

Assessment of Hands-on Course: Presentation and Personal Effectiveness (PPE)

Step-by-Step Guide for Examinees

This document provides a comprehensive guide for examinees undertaking the online assessment for the hands-on course, Presentation and Personal Effectiveness (PPE). It is intended to clearly define the assessment process, evaluation activities, and the expected standards of performance and conduct throughout the assessment.

ONLINE ASSESSMENT PROCESS

This section explains the complete online assessment workflow, guiding examinees through login and dashboard access, system and technical readiness, and the verification of identity and environment to ensure a secure, fair, and uninterrupted examination experience.

1. Login and Dashboard Access

- (i) The exam access link will be sent to you via email at least 24 hours prior to the scheduled assessment.
- (ii) To begin, log in to the assessment portal using your CRN and Password.
- (iii) Once logged in, your scheduled session will be visible on your dashboard. Click the **Join** button to see the session details.

2. System Readiness Check

- (i) You will now see your session details.
- (ii) Click on **Run System Check** to ensure your system meets the requirements
- (iii) A popup may appear asking for **Camera and Microphone permissions**. Click **Allow** to proceed.
- (iv) Ensure all system checks have passed before moving forward.

*Note: It is highly recommended to perform **Run System Check** as soon as you receive the exam access link, 24 hours prior to the assessment, to resolve any potential technical issues in advance. For technical requirements please refer (Appendix – 1) of [PPE-Assessment Day Instructions and Sample Assessment](#)*

3. Identity and Environment Verification

- (i) Photo Capture: Click on the **Capture** button to take your photo.
- (ii) Room Scan: Click the Record button and record a 360-degree video of your surroundings using your laptop's webcam. Do not move your laptop too fast or too slow while recording the 360-degree video.
- (iii) Joining the Exam: Once the room scan is uploaded and verified, the **Join Exam** button will be enabled. Click it to enter the examination area.

4. The Waiting Room

- (i) Upon joining, you will be placed in the waiting room. Your status will show as **Waiting for Room Assignment**.
- (ii) Any important announcements will appear in the Announcements section.
- (iii) Wait patiently until an Assessor calls you.
- (iv) Remember, **do not refresh the page** while in the waiting room.

5. Entering Exam Rooms

- (i) Three separate Exam Rooms are designated for the assessment, one each for the Presentation, Group Discussion, and Interview activities.
- (ii) Each student will be called into a room individually. You may be called in Presentation, Group Discussion or Interview rooms in any sequence.
- (iii) A separate Assessor is assigned to each Exam Room. Once the Assessor of a particular Exam Room calls you, your status will change to **Ready to Join** and the **Join Exam Room** button will appear below the announcement section. Click the **Join Exam Room** button to enter that activity.
- (iv) Once you enter the room, your assessment will begin immediately.
- (v) After completing the first activity, you will be redirected back to the waiting room. From there you will be called in the second and the third room upon your turn.
- (vi) In waiting room, **Your Assessment Progress** indicator will show you which activities have been completed, and which are still pending.

6. Emergency Break Policy

- (i) In case of an emergency while waiting, click **Request Break**; after approval from the ICAP Manager, you may take a break of up to 5 minutes.
- (ii) Once the break is over, click **Resume Exam** immediately, as staying on Break status will prevent room assignment.

7. Communication

- (i) During the assessment, if you need to communicate with the Assessor, you can use the **Chat** option available in the room.

Note: Examinees are encouraged to watch the [Video Tutorial](#) for further guidance on online assessment process. The tutorial provides a step-by-step guide of the complete assessment process.

EVALUATION PARAMETERS FOR KEY EXAMINABLE ACTIVITIES

This section defines the performance indicators applicable to the key examinable activities of Presentation, Group Discussion, and Interview. It provides a structured framework for evaluating communication skills, analytical thinking, and ethical conduct throughout the assessment process.

Activity 1: Presentation (Time: 5 minutes)

The list of presentation topics will be provided to examinees along with their respective admit cards. Examinees will be required to select their presentation topic from the prescribed list.

1. Logical Structuring and Sequencing

- (i) Clearly introduces the topic with a defined purpose or objective
- (ii) Organizes content into a logical progression of ideas
- (iii) Maintains coherence and smooth transitions between points
- (iv) Concludes effectively by summarizing key messages or insights

2. Time Management and Pacing

- (i) Completes the presentation within the allocated time
- (ii) Allocates time appropriately across introduction, main content, and conclusion
- (iii) Maintains a steady and controlled pace throughout
- (iv) Avoids rushing or unnecessary delays

3. Effectiveness of Visual Aids

- (i) Uses visual aids that are relevant and aligned with the content
- (ii) Ensures clarity, readability, and professional formatting of visuals
- (iii) Integrates visuals effectively to support and enhance understanding
- (iv) Avoids over-reliance or distraction caused by visuals

4. Delivery: Body Language and Vocal Variety

- (i) Maintains confident posture, appropriate gestures, and eye contact
- (ii) Uses tone, pace, and pauses effectively to emphasize key points
- (iii) Speaks clearly and audibly with appropriate modulation
- (iv) Demonstrates engagement and presence throughout the delivery

5. Quality and Relevance of Responses to Assessor Questions

- (i) Understands questions accurately before responding
- (ii) Provides clear, relevant, and structured answers
- (iii) Demonstrates depth of understanding and logical reasoning
- (iv) Handles follow-up questions confidently and professionally

Activity 2: Group Discussion (Time: 10 minutes)

The topic for the group discussion will be provided by the Assessor at the commencement of the group discussion.

1. Participation and Contribution

- (i) Participates actively and appropriately in group discussions
- (ii) Contributes relevant, value-adding ideas aligned with the topic
- (iii) Maintains balance between contributing and allowing others to participate
- (iv) Demonstrates initiative without dominating the discussion

2. Listening and Collaboration

- (i) Listens attentively without interrupting others
- (ii) Acknowledges and responds constructively to others' viewpoints
- (iii) Builds on ideas shared by other participants
- (iv) Demonstrates a cooperative and team-oriented approach

3. Critical Thinking and Assertiveness

- (i) Presents clear, logical, and well-structured ideas
- (ii) Demonstrates analytical thinking and sound reasoning

- (iii) Supports viewpoints with relevant arguments or examples
- (iv) Communicates opinions confidently while remaining respectful

4. Handling Disagreement and Professional Conduct

- (i) Manages differing opinions with respect and composure
- (ii) Responds constructively to opposing viewpoints
- (iii) Maintains professionalism in tone, language, and behavior
- (iv) Demonstrates ethical conduct, fairness, and objectivity

5. Time Management and Communication Effectiveness

- (i) Contributes within appropriate time without over- or under-speaking
- (ii) Structures responses clearly and concisely
- (iii) Maintains relevance and focus during discussion
- (iv) Ensures communication supports overall group flow and effectiveness

Activity 3: Interview (Time: 5 minutes)

1. Confidence and Composure

- (i) Maintains appropriate posture, eye contact, and professional presence
- (ii) Demonstrates self-assurance without appearing overconfident
- (iii) Remains calm and composed under questioning or pressure
- (iv) Handles interruptions or challenges without visible discomfort

2. Communication Skills

- (i) Speaks clearly, audibly, and at an appropriate pace
- (ii) Uses correct grammar and professional vocabulary
- (iii) Structures responses logically (introduction, development, conclusion)
- (iv) Demonstrates active listening and responds appropriately to questions

3. Content Quality and Clarity of Thought

- (i) Demonstrates relevant knowledge and understanding of the topic
- (ii) Presents ideas in a coherent and structured manner

- (iii) Applies reasoning, analysis, and (where relevant) examples to support arguments
- (iv) Avoids factual inaccuracies and irrelevant content

4. Conciseness and Spontaneity

- (i) Expresses ideas succinctly without unnecessary elaboration
- (ii) Responds promptly and effectively without excessive hesitation
- (iii) Demonstrates the ability to think on their feet in unfamiliar situations
- (iv) Maintains focus on the question or topic throughout

5. Professional and Ethical Conduct

- (i) Demonstrates respectful and appropriate behavior at all times
- (ii) Uses professional language and tone
- (iii) Acknowledges differing viewpoints with courtesy
- (iv) Adheres to ethical norms, including honesty and integrity in responses