmentDate-090	032015BGN-1	Dummy Team	2	PMKVY
[m							
Showing 1-1 of 1 🕢 🕟								
andidates From Batch	ч		NOS	Oetails Upload Assessmen	nt Sh Evalaı	ation By Agency		
Candidate Details ID 🔺	Name	Enrollment	G	NOS Details				(
<u>5336698</u>	Mepug Ma	Tgd667						
5336702	Qepug Qa	Tgd671		Add Remove				
				NOS	NOS Coo	le	Max Marks Theory	Max Marks Pract
				NOS1	DJRNO	s	20	20
				Test NOS	TestNO		80	80
				TESTINOS	resuve			

2) Agency user will go to the tab "Batch Result Update", browse the saved excel file and use "Result Upload" radio button.

Agency PMKVY Ev Skill Development Corporation	aluated Batches (TalismaAdmin) <u>Vieit SOMS Support Portal</u> Assign Transfer Compute All Categorize Refresh Save	dag
Batches: 39502 Name:*	Satches-Candi Evaluation By Upload Assess Batch Result Photograph Wi Photograph in	9
Partner-ABCComputer: TrainingCentrel	NSDC Partner Result/Marks bulk upload	
Owner: Dummy Agency	Upload Type :- ® Results Upload Browse. No file selected.	Upload
Team:*	Upload status:	1:08-Jul-15 11:35:58 AM
Dummy Team	Refresh Refreshed	:08-JUI-15 11:55:58 AIVI
29-Jan-15		Ŧ
Last Updated: 08-Jul-15		
08-101-72		
	· · · · · · · · · · · · · · · · · · ·	•

- 3) Agency user will click on the "Upload" button provided.
- 4) SDMS will give a "Pass/Fail" status for successful upload.
- 5) In case of "Fail" status, an error log shall be generated, following which the errors can be corrected and sheet can be re-uploaded.

1	А	В	С	D	E	F	G
1	Rowld	ErrorDetai	ls				
2	P	NSDC Supp	ort Numb	er : +91 88	61925252		
3	1	aUserID is	invalid,				
4	2	Candidate	Name Inva	lid, aUserl	D is invalio	,	
5							

Steps to be followed by Assessment Agency to "Verify" the batch.

1) Check if the results of all candidates have been uploaded from the second screen.

N-S-D-C National Skill Developmen Corporation	Agency PMKVY Evalı	ated Batches (Talls				mpute All C	ategorize Re	fresh Save		🔅 🔒 dag	
Batches Assigne Batches ID		2						Team		Total Candidates for the Batch	Batch Typ
<u>39502</u>	Partn	er-ABCComputer:TrainingC	entreID-37337:Co	ourseMAste	rID-2684:Asse	ssmentDate-0	9032015BGN-1	Dummy Team		2	РМКУУ
 Showing 1-1 of 1 Candidates From 			•	NOS Details	U	pload Assessm	ent Sh Evalar	uation By Agency			
Theory	Marks Obtained-Practical	Result		Evalu	ation By						
	40.000000			e [Evaluation By A valuation Status Verified By Asse n Case of Discr	s: essment 💌			Agency Name		
< Showing 1-2 of 2	2 4 1		4								

- 2) If the results of all the candidates have been updated, update the field "Evaluation Status" to "Verified by Assessment Agency".
- 3) Refresh the page from SDMS global options.

Attaching Summary sheet of marks against the Batch

To attach the summary sheet of assessments, follow the given steps-

- 1) Open the batch.
- 2) Go to "Upload Assessment Sheet" tab.

Evalauation By Agency	Upload Assessment	•
Upload Assess		\odot
Insert Dov	vnload Upload Delete	Add/Edit Comments
Name	Modified On	Comments

3) Click on "Insert" option

Total Candidates for the Batch STAR	Created On 🔺	Owner
1	16-Sep-13 6:59 PM	Dummy Ag
Upload File Select File Mat	Browse Upload Close	ad Assessment
 40.000000	Insert Download	Upload
	Name	Modified 0
	Attendance Sheet 3.jpg.jpg	06-Mar-1

- 4) Browse for the summary sheet and click on "Upload".
- 5) The summary sheet will be attached against the batch.

Re-Assigning batches to Assessor in case of discrepancy in Marks

If the assessment agency intends to change the marks of some candidates of a batch, it can reassign the batch to respective assessor.

In this enhancement, SDMS provides an option to automatically send the batch to respective assessor without the need of manually identifying the assessor.

Also, SDMS will provide an option of marking the candidate evaluation as "Invalid" which would help the assessor in identifying the candidates with discrepancy.

Marking the candidate evaluation as "Invalid"

- 1) Open the Candidate and go to tab "Evaluation Validity"
- 2) Flag the property "Assessment Validity Status" as "Invalid".

Re-Assigning the Batch to Assessor

1) Open the batch and go to tab "Evaluation By Agency"

N.S-D-C National Sidl Development	es-Agency (C20.Config3) Assign Transfer Compute All Categorize Refresh Save	¢	dag	
Batches: 18	Batch to Cand Evaluation By			$\overline{\bigcirc}$
Name:*				
TrainingCentreID-123:JobRole-dummy	Evaluation By Agency			
Owner:	Evaluation Status: Agency Name: Verified By Assessment Agency Dummy Agency			
Dummy Agency				
Team:*	In Case of Discrepency			
Dummy Team	Reason for Reassignment: Send Back to Assessor:			
Created On:	Yes	~		
16-Sep-13				
Last Updated:				
08-Mar-14				
Main 🗋 Batches : 18 >				

- 2) Flag the property "Send Back to Assessor" as "Yes"
- 3) SDMS will ask for a valid reason/comment for re-assignment
- 4) Give a reason and click OK.
- 5) The batch gets re-assigned to concerned assessor.

Viewing the batches re-assigned by Sector Skills Council

In case any discrepancy is found in results uploaded by assessment agency, the Sector Skills Council will have an option of re-assigning the batch to respective agency.

For viewing such batches, follow these steps-

- 1) Open the workspace-"Re-Assigned Batches-Agency"
- **2)** List of re-assigned batches will be visible in top pane and corresponding candidates with discrepancies will be visible in bottom pane.
- **3)** All candidates under the batch can be viewed by clicking on Batch ID.
- **4)** Post correction of results, the agency user needs to re-verify the batch, following which the batch will get assigned to SSC SPOC user.

Assessor Functions

Viewing Batches Assigned by Agency (Assessor's Login)

Once the batches are as assigned to the concerned assessor, the batches shall be visible in Assessor's login.

The candidates belonging to a batch can be viewed either by-

1) Clicking on the batch in first pane(not Batch ID)

Nal Ski Cor	S·D·C tional II Development proration the skill landscape	r Batch Evaluation (Talis	maAdmin) <u>Visit SDMS Support</u> New Refresh Assign	Portal Trans	sfer Merge Set Propertie	s Categorize Delete	🗘 🔒 dum	a
	v All Candidate Details Items	9						Q
Batch	nes for Assessm	//				×		4
	Batches ID	Name				Project Category	Total Candidates for the Batch	Team 🔺
	<u>39502</u>	Partner-ABCComputer:TrainingC	entreID-37337:CourseMAsterID-26	84:Asses	smentDate-09032015BGN-1		2	Dummy Team
	ving 1-1 of 1 🥑 🕟 lidates in Batch	m		•	NOS Details Att	endance Evaluation) Status	
	Candidate Details ID 🔻	Name	Partner Name	Cen	NOS Details			I
	<u>5336702</u>	Qepug Qa		test				
	<u>5336698</u>	Mepug Ma		tesť.	Add Remov	e		
					NOS	NOS Code	Max Marks Theory	
					NOS1	DJRNOS	20	
					Test NOS	TestNOS	80	
•		m		F		di.	13	
Show	ving 1-2 of 2 🥑 🕑				۰ (m			•
	Main							

Or

2) Opening the batch by clicking on Batch ID.

Uploading NOS Marks and Results using Excel

With this enhancement, SDMS gives the assessor an option to fill the marks of candidates in a batch by using an excel file.

Uploading of marks using an excel file is a simple three-step process.

- 1) Export the details of assigned candidates from SDMS to an excel file.
- 2) Fill the marks obtained in theory and practical against all NOSs in excel.
- 3) Upload the duly filled excel sheet on SDMS.

Exporting the details of assigned candidates-

Follow the below steps to get the relevant details of candidates in excel-

- 1) Check for the Batch ID from Assessor's workspace.
- 2) Go to Reports section by switching the workspaces.



3) Select the file "NOSUpload" and click "Set Parameters"

N:S:D:C National Corporation Transforming the skill landscape	Support Portal		R	Run Latest Set Parameters	Export as Excel	Export as Txt	¢	duma
4 📙 My Folders	Display Report As:	Chart	Table					
Candidate Detail to Assessor CandidateMarkResultsUploa NOSUpload				Click Rur	Latest to view the l	Report.		

		Run Latest	Set Parameters	Export as Excel	Export as Txt
Chart	Table				
			Click Ru	n Latest to view the I	Report.

Give the Batch ID in the provided textbox and click OK.

4) Click on "Export to Excel" from global options and save the file on your system.

Filling the marks for all candidates in Batch

- 1) All the information required for identifying the candidate has been provided in this exported excel.
- 2) Fill the marks obtained by the candidates in theory and practical for each NOS.
- 3) Save the file as <u>a ".xls" file</u>.

Joy I + Libraries	s > Documents >	•	Search Docu	ments 🔰
Organize 👻 New fol	der			i - 🕡
Favorites	Documents library Includes: 2 locations		Arran	ge by: Folder 🔻
E Desktop	Name		Date modified	Туре
	My Received Files		03-03-2014 17:43	File folder
🦳 Libraries 🚽 🚽	💾 My Shapes		08-09-2013 17:31	File folder
Documents	Downloads		16-12-2013 19:03	Shortcut
 Music Pictures 				
Videos				
		m		
Videos	 didateMarksUploadTesting.xls 	m		
 Videos File name: Can 		m		
 Videos File name: Can 	didateMarksUploadTesting.xls	III Tags: Add a tag		
 Videos File name: Can Save as type: Exce 	didateMarksUploadTesting.xls			

4) PLEASE NOTE THAT THE NAME OF THE SHEET IN THIS FILE MUST BE "NOSUpload".

19				
20				
21				
22				
23				
24				
25				
14 4	► H	NOSUpl	oad 🖉	
Rea	2011			

Uploading the excel sheet on SDMS

- 1) Open the batch in SDMS by clicking on Batch ID.
- 2) Go to "NOS Assessment Upload" tab.

Batches: 39502	Batches-Candi Evaluation By.	NOS Assessmen Scan	ned Copy Photograph Wi Photogr	aph in	
Partner-ABCComputer:TrainingCentreI			PMKVY NOS Uploz	d	
Dwner:	Upload Type :-	load	finite finos epide	Browse No file selected.	Upload
Dummy Assessor	Upload status:		8		
Team:*	Refresh				Refreshed :08-Jul-15 11:20:2
	Upload Filename	Upload Type	ExcelValidationStatus	DBValidationStatus	DateTime
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29-Jan-15	NOSMarksUpload-1.xlsx	NOSUpdate	DB ExcelCheck Success	PASS	07-Jul-15 5:14:00 PM
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08-Jul-15					

3) Browse for the duly filled excel sheet saved on your system and click on "Upload".

- 4) SDMS shall give a "DBValidationStatus" as either "Pass" or "Fail".
- 5) In case of fail status, an error log file shall be generated which will help the assessor in identifying the errors in the sheet. Once rectified, the sheet can be re-uploaded.
- 6) The uploaded marks can be cross-checked for each candidate from the main view or by opening the respective candidate.

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Uploading Scanned Copy of Attendance and Batch Photographs

As a part of process laid out for PMKVY, the assessors are required to attach the following files against the assessed batch-

- 1) Scanned Copy of Attendance sheet
- 2) Photograph of Assessor with Batch
- 3) Photograph of Assessor outside centre entrance.

All the 3 files can be attached against the batch by clicking on batch Id and attaching the files in the respective tabs on SDMS

SDMS User Manual-Assessment Agency

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Please note that the attachment files should be .jpg or .jpeg or .png files of max size 200 Kb.

Verification of Batch by Assessor

Once marks are updated against all candidates in a batch, the batch needs to be verified by assessor.

There are two options for updating the verification status-

- 1) From the third pane in main workspace
- 2) By clicking on Batch ID and then updating the respective fields.

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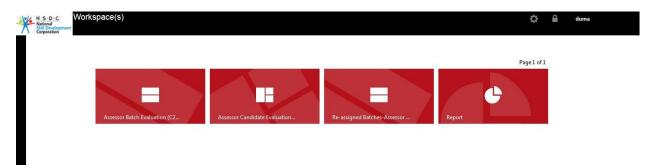
- 3) Update the property "Verified by Assessor" to "Yes".
- 4) On clicking the "Save" option, SDMS will ask you to fill the verification details about the Batch, Training Partner and Training Centres. These details are mandatory to be filled.

N-S-D-C National Skill Development comporation ansforming the skill landscape	(VY-Assessor Batch E	valuation (TalismaA	Admin) <u>Visit SDMS Support Portal</u> Categorize Compute All Refresh Save	e	🔅 🗎 dum	
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5) If marks are filled for all the candidates under this batch, the batch will get automatically assigned to respective Assessment Agency for further evaluation.

Viewing Re-Assigned Batches from Assessor Login

The batches re-assigned by assessment agency will be visible to the assessor in the workspace-"Re-Assigned Batches-Assessor"



For viewing the candidates with discrepancies, the assessor needs to click on the batch information (not the Batch ID).

For viewing all the candidates under a batch, the assessor can open the batch by clicking the batch ID.

The corrections can be made by opening the invalid candidate and making the changes in Job Role Information tab.

The assessor needs to re-verify the batch after which the batch will again get assigned to assessment agency.

Changing your Password

1) Go to global options on top right corner of the page.



2) Select "Change Password" option.



3) Give your new password and save.

Logging out from SDMS Web Client

1) Go to global options on top right corner of the page



2) Click "Log Out"