

Subject Matter Experts (SMEs): Eligibility Criteria for Selection

**	Assessment Designer (SME) Assessment Reviewer (SME)	Assessment Designer (SME) Assessment Reviewer (SME)
	Assessment Designers are Subject Matter experts (SME) who are responsible for ensuring fairness, reliability, content validity and relevance of assessment by creating items (theory/practical/viva voce) that measure specific skills/NOS and assess comprehension of concepts at different cognitive levels. They align the items to the Assessment Blueprint, follow standard assessment methodologies, and utilize the expertise of assessment reviewers, language experts, translators for item review and correction	Assessment Reviewers are Subject Matter Expert (SME) who have distinct skills or specialized knowledge and expertise on a specific job or topic. These SMEs are accessed by instructional designers for designing course material and learning programs, and by assessment designers for developing assessments. Assessment reviewers could be a highly qualified instructional designers or industry experts. In the assessment process, the role of the reviewer is to validate the blueprint and the item bank developed by the assessment designer. Sometimes they also partake in item writing or serve as technical consultants.
Experience	5 years in the relevant job role / higher job role	7 years in the relevant job role / higher job role
Criteria	<ul style="list-style-type: none"> • Must not be associated with any Training Partner (conflict of interest). • Must possess good writing skills 	<ul style="list-style-type: none"> • Must not be associated with any Training Partner (conflict of interest). • Must possess good writing skills
Other Criteria	Must meet the minimum eligibility criteria suggested for an assessor for the domain job role	Must meet the minimum eligibility criteria suggested for a lead assessor for the domain job role
Responsibility	ENSURE: <ul style="list-style-type: none"> • Language & terminologies of the questions are as per the target group. • Items are aligned to the blueprint. • The difficulty level tagging of the questions is correct. • The Bloom's taxonomy levels are followed Questions are mapped to the appropriate NOS & PC. • Questions are unambiguous and understandable. • Questions are technically correct. • Answers contain appropriate distractors. • Consistency in terminology used. • Equipment list, steps, suggested solution of practical and viva voce questions are mentioned. • Content is grammatically correct without spelling or punctuation errors. • Content is not plagiarized. • Adherence to specific assessment guidelines shared by the respective SSC. 	Ensure and verify: <ul style="list-style-type: none"> • Language & terminologies of the questions as per the target group. • Items and distractors are unambiguous. • Questions are technically correct and relevant for the job role. • Answers contain appropriate distractors Correct answers, equipment list, steps, suggested solutions are mentioned. • Adherence to specific assessment guidelines shared by the respective SSC.

** Reference NSDC Assessment Processes and Protocols: Guide for Short-Term Skill Training Programs, Oct 2020