

# **NATS ASSESSMENT & CREDITISATION**

## **Standard Operating Procedure (SOP) for NATS Creditisation Process**

### **1. Candidate Responsibilities**

- Complete registration with accurate personal and academic details, including APAAR ID.
- Ensure all submitted information is correct and verifiable.
- Download the admit card after approval from the establishment.

### **2. BOPTER Responsibilities**

- Review, verify, and confirm candidate registrations.
- Ensure accuracy and completeness of candidate data.
- Facilitate automatic updates of candidate status within the system.
- Correspond with establishments/industries and HEI's to facilitate the entire process.
- Connect HEI's with technology partner for uploading study materials and assessment tools.
- BOPT(ER) has designated officers working state-wise in its extension centres to assist establishments in liaising with organizations efficiently. An OSD from the respective extension centres will coordinate with establishments within their states.

### **3. RENU SB CREATION's Responsibilities**

#### Backend & Portal Management

##### **❖ Portal Setup & Configuration**

- Course Creation must be completed.

##### **❖ Candidate Management**

- Ensure all candidates are approved and visible.
- Verify candidate data accuracy.
- Enable and monitor slot selection.

##### **❖ Content Management**

- Upload Question Papers & Answer Keys.
- Map questions correctly.

- Support MOOC content integration.
- ❖ **Examination Flow Management**
  - Ensure smooth portal functioning.
  - Monitor exam activity.
  - Allow late start (up to 15 minutes) with approval.
  - Allow early submission with approval.
- ❖ **Technical Support & Issue Resolution**
  - Provide real-time technical support.
  - Resolve login and submission issues.
  - Coordinate with stakeholders.
- ❖ **Completion & Data Integrity**
  - Ensure successful submission.
  - Maintain data accuracy.
  - Generate reports if required (pre assessment and post assessment)
- ❖ **Coordination Protocol**
  - All exceptions must be approved by BOPT Representative.
- ❖ **Compliance**
  - Ensure minimal downtime and no data loss. Report issues immediately.

#### **4. HEI's Responsibilities**

- ❖ **Student Approval Process**
  - Students must be approved only after auto-approval from BOPTER is reflected in the system.
  - The final approval by HEI must be completed **at least 5 days prior** to the scheduled assessment.
  - Verification checklist before approval:
    - Valid registration details
    - Correct APAAR ID linkage
    - Eligibility as per program guidelines
    - Any discrepancies must be resolved before granting approval.
- ❖ **APAAR ID Integration**
  - Ensure all students have a **valid APAAR ID**
  - Responsibilities:

- Push and map APAAR ID with student records
- APAAR ID must be: -
- Linked before assessment
- Used for credit transfer and academic tracking

### ❖ **Question Paper Preparation**

- Question sets must be aligned strictly with respective job roles.
- Developing evaluation tools, rubrics.
- Sources of questions:
  - Provided by Establishments (Industry Partners)
  - Additional questions curated by HEI faculty
- Guidelines:
  - Ensure competency-based and outcome-oriented questions
  - Maintain difficulty balance (basic, moderate, advanced)
  - Avoid duplication and ensure relevance to practical skills
  - Final question set must be reviewed and approved internally before exam deployment.
  - Question Paper to be made ready before 1 week of the assessment.
  - Checking & validation of Existing Curriculum and developing/modifying curriculum and study material

### ❖ **MOOC Examination Process (Online Onsite Mode)**

- Mode: Online examination conducted at designated centers (onsite)
- Pre-exam requirements:
  - Student briefing on exam protocol

During exam:

- Strict monitoring by invigilators
  - Real-time technical support availability
  - Ensure all students have a valid APAAR ID
- Responsibilities:
- Push and map APAAR ID with student records
  - APAAR ID must be:
    - Linked before assessment

- Used for credit transfer and academic tracking

### ❖ **Credit Points Upload (ABC Portal)**

- After successful completion of assessments:
  - Compile student performance and results
  - Generating grade sheets.
  - Certification of successful apprentices
  - Upload credit points to the Academic Bank of Credits (ABC) portal
- Monitoring & Validation of the entire process

·Ensure:

- Accuracy of student data
- Correct mapping with APAAR ID
- Timeline: Upload must be completed within the stipulated post-exam window.

### ❖ **Invigilator Deployment**

- Formal invigilator assignment process.
- Defined invigilator responsibilities:
  - Identity verification
  - Fair conduct monitoring
  - Guideline enforcement
- Backup invigilators for contingencies.
- Reporting and escalation mechanism during exams.

\*\*\*For each phase, a timeline is to be fixed so that assessment process along with the payment invoice or bills are done.

\*\*\* Experts from the HEI's will work in close association with the team members from BOPT and industries.

