

RASCI Assessment Overview

For all Skilling Programs, a comprehensive, well thought out Guideline process has been laid out covering the following:

<ol style="list-style-type: none"> 1. Assessor Certification Process 2. Evaluation of Assessment Agency 3. Selection. 4. Assessment of Candidate 	<ol style="list-style-type: none"> 5. Assessment Claims and reimbursements 6. Registration & Approval Fees for Assessment Agency 7. Scoping of Prospective Assessment Agencies
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The assessment process and related tools developed by the Assessment Agency has to be vetted by RASCI prior to roll out.

For details, connect with us: affiliations@rasci.in

Assessment Agency:

A. Guidelines for Assessor Certification Process and ID Creation in SDMS

1. Assessment Agency need to have a pool of Assessors for conducting Retail assessments who would be assessed and certified by RASCI.
2. The Assessors will be evaluated on domain knowledge (level 1-6), currency of Skill Sets, Standard Operational procedures and Professional Credentials for becoming an assessor for evaluating Qualification Pack / Job Role through a RASCI Assessor Certification Process.
3. Assessment Fees would be Rs. 1000/- per assessor assessment with first 5 assessments being free for an Assessing Agency
4. Assessment Agency needs to share the assessor profile with full photograph via RASCI's Mobile Application to enable assessment and certification.
5. Assessment Agency to upload only Certified Assessor details in SDMS for Assessor Registration Code (ARC) generation.
6. Assessment Agency has to ensure that all the assessors (existing or new) are RASCI certified with ARC.
7. Assessment Agency would be responsible to orient the assessor on the Q/P- NOS assessment process before they undergo the Assessor Certification.
8. Assessment Agency have to update the list of assessor's state / zone wise monthly (via mobile application / mail).

B. Guidelines for Evaluation of Assessment Agency


1. Performance of Assessment Agency would be viewed once in a quarter vide a parametric evaluation rating systems setting the tone for a healthy assessment environment.

Rating Scale will on a scale of 1-5 Scoring 1- Very Poor, 2- Poor, 3- Average, 4- Good and 5-Very Good.

Parametric Factors for evaluation												
Quality Factors	Pre Assessment					Post Assessment				Total	Average Score	
	Blended Assessment Capability-online offline(Y/N)	Geographic spread	Presence in LWE/ J &K/NE	Ability to conduct PWD	No of certified assessors	Proctoring , Audit, Biometric, Video recording Capability	No of Assigned assessment being declined	Instance of deviation from desired assessment	Timeliness in results upload and result declaration			

2. Non-conformities/ non-compliance in more than 3 occasions/ Instances would be viewed seriously.
3. In the event an Assessment Agency's wants to part ways it will be agreed on mutually agreed terms as per the MOU.

C. Guidelines for Selection applicable for New and Existing Assessment Agencies:

1. Experience in conducting retail assessment, existing clientele list corporate with references and presence in other SSC.
2. Pan India Presence
3. Capability to execute timely assessment across the length and breadth of the country especially LWE, Northeast India and Jammu and Kashmir and also constituency based capacity to conduct assessments.
4. Capability to have facilities to conduct assessment in both online and offline.
5. Good content team could contribute to the question bank a minimum of 3 Questions per NOS level wise (read 1, 2, & 3 levels) which could be used in assessment post validation and approval by RASCI.
6. Capability of Proctoring, Recording or Videograph the assessment process.
7. Common business / strategic interests through financial stake or strategic stake through board positions in the parent Company / Firm / Society / Trust of either the Training Partner or Assessment Agency are not allowed to assess their own Training Centres/ Trainees, however they would be allowed to assess other Training Partners centres.
8. The Assessment Agency should conform to Assessment Guidelines – Non franchise model and undisputed business identity in the declaration form (Annexure 2).
9. Willingness and Capability to conduct assessment for PWD  batches.

D. Guidelines for Assessment Process:

1. Would be notified by RASCI about the need to complete the assessment for a training batch.
2. Within 1 working day of receipt of information on the training batches by the training partner / RASCI, provide decision to accept assessment.
3. As the scheme deems fit RASCI too will ensure that the same is assigned to the Assessment Agency in SDMS at the time of assignment for the uploading of results.
4. Video recording the assessment to be part of assignment.
5. Co-ordinate and Liaise with training partners to get information about completion of training batches so that they could plan the assessment.
6. It would be the responsibility of the Assessment Agency to notify RASCI about the changes in the assessment dates in concurrence with the training partner. RASCI will not directly entertain any queries from the training partner for change in assessment Dates
7. Each Assessment Agency will have a SPOC who will liase with RASCI.
8. Within two working days of acceptance of conducting the assessment, share the details of approved assessors deputed to carry out assessments.
9. Ensure that certified assessors are sent to training locations/sites within the specified date and time.
10. Assessment Agency has to ensure that the assessor conducts and completes the necessary centre audit on time and in the event of any bottle necks liase along with Geostat for resolution keeping RASCI in loop.
11. In the event of any unforeseen external contingency (like poor internet connectivity for centre audit in remote location) would necessite the written communication from RASCI. The details of the same need to be maintained with the written mailer to validatory for audit as deemed required.
12. Conduct assessments conforming to assessment guidelines and that these are undertaken as per the pre-defined format and in accordance with each of the performance criteria outlined in respective qualification packs.
13. Ensure that the assessment exercise happens within the stipulated timeline without any deviation and that on-site visits are conducted by the partner to cross-check for quality and transparency of assessment exercises and video record the same.
14. RASCI will validate and approve/share the results of the assessment undertaken as Applicable under the respective scheme.
15. Assessment Agency should ensure that the assessor results are uploaded into SDMS within time span of 72 hours
16. Assessment Agency should Provide the results to RASCI within seven working days of the completion of the assessment.
17. should digitize and maintain all records of assessments conducted for a period of 10 years

18. Provide In depth Qualitative analysis as required
19. Redress the query raised by the Training partner within a time period of 48 hours
20. Any deviation from the process steps would be viewed seriously.

E. Guideline for the Assessment of Candidate:

Design

- I. Assessment tools designed to test both practical skills and theoretical knowledge.
- II. Parameters for assessing student's abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training.
- III. Expected standards of performance for each competency should be clearly defined and Student's performance assessed against these standards.
- IV. **Refer Summative Assessment Framework [Suggestive/Recommended]**
 - a. Common Summative Assessment Framework (CSAF) (<http://rasci.in/downloads/RASCI-Summative-Assessment-Framework-2015-16.pdf>)
 - b. Questionnaires/ test papers would be as objective as possible (restrict use of open ended questions to the minimum) such as multiple choice questions, yes/no or True / False types.
- V. Questions framed should be simple and without ambiguity.

Scoring

- i. All assessments recommended as part of the curriculum should be faithfully administered
- ii. All assessments should be scored carefully and a log of all scores for every candidate Maintained.
- iii. Batch wise/ Learner wise hard copies and soft copies of assessment forms and scores should be maintained in digitized form and be readily available for any audit by RASCI / NSDC or third party.
- iv. At the end of the assessment the Assessment Agency would provide RASCI with a Summation of Scores for the batch and keep in-depth qualitative analysis readily available

F. Guidelines for Assessment Claims and Reimbursement

1. Monthly invoices to be raised on the 25th of the month for all the assessment completed and results declared on SDMS.
2. Ensure that all the invoices are duly sealed and signed as mentioned below
 - a. Attendance sheet – signed by the assessor and the centre manager with the seal of the center and also with the seal of the Assessment Agency while submitting the invoice
 - b. Feedback form signed by the assessor and signed by the centre manager with the seal of the center and the assessment while submitting the invoices.
 - c. For All the Assessment done for the PMKVY batch it would be required to attach the successful centre audit completion mailer from GEOSTAT for the purpose making the invoice claim.
3. All invoice claims need to reach us between 25th - 30th of the month for the payments to be processed within 7 days from date of receipt of invoice.

G. Application and Affiliation) Fees of the Assessment Agency (Non- Refundable)

Sr. No.	Cost Head	Cost (Rs)
(a)	Application Fees – One Time	10,000
(b)	Affiliation Fee – Annual	40,000
	Total	50,000

Please remit the above Fees via NEFT / RTGS details as under and send confirmation mail of the payment at kartik.salian@rasci.in; tushar.pandya@rasci.in; affiliations@rasci.in:-

Name of the Account: Retailers Association's Skill Council of India

Account No.: 042694600000026

Bank Name: YES Bank Ltd.

Bank Branch: Sakinaka, Mumbai.

IFSC Code: YESB0000426

H. Prospective Assessment Agencies can send their detailed technical and financial proposal based on the following broad criteria:

Profile of the Organization in form of a Presentation-Company Overview

Scoping

- Operational Process Flow & Activation Model (Blended/Pen-Paper) for Summative Assessments.
- Detailed Operational Set-Up for assessment conduction
- Single Point of Contact (SPOC) for assessment conduction/support
- Clarification of assessment framework & process to training partners
- Arranging logistics & orientation for empanelled certified assessors.
- Timely compliance - feeding data pre & post assessment into SDMS (Skill Development Management System)
- Ensure that copies of the original assessment papers are properly documented, collated filed as per government guidelines.
- Data maintenance in Management Information System (MIS) for 10 yrs according to Government norms.
- RTI compliance, when needed.
- Process of recruitment & certification of Assessors for Job Roles already specified.
- Assessor dimensioning state-wise.
- Detailed Plan of Action (POA) with timelines post which the assessment agency has to log-in the certified assessor details with Assessor Registration Code (ARC) on the SDMS (Skill Development Management System).
- Non-Disclosure Agreement (NDA) with all empanelled certified assessors for the entire duration of the employment contract, etc.
- Process of support you would extend to RASCI empanelled External Verification (EV)/Audit Agencies to do random compliance check on Assessment Partner's empanelled Assessors, Test Centre Environment Set-Up, Assessment Tools employed, etc.
- Support extended with Formative Assessment Framework & Operational Process Flow which will be adapted by the Training Partner

