PVR SKILL APP

USER MANUAL FOR ASSESSOR

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1   Introduction

Navigate to https://pvrscpl.web.app and Login with assessor credentials.

The Assessor Dashboard will look like below and some information will be displayed,

Note: Once Assessment Agency created assessor profile. **Login** for the assessor will be **created** with **default credentials**.

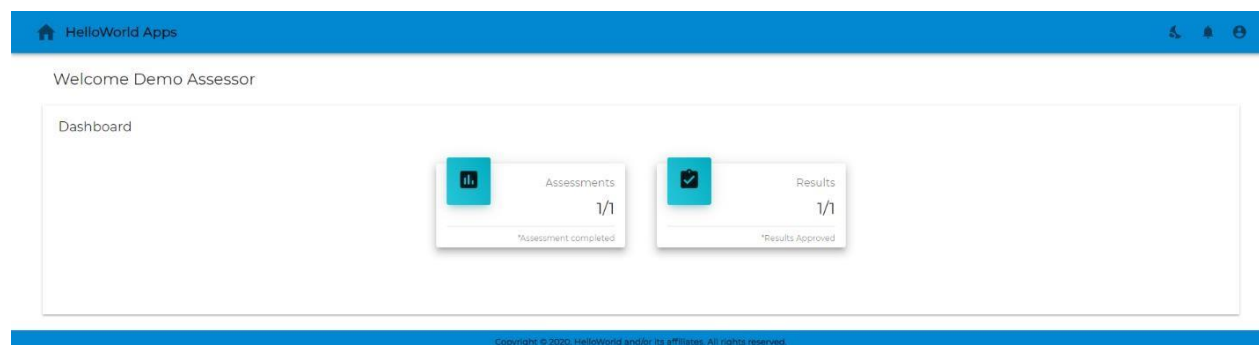**Default Credentials:**

       Email   : **Assessor's Email ID**

       Password   : **First four Letter** of assessor's **name** (in capital letters)

                                     +

           Last four digits of the assessor's **mobile number**

Information:

1. No. of assessments **completed** against no. of assessments **scheduled**
2. No. of assessments results **approved** against no. of results **pending**
3. New **Notifications**

2   Assessments   Home→Assessments

The Assessments table shows details about all the assessments created with the assessor. Assessment status, No. of candidates enrolled, Assessment start/end date etc. will be displayed.

2.1   View Assessment Details Home→Assessments→Click on Assessment

a) Click on **Assessment**
b) Assessment Details tab will show the **General Information** and **Miscellaneous information** about the assessment
c) Click on **Candidates Details** tab to see the **Candidates information**

2.2   Approve or Reject Assessment

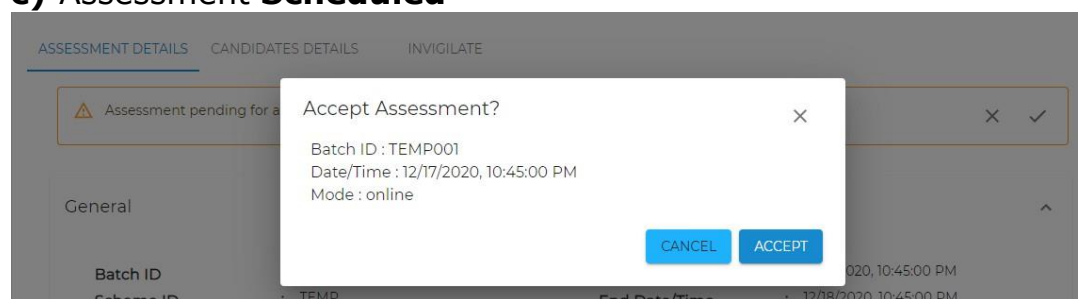Home→Assessments→Click on Assessment

a) Once assessment is assigned. Assessor will get **notification** when he/she login.
b) After reviewing the assessment details, click on **Approve/Reject** Assessment buttons on assessments table or in the assessment details page.

ASSESSMENT DETAILS   CANDIDATES DETAILS   INVIGILATE

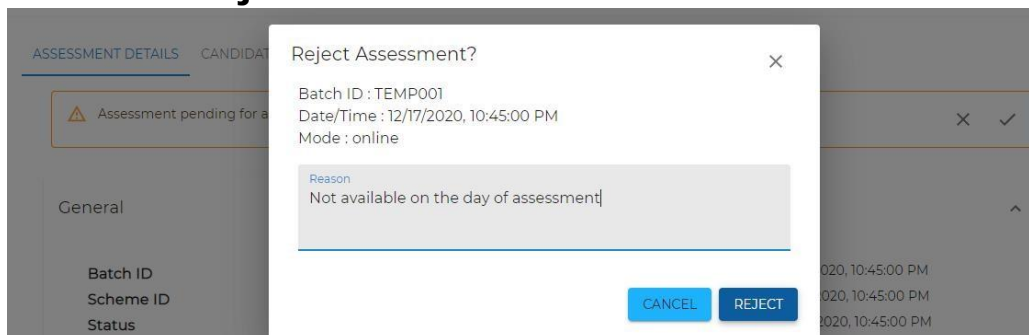⚠ Assessment pending for approval...   × ✓

To Approve:

a) Click on **approve**
b) Click on **Accept**
c) Assessment **Scheduled**

ASSESSMENT DETAILS   CANDIDATES DETAILS   INVIGILATE

⚠ Assessment pending for a   × ✓

Accept Assessment?   ×

Batch ID : TEMP001
Date/Time : 12/17/2020, 10:45:00 PM
Mode : online

CANCEL   ACCEPT

General

Batch ID
Scheme ID   : TEMP   End Date/Time   : 12/18/2020, 10:45:00 PM

To Reject:

a. Click on **reject**
b. Enter the **justification**
c. Click on **Reject**

3   Invigilation

Invigilation page let the assessor start, invigilate and end assessment.
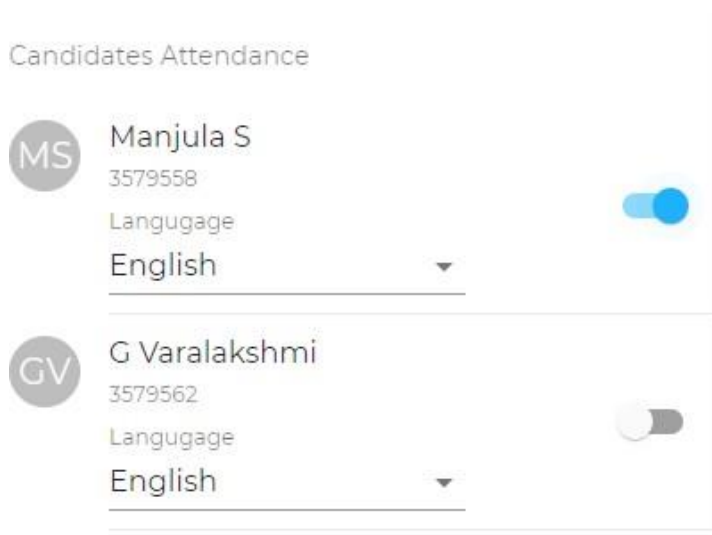
3.1 Start Assessment

a) Assessment **should be started** first so that the online assessment **links** for candidates **will start working.**

b) Assessor can login and start the assessment **any time after the actual** assessment **start time** and **15 mins prior** to the actual assessment **start time**.

c) Once started the notification will be send to agency that the assessment is started.

d) This step is common for both online and offline assessment.

3.2 Offline Invigilation

Once assessment is started, assessor will get to **update attendance** and **upload** assessment **photos** and **videos** for offline assessment.

3.2.1 Updating Attendance

For each candidate select the candidate's assessment **language** and mark the **attendance** using the **button**.

3.2.2 Uploading Assessment Photos and Videos

a) In the upload assessment photos/videos section, click the Add Photos/Videos button to select the photo/video taken in mobile or computer.

Upload Assessment Photos

Add Photo Invigilation Video

b) Once selected, the photos/videos will be **uploaded** and the **upload progress** will be shown.
c) You can also **delete** the photo/video uploaded using the **delete button**.

Note: All image formats and **only .mp4 or .m4v video** file formats are **supported** for uploading.

3.3   Online Invigilation

Once assessment is started, assessor will get to see the candidates list who appeared for the assessment. And overview about the candidate's progress and severe/moderate violations count will be displayed.

3.3.1 Approve/Reject Candidate Login verification

a) This is **optional step** when creating assessment.
b) Once Admin **enabled** this option, the candidate has to **capture** his/her **photo by holding one ID proof** for **verification** using the webcam and submit it for **approval** from the assessor.
c) Once candidate **submitted** the verification photo, in the **candidate list** the candidate verification photo along with **approve/reject button** will be displayed.
d) On clicking of the **candidate** from the list, assessor can see the **verification photo uploaded** by the candidate.
e) The assessor can review the **identity of the candidate** and either **reject** the approval or **approve** the candidate for assessment.
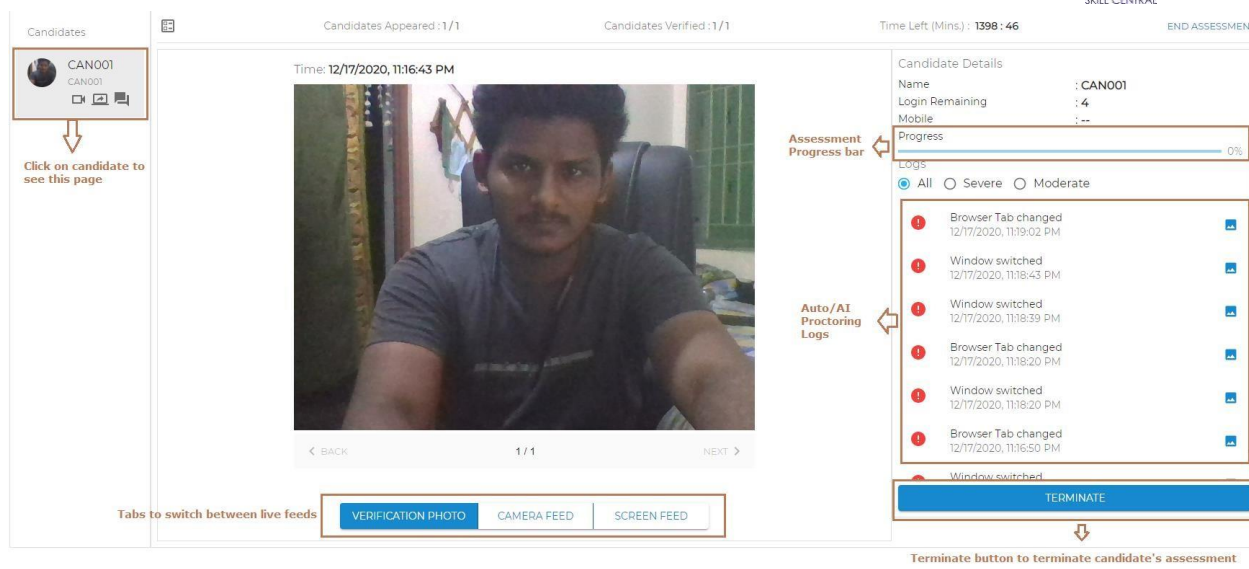f) On rejection, a **rejection note** can also be send. Which will be shown to the candidate.

Note: If this step is enabled by admin, for how many times the candidate login for assessment (in case of **accidental logouts**) the **separate verification photo** should be **taken** and **uploaded**.

3.3.2 Invigilation Overview
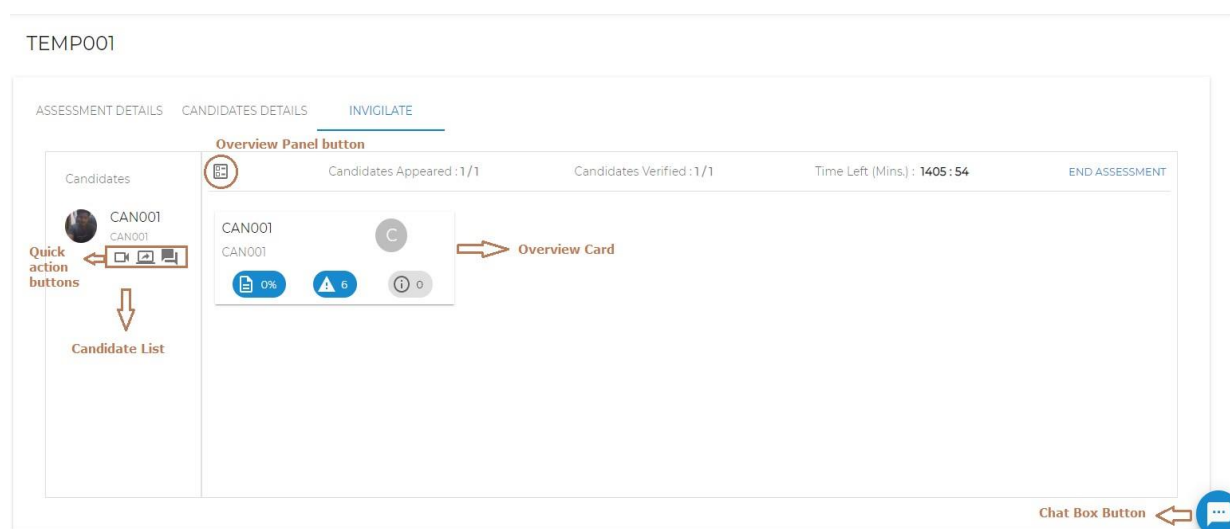
a) In the **overview panel**, a **card** with candidates' **name**, **ID**, **progress** percentage, **log counts** will be shown.

b) On clicking **candidate** from **candidates list**, the verification photo, candidate screen feed (not possible if candidate is using mobile devices), candidate camera feed, assessment logs (with screenshot or camera feed snapshots attached) being reported, progress percentage, login attempts can be seen.

c) For quick access, the **screen view**, **camera view** and **chat buttons** are provided for each candidate in the **candidate list** itself.

3.3.3 Chat feature for assistance

a) In the **bottom right corner** the candidate can see **message box button**.

b) Click on the **button** to see the **list of candidate to chat** with.

c) Candidates can contact assessor through chat anytime during assessment for assistance. The assessor will get the **unread message count** on top of the chat button.

d) The assessor can **reply** to the candidate and **initiate** chat with candidate if needed.

e) On clicking of the **chat button** of the particular **candidate** from **candidate list** will immediately open the **chat box** for the particular **candidate**.

3.3.4 Candidates Assessment Logs

a) In the **overview panel**, the candidate's **log** on **live progress**, **proctoring logs** can be seen.

b) On clicking of **candidate** from **candidate list** will show the detailed **logs with screenshot** or **camera snapshot** of candidate based on the **violation type**.

c) Click on the **photo button** in log to see the **screenshot** or **camera photo** taken from candidate's **web camera**.

3.3.5 Live Screen/Camera Feed

a) Click on any **candidate** from **candidate list**, by default the verification photos uploaded by the candidate will be displayed.

b) Click on **Camera Feed** or **Screen Feed tab** to see the candidate's **live camera or computer screen** feed anytime.

c) Live Screen feed can be viewed **only** if the candidate is taking assessment from **computer browser**.

d) Live Camera feed can only be viewed anytime even if candidate is taking assessment from mobile devices or computer devices.

e) **Shortcut buttons** for **screen/camera feed** are also available in **candidate list** for assessor's convenience.

3.3.6 Terminate Candidate

a) Based on the **logs being reported** with **AI and Auto proctoring** or by manual proctoring of assessor using **live screen or live camera feeds**. Once the assessor finds the candidate is doing **malpractice**, the assessor can **terminate** the particular candidate anytime.

b) Once terminated the **candidate** will immediately be **terminated** from assessment and the assessment link for candidate will be **deactivated**.

c) Click **candidate** from **candidate list** and below the assessment log, use the **Terminate button** to terminate candidate.

3.4   End Assessment

a) The assessment will be **ended automatically** once the **End Date/Time** is **reached**.

b) The assessor can also **end** the assessment **manually** anytime using the **End Assessment button** in Invigilation screen.

c) Once the assessment is ended, the **current progress** of all the **candidates** will be **submitted automatically** and **logged out automatically.**

d) Only after ending the assessment, the assessment links will be **deactivated** and the assessor can able to proceed with **results upload**.

4   Results   Home→Results

The Results table shows details about all the assessment results status, results due dates, results status etc.

4.1   Updating Marks   Home→Assessments→Click on Assessment

a) Select the **Language**
b) Candidate took assessment in **selected language** will be shown in **candidates list**.
c) Select **Candidate**
d) NOS-wise questions will be displayed with **correct answer, candidates answer, type of question and maximum marks** allotted for the questions will be displayed.
e) For **Objective** type questions the marks will be **auto evaluated** and for **subjective, practical, viva** based questions the assessor can **enter** the marks manually.
f) The assessor can **pause** the evaluation work today and **resume** the evaluation **anytime** using **save marks button**.
g) Assessor can enter marks for few questions and **save the progress** and continue from where he/she left tomorrow.

Note: A **video playback button** will be displayed for **viva and practical** type questions. The assessor can **click the play button** to see the **video uploaded by candidate** and award marks accordingly.

4.2   Results Submission

a) Once Assessor is done with evaluation for all the candidates, the assessor can **submit the results** for **approval** by the assessment agency.
b) Click on the **submit results button** in the left side menu to submit results for approval.

4.3   Results Rejection by admin

a) The admin can **reject** particular candidate's assessment results **individually**.
b) Upon rejection, the assessor will get **notification** when login. The **status** of assessment results can be checked in **results table**.
c) Upon rejection, only the **rejected candidate's results are editable** by assessor.
d) Select the **Candidate** from list.

e) The **admin's note** on rejection for the particular candidate's results will be **displayed** in left side.

f) Make the corrections accordingly.

g) Click on **save**

h) Once **done** with all candidate's correction.

i) Click on **Submit Results** button and **confirm**.

5   Settings

For user's convenience theme, notification and profile settings are also given.

5.1 Update Password

1. Click on **user actions button** in the **top right corner** of the screen.
2. Click on **profile**
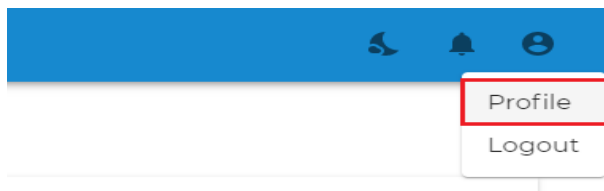
3. Click **change password** tab.
4. Enter **new password**
5. **Confirm** new password.
6. Click on **update**.

5.2 Notifications

Whenever there is change in **assessment status** happens the respective **notification** will be **generated**. The admin can see the **no. of notifications available** once login. Click on the **notifications button** to see more details.

5.3 Theme Setting

a) The application supports two theme modes, **light mode and dark** mode.

b) Click the **theme switch button** in application header to switch between the themes.
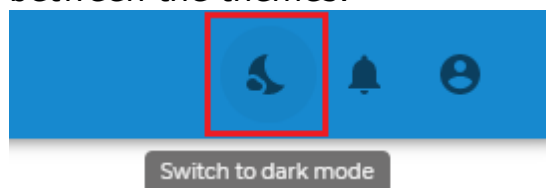
c) The selected theme will be **saved** and the same will be applied in the **next login**.