



Quality Assurance Documents

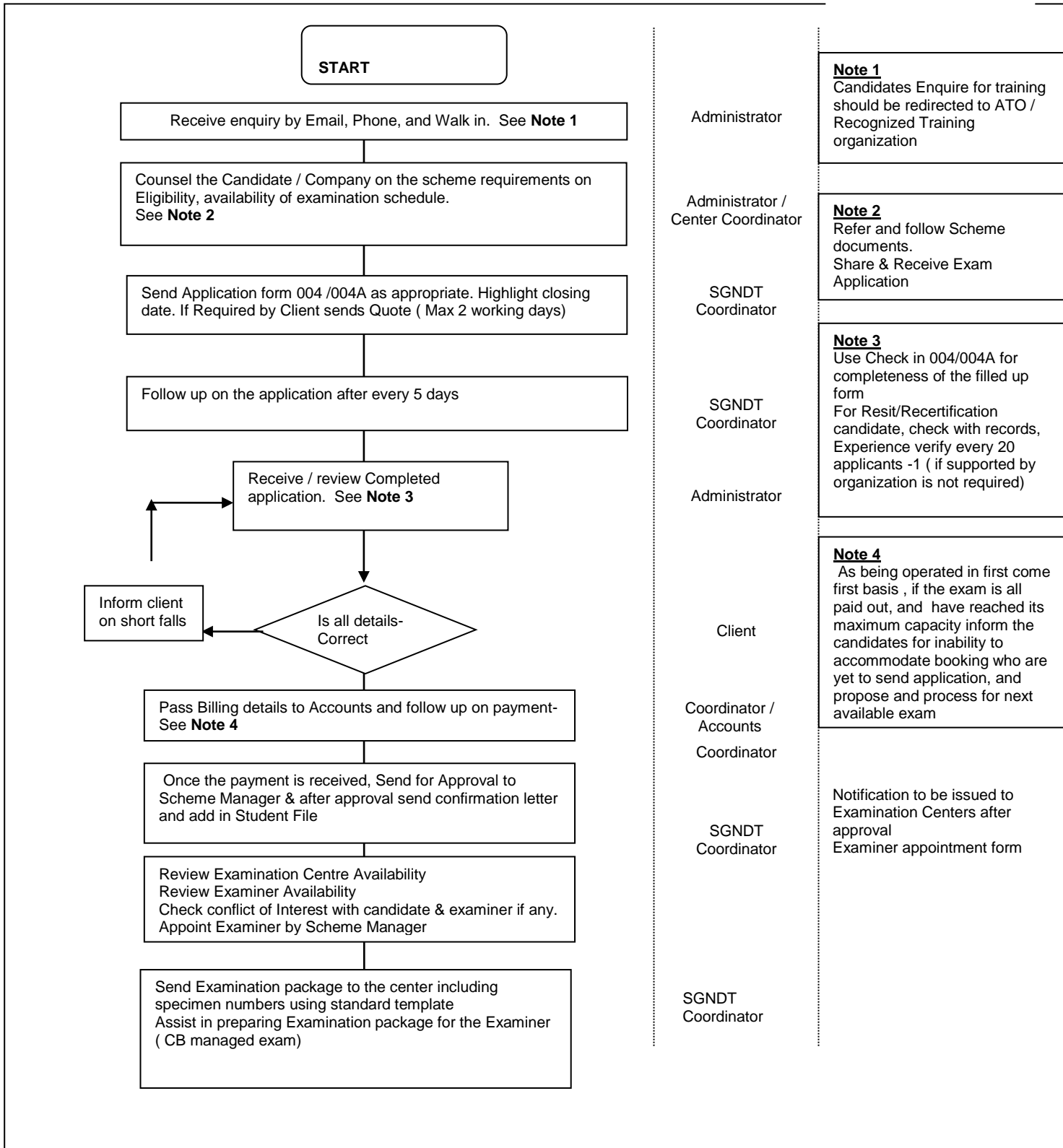
NDTSS CERTIFICATION PROCESS FLOW CHART

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Reviewed By:	Sajeesh BABU President	Date: 12.02.2017
Approved By:	Sajeesh K Babu President NDTSS/ Head Certification Body	Date: 12.02.2017

Issued to		
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PROCESS FLOW	RESPONSIBLE	REMARKS
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Exam Centre Coordinator prepares all availability for practical's (if required)	AEC/AQB Coordinator	
Exam Centre Coordinator communicates with students for logistics		<p>Note 5 Level 2 requires compulsory practical Level 3 applicants with valid Level 2 only require theory examination. Such examination might be directly administered by NDTSS registered Examiner managed by coordinator</p>
Examination Time, Room, Invigilator, Examiner allotted Facilities and Instruments	Examiner	
Examination conducted, invigilated as per Practical are graded as per Marking Guide See Note 6	Invigilator /Examiner	
All the Examination Scripts are packed in an Envelope and submitted to Examiner	Invigilator /Examiner	<p>Note 6 If the Candidate challenges any questions, he has to fill up the relevant form And for any complains shall fill up complaint form Exam Attendance filled up Attendance record</p>
Examiner to Mark and grade as per Conduct of Examination	Examiner	
Marking and Grading are carried out as per the relevant marking scheme and recorded	Examiner /Chief Examiner	
Moderation is organized by the center coordinator as needed and recorded in Record of Moderation is kept	Chief Examiner / Scheme Manager	
Send the file back to SGNDT Coordinator within 7 days of Exam	Examiner	
Result Notice prepared & send to candidates within 21 days of exam	Administrator	
Decision Approved for Certification Student File Records consolidated and secured Only authorized personnel can access. See Note 7 . Prepare and print certificate for approved decision and send to customer	Chairman/ Scheme Manager Course Coordinator	<p>Note 7 Quality Record Maintenance Table</p>

END

Examination is provided by AQB / AEC