

# OEET Expert Editing

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**The purpose of the editing task is to proofread and, where necessary, improve the linguistic quality of the comments of the consolidated assessments.**

No changes can be made to the scoring, the checkbox flags, the decisions or any other content that is not classified as commentary. Only the consolidated assessments are edited. No individual assessments are ever edited.

Editing in OEET is done after all the project assessments for a given action have been consolidated.

The principles of using OEET for editing are the same as using it for project assessment. The page here provides specifics for editing in OEET.



## Information

The basic functions in OEET (assessment, consolidation, editing) are all carried out in the same way. Therefore read the pages and before you start. You can disregard the information concerning recording of assessment scores, flagging of check boxes and selection of decision ratings, as this is not relevant to your task of an editor, but the general functionality descriptions are.

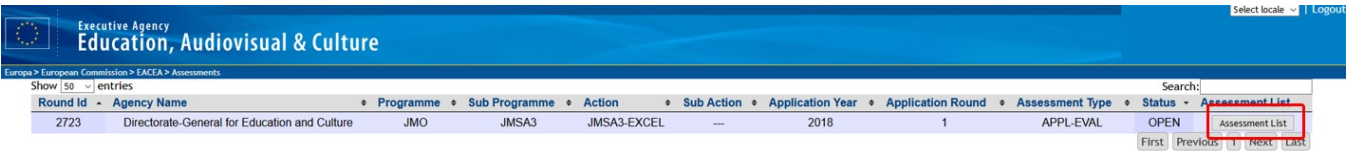
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# Steps

## 1. Login to OEET Assessment and access List of assessment

### 1.1. Click the "Assessment List" button

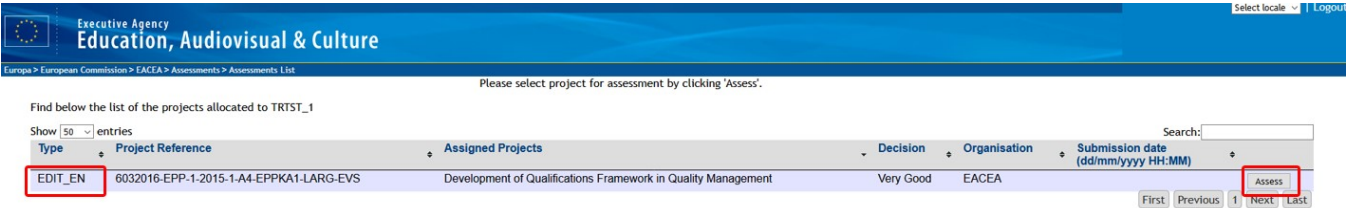
After logon to OEET, the programme list opens, displaying the programme(s) and action(s) that you are engaged to work on. Click the **Assessment List** button for the programme you have to edit.



## 2. Click the "Assess" button

In the list of assessments allocated to you, projects assigned to you for editing bear the type **EDITOR (EDIT\_EN)**.

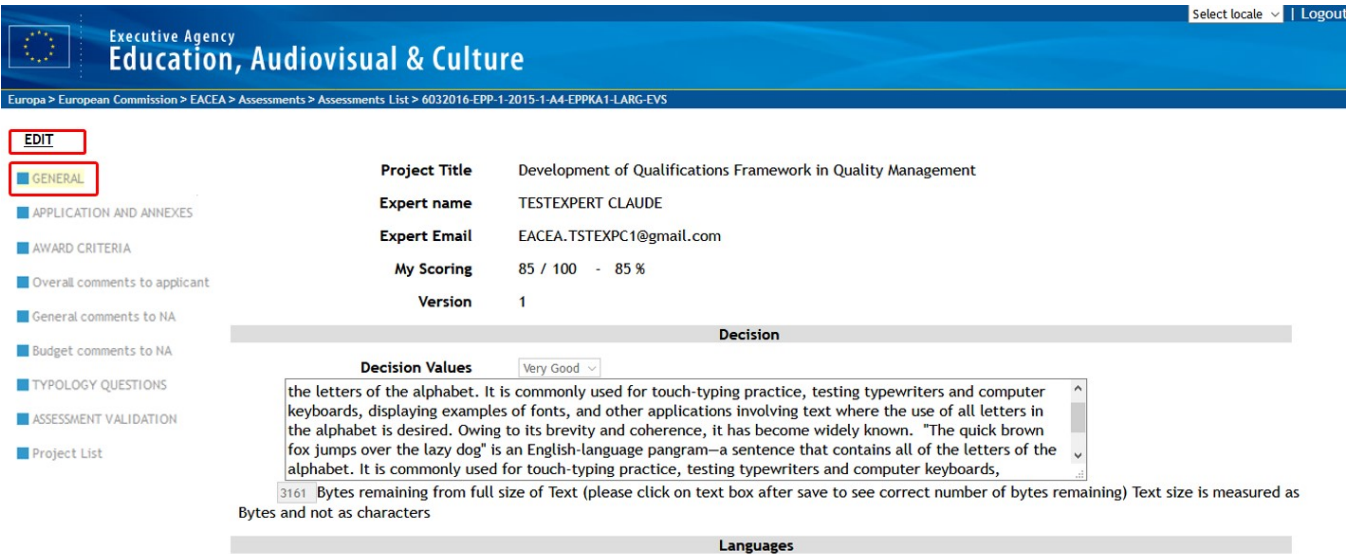
To start the process, click the **Assess** button.



## 3. The assessment screen in edit mode


The assessment opens in the **GENERAL** section. On top of the section navigation you also see the role, set in this case to **EDIT**.

In all comment fields throughout you will see the comments entered and submitted by all experts and the ones from the consolidation.



4. Edit the comment fields

Visit each of the project sections, edit the comments that you find when necessary.

 **Take note**

Use the section navigation to move inside the assessment and do not use multiple tabs. Save your changes regularly, using the Save button at the end of each page, to avoid loss of data.

EDIT

GENERAL

APPLICATION AND ANNEXES

AWARD CRITERIA

Overall comments to applicant

General comments to NA

Budget comments to NA

TYPOLOGY QUESTIONS

ASSESSMENT VALIDATION

Project List

Project Title

Development of Qualifications Framework in Quality Management

Expert name

TESTEXPERT CLAUDE

Expert Email

EACEA.TSTEXPC1@gmail.com

My Scoring

85 / 100 - 85 %

Version

1

Decision

Decision Values

Very Good

1 "The quick brown fox jumps over the lazy dog" is an English-language pangram—a sentence that contains all of the letters of the alphabet. It is commonly used for touch-typing practice, testing typewriters and computer keyboards, displaying examples of fonts, and other applications involving text where the use of all letters in the alphabet is desired. Owing to its brevity and coherence, it has become widely known. "The quick brown fox jumps over the lazy dog" is an English-language pangram—a sentence that contains all of the letters of the alphabet. It is commonly used for touch-typing practice, testing

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EDIT

GENERAL

APPLICATION AND ANNEXES

AWARD CRITERIA

Overall comments to applicant

General comments to NA

Budget comments to NA

TYPOLOGY QUESTIONS

ASSESSMENT VALIDATION

Project List

Overall comments to applicant

Test

EDIT 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus

The quick brown fox jumps over the lazy dog" is an English-language pangram—a sentence that contains all of the letters of the alphabet. It is commonly used for touch-typing practice, testing typewriters and computer keyboards, displaying examples of fonts, and other applications involving text where the use of all letters in the alphabet is desired. Owing to its brevity and coherence, it has become widely known. The quick brown fox jumps over the lazy dog" is an English-language pangram—a sentence that contains all of the letters of the alphabet. It is commonly used for touch-typing practice,

6034

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Previous

Save

Next

Print

## 5. Navigate to the "Assessment Validation" section and Submit

Once you have finished editing, navigate to the **Assessment Validation** section. Remember to only do this if editing is completed. Once submitted, changes are no longer possible.

Click the **Submit** button. Confirm the submission by clicking **OK** in the pop up. After the request is processed, a confirmation is displayed. The assessment is now marked with the **Submitted** watermark and the submission date for the edit added.



### Take note

The Assessment Validation section displays the submission details of the last experts submission, meaning there is a submission date and a 'successful submission' message displayed in the onscreen box. Pay no attention to these. When you perform your own submission, the **Submitted by editor date stamp** is added as well as a Submitted watermark.



Executive Agency  
**Education, Audiovisual & Culture**

Europa > European Commission > EACEA > Assessments > Assessments List > 6032016-EPP-1-2015-1-A4-EPPKA1-LARG-EVS

Select locale | Logout

#### EDIT

- GENERAL
- APPLICATION AND ANNEXES
- AWARD CRITERIA
- Overall comments to applicant
- General comments to NA
- Budget comments to NA
- TYPOLOGY QUESTIONS
- ASSESSMENT VALIDATION**
- Project List

You have just submitted the electronic version of your assessment. Now you can create a PDF version by clicking "Print".

Submit

Submitted on: 25/04/2018

Previous Print

You have just submitted the electronic version of your assessment. Now you can create a PDF version by clicking "Print".

Submit

Submitted on: 25/04/2018

Previous Print

This site says...

Are you sure you want to Submit?

OK

Cancel

More Information

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Tools and services

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Europa > European Commission > EACEA > Assessments > Assessments List > 6032016-EPP-1-2015-1-A4-EPPKA1-LARG-EVS

Select locale | Logout

#### EDIT

- GENERAL
- APPLICATION AND ANNEXES
- AWARD CRITERIA
- Overall comments to applicant
- General comments to NA
- Budget comments to NA
- TYPOLOGY QUESTIONS
- ASSESSMENT VALIDATION**
- Project List

You have just submitted the electronic version of your assessment. Now you can create a PDF version by clicking "Print".

Submitted on: 25/04/2018

Submitted By Editor on: 27/04/2018

Previous Print

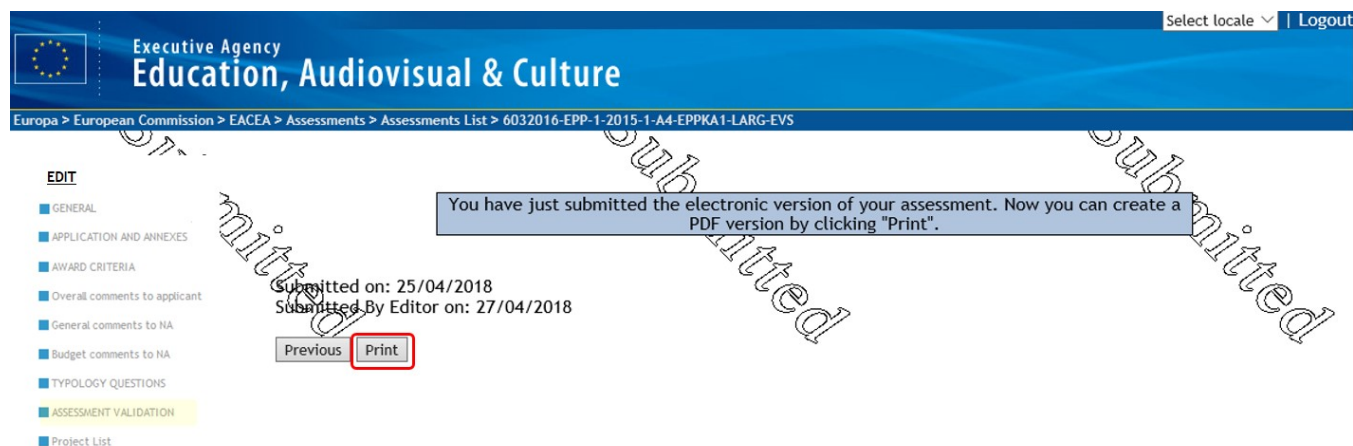
## 6. Printing

You can print the assessment, before and after submission. The **Print** button is available throughout the assessment.

### Information

Printing before editing might be useful. The \*.pdf file that is created when using the print option will include all comments from the experts' assessments and consolidation. This could help you preparing your editing task.

To print, click the **Print** button and follow the instructions on screen.



The screenshot shows the EACEA (Executive Agency for Education, Audiovisual & Culture) assessment interface. The header includes the European Union flag and the text 'Executive Agency Education, Audiovisual & Culture'. Below the header, a navigation bar shows the path: 'Europa > European Commission > EACEA > Assessments > Assessments List > 6032016-EPP-1-2015-1-A4-EPPKA1-LARG-EVS'. On the left, there is a sidebar with a menu under the heading 'EDIT'. The menu items are: GENERAL, APPLICATION AND ANNEXES, AWARD CRITERIA, Overall comments to applicant, General comments to NA, Budget comments to NA, TYPOLOGY QUESTIONS, ASSESSMENT VALIDATION (highlighted in yellow), and Project List. In the main content area, a blue box contains the text: 'You have just submitted the electronic version of your assessment. Now you can create a PDF version by clicking "Print".' Below this, the submission dates are shown: 'Submitted on: 25/04/2018' and 'Submitted By Editor on: 27/04/2018'. At the bottom, there are two buttons: 'Previous' and 'Print' (which is highlighted with a red rectangle). A large, diagonal watermark reading 'Submitted' is visible across the entire page.

When you print your assessment prior to submission, the word Draft appears as a watermark on the printout. No watermark is visible if you print after submission.

**Note:** If you are required to print and sign your assessments, it must be the submitted version that you use for this.

**Assessment Sheet**

KA1 - [KA1]

KA104 - [KA104]

**CONSOLIDATION**

Name of the Organisation:	
Title of the proposal:	Development of Qualifications Framework in Quality Management
Reference No:	8032016-EPP-1-2015-1-A4-EPPKA1-LARG-EVS
Expert Name EXP1	CLAUDE TESTEXPERT (TSTEXC1)
Expert Name EXP2	CHARLINE TESTEXPERT (TSTEXC2)
Expert Name EXP3	NOELISE TESTEXPERT (TSTEXN1)
Expert Name CONS	CLAUDE TESTEXPERT (TSTEXC1)
Expert Name EDIT	TEST ACCOUNT TRAINING (TRTST_1)
Coordinator Contact:	/
Version:	1
Language:	EN

**I. ASSESSMENT CONCLUSION**

Test\_Label  
Test\_Description 85

Decision Values: Very Good

Comments: Edit 1 "The quick brown fox jumps over the lazy dog" is an English-language pangram—a sentence that contains all of the letters of the alphabet. It is commonly used for touch-typing practice, testing typewriters and computer keyboards, displaying examples of fonts, and other applications involving text where the use of all letters in the alphabet is desired. Owing to its brevity and coherence, it has become widely known. "The quick brown fox jumps over the lazy dog" is an English-language pangram—a sentence that contains all of the letters of the alphabet. It is commonly used for touch-typing practice, testing typewriters and computer keyboards, displaying examples of fonts, and other applications involving text where the use of all letters in the alphabet is desired. Owing to its brevity and coherence, it has become widely known.

Conflict of Interest

I declare there is no conflict of interest

Expert1 Approval Date :25-04-2018	Signature Expert 1: .....	Date:.....
Expert2 Approval Date :25-04-2018	Signature Expert 2: .....	Date:.....
Expert3 Approval Date :25-04-2018	Signature Expert 3: .....	Date:.....

Scoring Summary



7. Edit another project or switch programme

Click the Project List link in the section navigation to return to the list of projects allocated to you and select another project for editing (if applicable).

EDIT

GENERAL

APPLICATION AND ANNEXES

AWARD CRITERIA

Overall comments to applicant

General comments to NA

Budget comments to NA

TYPOLOGY QUESTIONS

ASSESSMENT VALIDATION

Project List

In the assessment list the **Submission Date** column displays now the date and time of the submission of your edited assessment. No further adjustments are possible.

Executive Agency

Education, Audiovisual & Culture

Europe > European Commission > EACEA > Assessments > Assessments List

Select locale | Logout

Please select project for assessment by clicking 'Assess'.

Find below the list of the projects allocated to TRTST\_1

Show 50 entries

Search:

Type	Project Reference	Assigned Projects	Decision	Organisation	Submission date (dd/mm/yyyy HH:MM)	
EDIT_EN	6032016-EPP-1-2015-1-A4-EPPKA1-LARG-EVS	Development of Qualifications Framework in Quality Management	Very Good	EACEA	27/04/2018 12:52	Assess

First

Previous

1

Next

Last

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- [OEET Expert Approval](#)
- [OEET Expert Assessment](#)
- [OEET Expert Consolidation](#)
- [OEET Expert Editing](#)
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