



Quality Assurance Documents

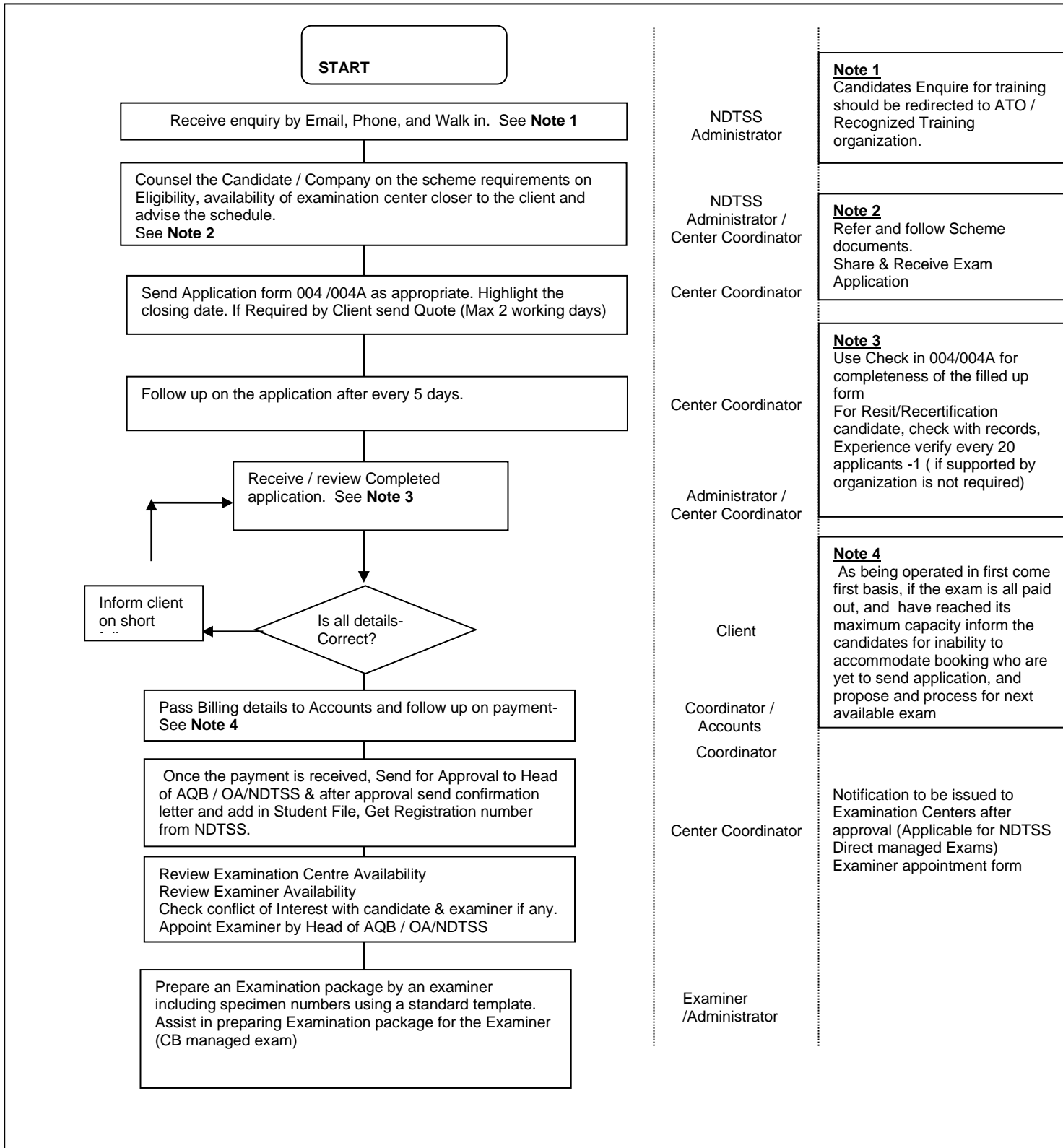
NDTSS CERTIFICATION PROCESS FLOW CHART

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Reviewed By:	Sajeesh BABU President	Date: 02.05.2023
Approved By:	Sajeesh K Babu President NDTSS/ Head Certification Body	Date: 02.05.2023

Issued to		
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PROCESS FLOW	RESPONSIBLE	REMARKS
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To be continued on Page

<p>Continue from Page 1</p>		
<p>Exam Centre Coordinator prepares all availability for practical's (if required)</p>	<p>AEC/AQB/OA Coordinator</p>	
<p>Exam Centre Coordinator communicates with students for logistics.</p>		<p>Note 5 Level 2 requires compulsory practical. Level 3 applicants with valid Level 2 only require theory examination.</p> <p>Theory examinations might be directly administered by NDTSS registered Invigilator when required.</p>
<p>Examination Time, Room, Invigilator, Examiner allotted. Facilities and Instruments</p>	<p>Examiner</p>	
<p>Examination conducted, invigilated as per Practical are graded as per Marking Guide See Note 6</p>	<p>Invigilator /Examiner</p>	<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>
<p>All the Examination Scripts are packed in an Envelope and submitted to Examiner.</p>	<p>Invigilator /Examiner</p>	
<p>Examiner to Mark and grade as per Conduct of Examination</p>	<p>Examiner</p>	
<p>Marking and Grading are carried out as per the relevant marking scheme and recorded.</p>	<p>Examiner /Chief Examiner</p>	
<p>Moderation is organized by the center coordinator as needed and recorded in Record of Moderation is kept.</p>	<p>Chief Examiner / Scheme Manager</p>	
<p>Send the file back to SGNDT Administrator within 10 days of the Exam for local and within 28 days for the overseas exam.</p> <p>Result Notice prepared & send to candidates within 28 days of the exam</p>	<p>Examiner Administrator</p>	
<p>Decision Approved for Certification Student File Records are consolidated and secured. Only authorized personnel can access it. See Note 7. Prepare and print a certificate for approved decision and send to the customer through AQB.</p>	<p>Chairman/ Scheme Manager Course Coordinator</p>	<p>Note 7 Quality Record Maintenance Table</p>

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Examination is provided by AQB / OA / AEC