

Proctors's Roles & Responsibilities as mentioned bellows

1. Punctual Arrival and Preparation:

- Ensure timely arrival at the assessment location, at least 30 minutes before the scheduled assessment time.
- Bring charged tablets ensuring they are in working condition & assessment documents.
- Preparation of Tablets & assessment documents for the assessment execution.

2. Candidate Authentication:

- Verify the identity of each candidate to ensure the genuine candidates are assessed.
- Capture adhar/Govt. ID holding photo of the candidates.

3. Orientation for Candidates:

- Conduct an orientation session for candidates, providing information about the assessment platform/application, and the overall assessment process.

4. Active Monitoring to Prevent Cheating:

- Actively observe candidates during the exam to prevent any form of cheating.

5. Facilitation of Candidates and Assessor:

- Provide support and assistance to both candidates and assessors throughout the assessment process.

6. Capturing of Assessment Evidence:

- Take evidence of the assessment by:
- Capturing images of scheme branding, Center infrastructure.
- Recording individual attendance with signatures.
- Capturing photos/videos of assessment activities.
- Assessment Documenting – Candidate Feedback, Aadhar Card, VTP Feedback, Enrollment form and Declaration, if any.

7. Timely Submission of Assessment Evidences:

- Ensure the submission of all assessment evidences and documents within the specified Turnaround Time (TAT).

8. Incident Reporting:

- Report any incidents or irregularities observed during the assessment promptly to the Assessment Agency.

9. Feedback Provision:

- Gather feedback from candidates, assessors, and other stakeholders to improve the assessment process.
- Provide constructive feedback to the assessment authorities for continuous enhancement of the assessment experience.