

Assessment Scoring Process

Scoring Process through Gunak Application

1. Update the Gunak Mobile Application

- Android – Play Store
- Apple – App Store

2. Make the selection on Gunak application for the assessment

- Program Name
 - State
 - District
- Facility Type
- Facility Name
- Assessment tool

3. Complete the scoring using the checklist and submit it on Gunak Application. The score will automatically populate on SaQsham on the next day after submission.

4. On the next day, when the score populates, verify the score. The user can make changes using Gunak Application if the user wants to change the score. Once verified, 'Final Assessment Save' has to be done on SaQsham portal.

5. Once the user has done 'Final Assessment Save', no further changes can be made to the score through both Gunak Application and SaQsham Portal.

Scoring Process through SaQsham Portal

1. Click on the 'Assessment Score Entry'. For the assessment to be assessed, click on 'Action' button and then 'Score Entry'.

On SaQsham, 'Score Entry' will only be allowed on or after the start day of assessment.

2. The checklist for the departments for which the facility has applied will open.

3. Complete the scoring using the checklist. Final Save needs to be performed for each department individually.

4. Once score of all departments is saved, 'Final Assessment Save' has to be done on SaQsham portal. The scorecard summary along with the result will be generated on the next day after submission.

5. Once the user has done 'Final Assessment Save', no further changes can be made to the score through both Gunak Application and SaQsham Portal.