



GLOBAL BOARD OF TECHNICAL & PROFESSIONAL EDUCATION

Assessment Centre Guide

Centre categories, eligibility, registration validity and the stages from application to approval.

Two Categories

Chosen by how candidates are assessed at your premises.



Computer-Based Assessment Centre

COMPUTER-BASED ASSESSMENT CENTRE

Candidates sit their assessment on computers at the centre. In addition to the standard requirements, the centre must have a computer lab and declare its size, its machines and its seating.

[Requirements →](#)



Non-Computer-Based Assessment Centre

NON-COMPUTER-BASED ASSESSMENT CENTRE

Assessment is conducted on paper and through practical demonstration. The requirements are those of institute affiliation, without the computer-lab section.

[Requirements →](#)

A centre may hold both categories, but each is registered and charged separately. Changing category is charged at the same fee.

Who Can Register

Only an affiliated training institute may register as an assessment centre — but not necessarily one affiliated with this Board. An institute affiliated with any board operating under national authority is eligible. An unaffiliated body cannot apply.



You will be asked which board you are affiliated with and for your registration number with that board. Keep your affiliation certificate to hand.

Validity

1

One year, renewed annually.

How It Works

The same route as institute affiliation.



1

Complete the application

Six steps online — institute details, the trades applied for, campus, faculty and documents. Your answers save as you go, so you can stop and return.



2

Pay the fee

A challan is generated for you. Deposit it at the bank and upload the stamped Board copy. Your application is submitted at that moment.



3

Send the hard copies

Print the application, enclose the original affidavit and the original challan, and courier the packet so it reaches the Board within seven days.



4

Board review

A Board officer checks every declared detail against the documents you uploaded. Anything missing or unclear comes back to you as a deficiency notice.



5

Verification visit

A qualified trade assessor and a Board member visit the premises and verify what was declared. The Board bears the entire cost of this visit.



6

Approval and certificate

On approval the Board allots your registration number, issues the affiliation certificate, and lists the institute publicly as an affiliate partner.

[Register a Centre →](#)