Directorate General of Training
Examiner Registration and Marks Upload

Examiner Registration:

- It would be mandatory for all prospective examiners to register themselves on portal.

- While filling up the form once the Examiner enters the Mobile number and email, it should be confirmed by the respective OTPs before submission is allowed (TX……..)

- Post registration the examiner is approved by Nodal ITI.

- On Approval the Examiner receives an Examiner ID. (EX…….)

Examiner Mapping

- Nodal ITI does Examiner Mapping.
- Nodal ITI has authority to edit the email address and Mobile number of the Examiner.
- On mapping Examiner gets a mail & SMS.
- Examiner accepts /rejects mapping.
- On acceptance a confirmation mail/sms is sent with Examiner ID & six letter password generated randomly.

Marks Upload by Examiner

- ITI provides a terminal and connectivity to the Examiner for entering the marks.

- Examiner Marks the attendance of the trainees. The field should be blank initially. The examiner can select Present or Absent.

- Examiner conducts the Examination and prepares the score sheet. (Offline Process)

- Score sheet is signed by two people viz the Examiner and Observer/Superintendent. (Offline Process)

- Examiner logs in using Examiner ID and OTP

- Instruction screen is displayed. In case he is mapped for multiple exams he is presented the list and he choses the exam for which he wants to enter the marks.

- Examiner enters marks against the list of trainees displayed. Marks window would open only for the trainee is marked present.

- He may enter additional trainees in case there is a trainee with manual hall ticket / or missing trainee. The examiner would enter registration number. System would fetch other details. Examiner would upload a scan copy of hall ticket.

Marks Upload by Examiner...........

- He can save data entered and complete it in multiple operations. All the data entered can be previewed and edited till submission is done

- Examiner uploads a scanned copy of the score sheet in PDF, JPG, PNG format.

- Once completed the examiner clicks the submit to Nodal ITI button.

- Examiner authenticates the submission by entering his six letter password. (TBD)

- The examiner must complete the entry and submit the marks along with scan copy of the score sheet within 48 hours of completion of exam. After that, if still not submitted, it would be a deemed submission to Nodal ITI.

- For example, in the exam to be held in Aug 2022 it deemed submission would happen on EOD of 06 Aug 2022.

- The hard copy score sheet is dispatched to the Nodal ITI by the current method. (Offline Process)

Review by Nodal ITI

- Nodal ITI can do the following functions:
  - Submit the marks to SPIU.
  - Make Changes & Submit the Marks to SPIU.
  - In case the examiner has failed to upload the marks, Nodal ITI can enter it using the edit facility.
  - System would allow upload of the score sheet in case no document was uploaded before deemed submission.
  - If not approved the within Four days, it would be a deemed submission to SPIU.

Review by SPIU

- SPIU Can
  - Change the marks and record the justification (mandatory if marks are changed). Old and new marks as well as justification would be saved.
  - Reject it back to Nodal ITI
  - Approve it
- If not approved the within 04 days, it would be a deemed Approval.
- On completion of this cycle the Practical marks would be available to DGT for further processing within 10 days from the date of completion of the exam.