OEET Expert Consolidation

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- 4. Consolidate the project
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- 8. Click "Approval" in section navigation
- 9. Check the "Consolidation ready for approval box" and Save the consolidation
- 10. Navigate back to the Project List
- 11. Submit the consolidation
- 12. Click "Assessment Validation" in the section navigation and click the "Submit" button
- 13. Printing assessment conclusion

The consolidation phase starts **once the assessments for a project were submitted by all the experts** and, one of the experts was nominated as consolidator and the other(s) as approval expert. There might however be a situation that not all experts have to approve the consolidation, if they were excluded by the selection manager upon creation of the consolidation in OEET.

From a technical point of view, the consolidated assessment works in the same way as the individual assessment except if the approval of expert(s) is needed.

Relevant for...

Call Year	Key Action	Details
2018 onward	All	For assessments **from 09/2018** onward

Before you start:

Take note

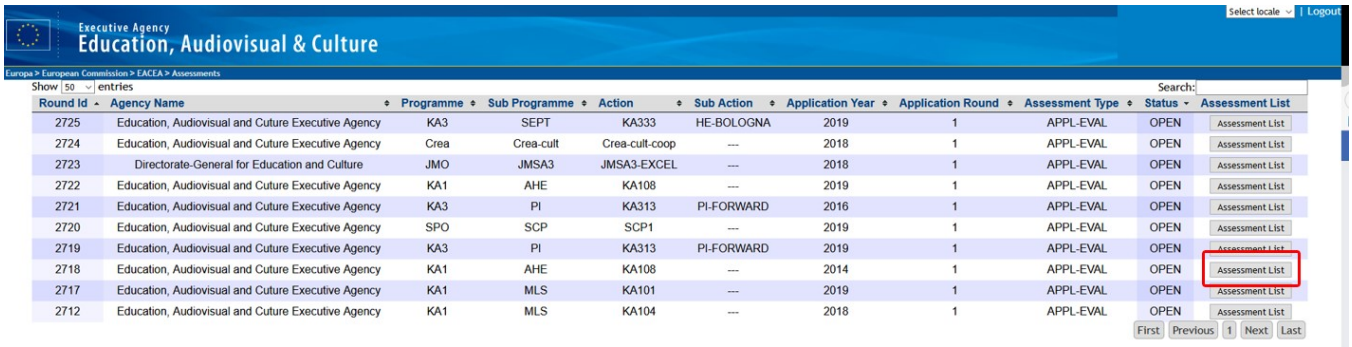
Remember to **Save** your data regularly during consolidation to avoid loss of data.

Steps

1. Login to OEET Assessment and access List of assessment

1.1. Click the "Assessment List" button

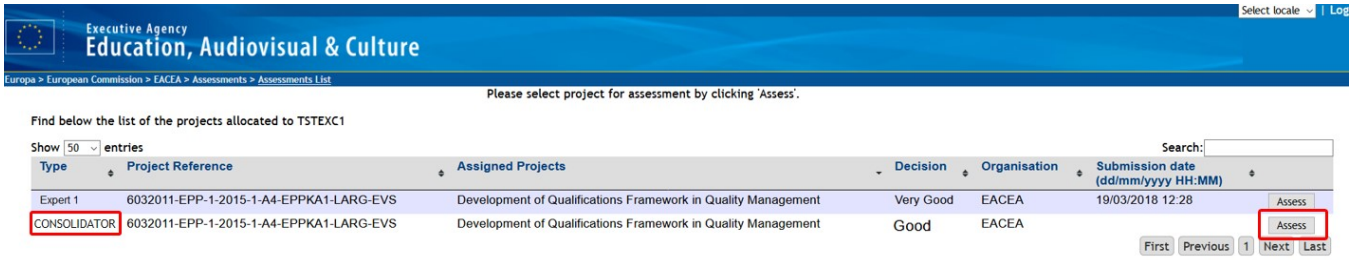
After logon to OEET, the programme list opens, displaying the programme(s) and action(s) that you are engaged to work on. Click the **Assessment List** button for the programme you are going to consolidate.



2. Click the "Assess" button

In the list of assessments allocated to you, projects assigned to you for consolidation bear the type **Consolidator**.

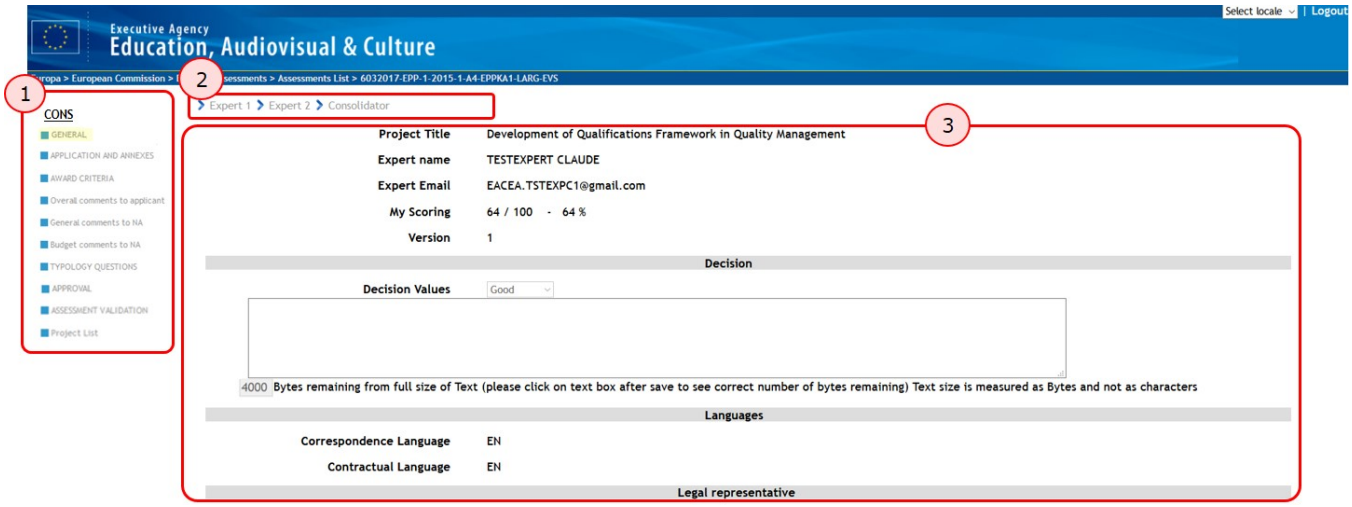
To start consolidation, click the **Assess** button.



3. The assessment screen in consolidation mode

The assessment screen opens, consisting of:

1. **Section menu** which provides links to the different sections of the assessment.
    - The section that you are working in is highlighted in yellow.
    - The Section menu varies according to the programme/action being worked on.
    - On default, the assessment opens on the General section.
2. Access to the **original assessments** of the experts (read-only mode).
    - These original assessments are accessible through the links at the top of all screens.
3. Information on the **general data of the project** and, for some programmes, the Decision fields.



4. Consolidate the project

Navigate through the sections in the assessment. The recommended order is:

1. Application and Annexes
2. Typology Questions
3. Award Criteria
4. Expert Comments: Overall comments to applicant, General comments to NA and Budget comments to NA (where present)
5. Recommendations (if present)
6. General section for completion of the Decision fields (where present)
7. **Approval**
8. Assessment Validation

Take note

The menu content, its order and the section labels vary according to the programme/action that is under assessment.

The page OEET Expert Assessment provides details on how to fill in/assess the other sections. It works the same for assessment and consolidation.

5. Behaviour in OEET when consolidating

- Depending on the programme, the scores, checkbox selections and comments from the original assessments may appear directly in the corresponding fields of the consolidated assessment.
- If they appear, their presence, absence or value can depend on the degree of concordance or variance between the original experts' markings.
- When two scores are combined, the tool presents the average of the two scores.
- Scores, checkbox selections and comments that are inherited from the original, individual assessments can be overwritten.

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6. Access to the Experts' Assessment

The consolidation function also gives **access to the original assessments** of the experts in read-only mode. Clicking one of the links on top of the screen will refresh the screen and open the appropriate assessment in read-only mode.

You have the possibility to check the experts' assessments in detail. Click on the **Consolidator link** to return to the consolidated assessment.

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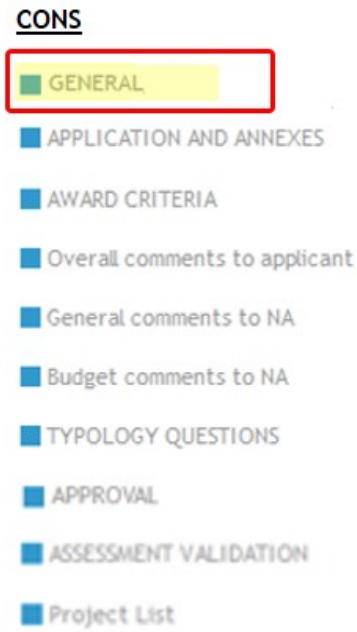
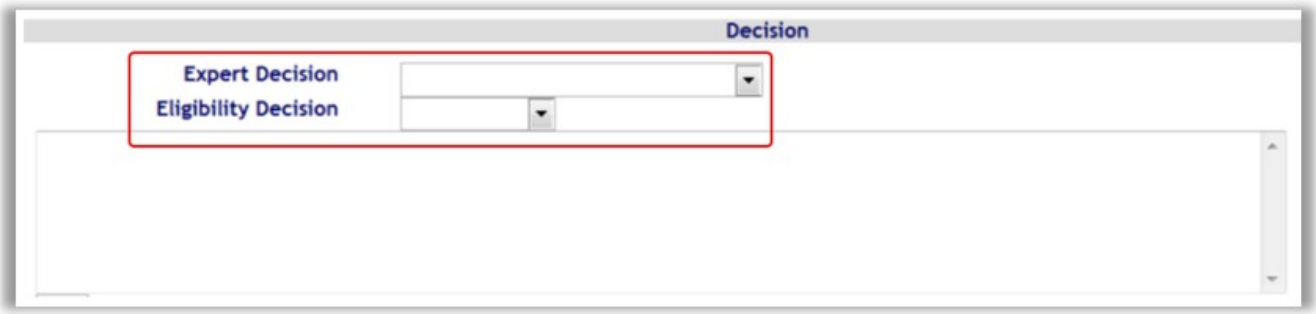
7. Provide a decision rating (if applicable)

As with the individual assessment, if there is a **Decision rating** to provide, return/navigate to the **General** section to record the decision before proceeding with the endorsement and submission. This is not needed, if in your project the decision rating is automatically filled in, calculated by the scoring provided.





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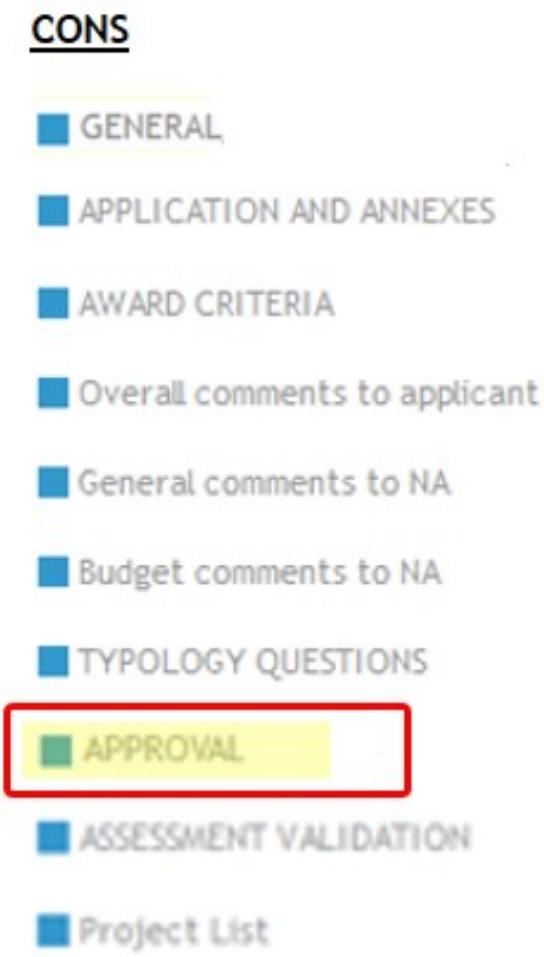
8. Click "Approval" in section navigation

After all information is checked and consolidated, click **Approval** in the section navigation.



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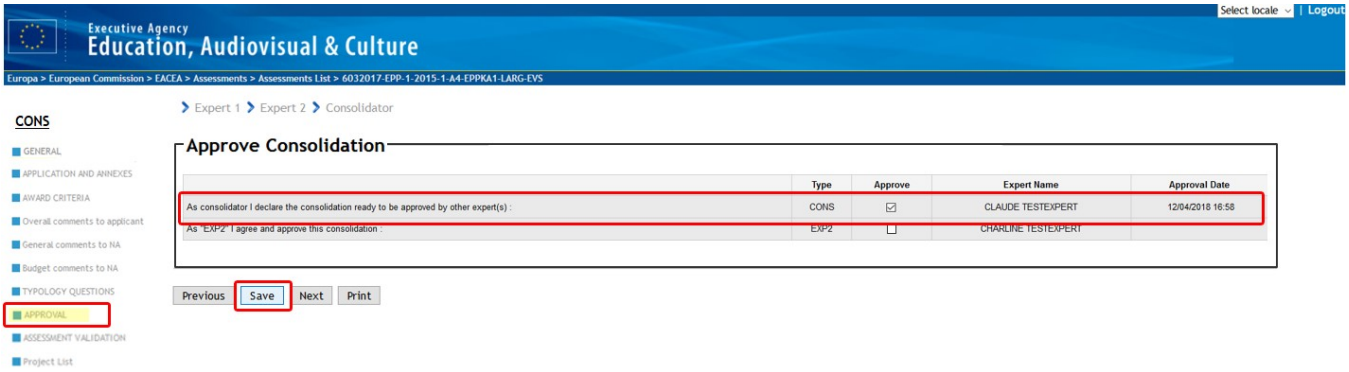
9. Check the "Consolidation ready for approval box" and Save the consolidation

The **Approve Consolidation** screen opens. In the displayed table, **check the box** to declare the consolidation ready to be approved. A confirmation pop up displays. Click **OK** to confirm your selection.

Click the **Save** button under the table to ensure all data is saved.

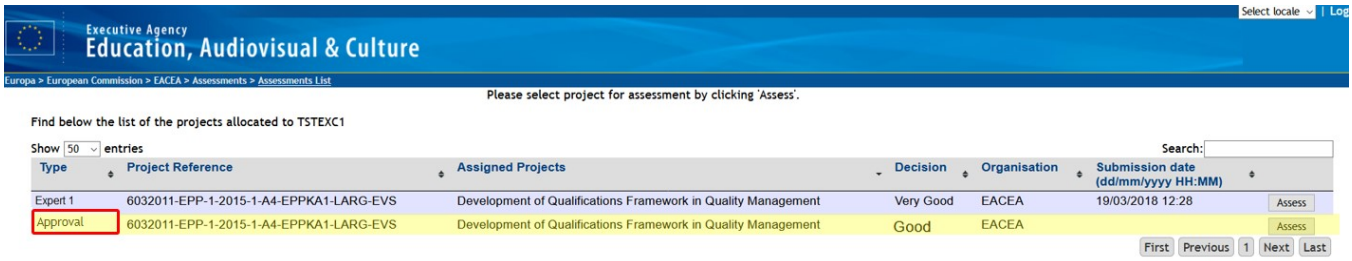
> **Take note**
>
> If not all experts approve the consolidation, the consolidation should be edited. In order to edit the consolidation the **Approve** check box must be unchecked by those experts which already approved the current consolidation and the consolidation saved.
>
> There might however be a situation that not all experts have to approve the consolidation, if they were excluded by the selection manager upon creation of the consolidation in OEET.


Select locale
| Logout
Executive Agency
Education, Audiovisual & Culture
Europa > European Commission > EACEA > Assessments > Assessments List > 6032017-EPP-1-2015-1-A4-EPPKA1-LARG-EVS
CONS
GENERAL
APPLICATION AND ANNEXES
AWARD CRITERIA
Overall comments to applicant
General comments to NA
Budget comments to NA
TYPOLOGY QUESTIONS
APPROVAL
ASSESSMENT VALIDATION
Project List
Expert 1
Expert 2
Consolidator
Approve Consolidation
Type
Approve
Expert Name
Approval Date
As consolidator I declare the consolidation ready to be approved by other expert(s) :
CONS
CLAUDE TESTEXPERT
12/04/2018 16:58
As "EXP2" I agree and approve this consolidation :
EXP2
CHARLINE TESTEXPERT
Previous
Save
Next
Print

By checking this tick-box you declare that the consolidation is ready to be approved by other expert(s). Do you want to continue ?
OK
Cancel

10. Navigate back to the Project List

Click **Project List** in the section navigation. You will notice that the project is now highlighted in yellow for as long as all expert(s) did not give their approval(s). The submission date column is still empty.



11. Submit the consolidation

11.1. Click Assess in the assessment list.

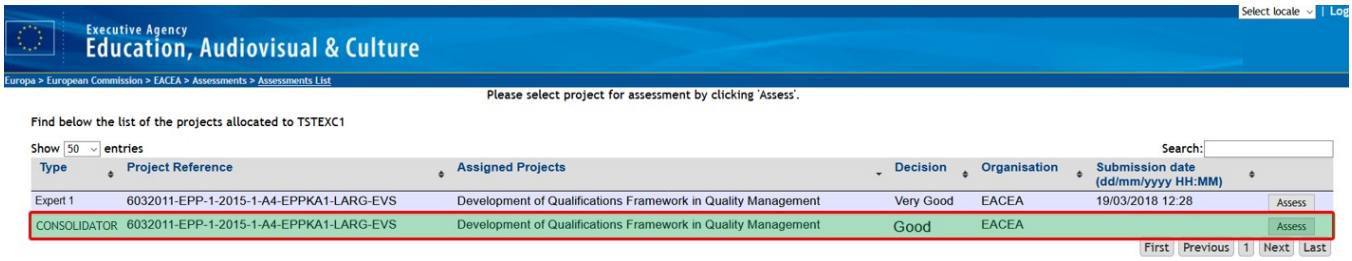
Important

The submission of the consolidation in the Endorsement section is not possible as long as not all expert(s) approved the consolidation.

There might however be a situation that not all experts have to approve the consolidation, if they were excluded by the selection manager upon creation of the consolidation in OEET.

After the approval of the consolidation by the assigned experts, it can be submitted. Access the project as described on top of this page.

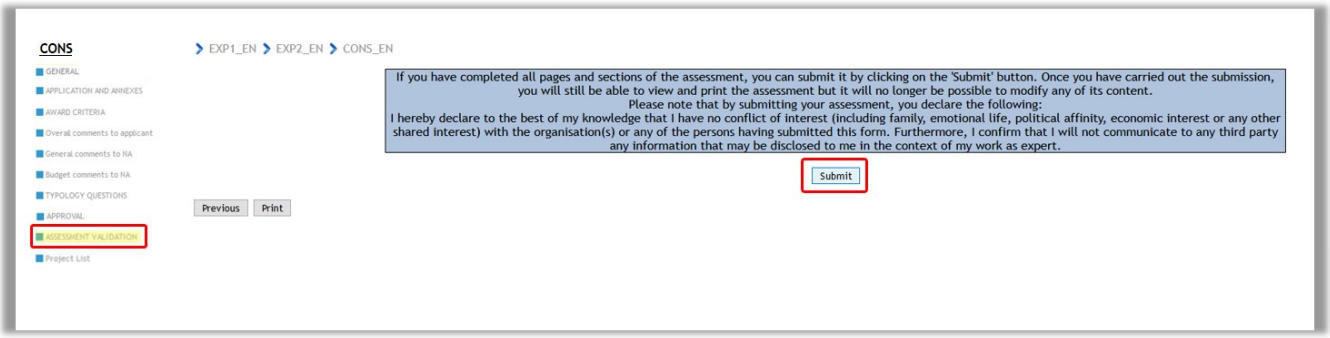
You will notice in the assessment list the project is now **highlighted in green**, indicating that all expert(s) approved the consolidation. In column TYPE it states again CONSOLIDATOR. Click the **Assess** button to access the project.

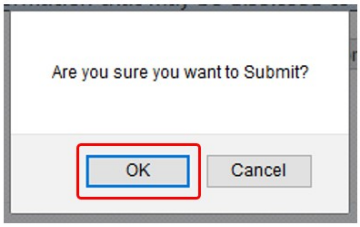


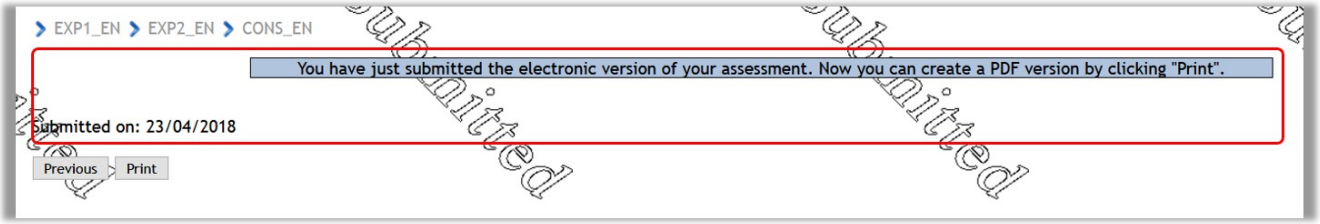
12. Click "Assessment Validation" in the section navigation and click the "Submit" button

Navigate to the **Assessment Validation** section. Click the **Submit** button. Confirm the submission by clicking **OK** in the pop up.

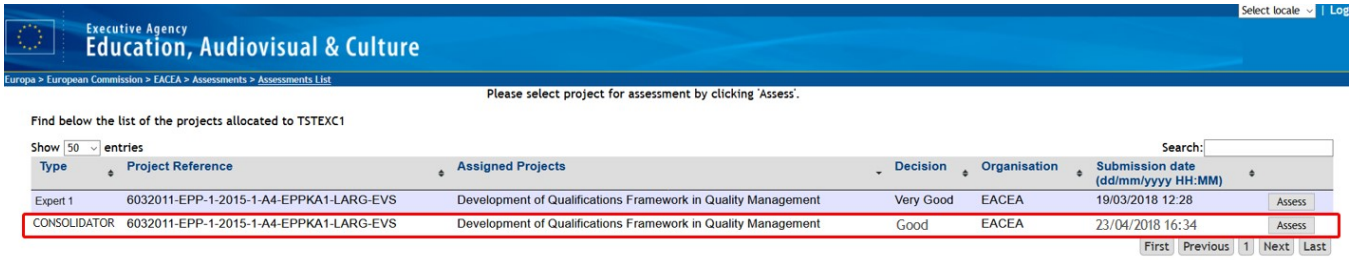
After the request is processed, a confirmation is displayed. The assessment is now marked with the **Submitted** watermark.







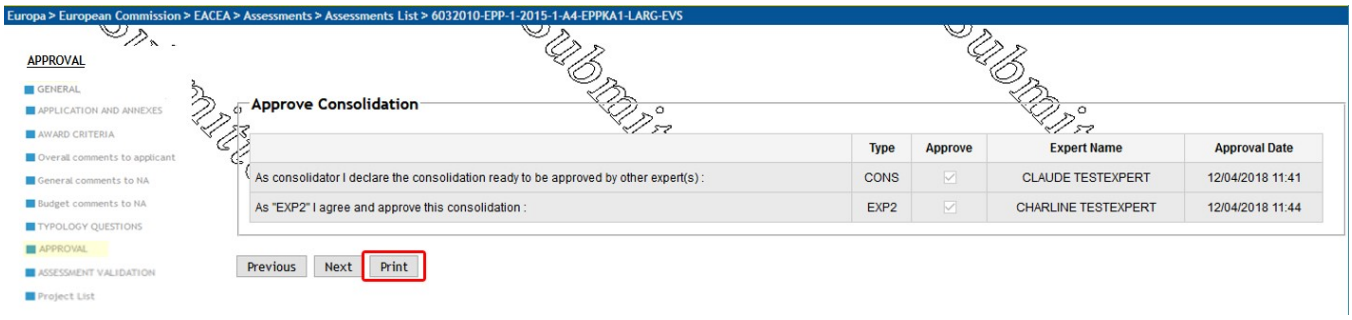
Back in the assessment list, the project is no longer highlighted in a specific colour and the column **Submission Date** is filled in. The consolidation is completed.



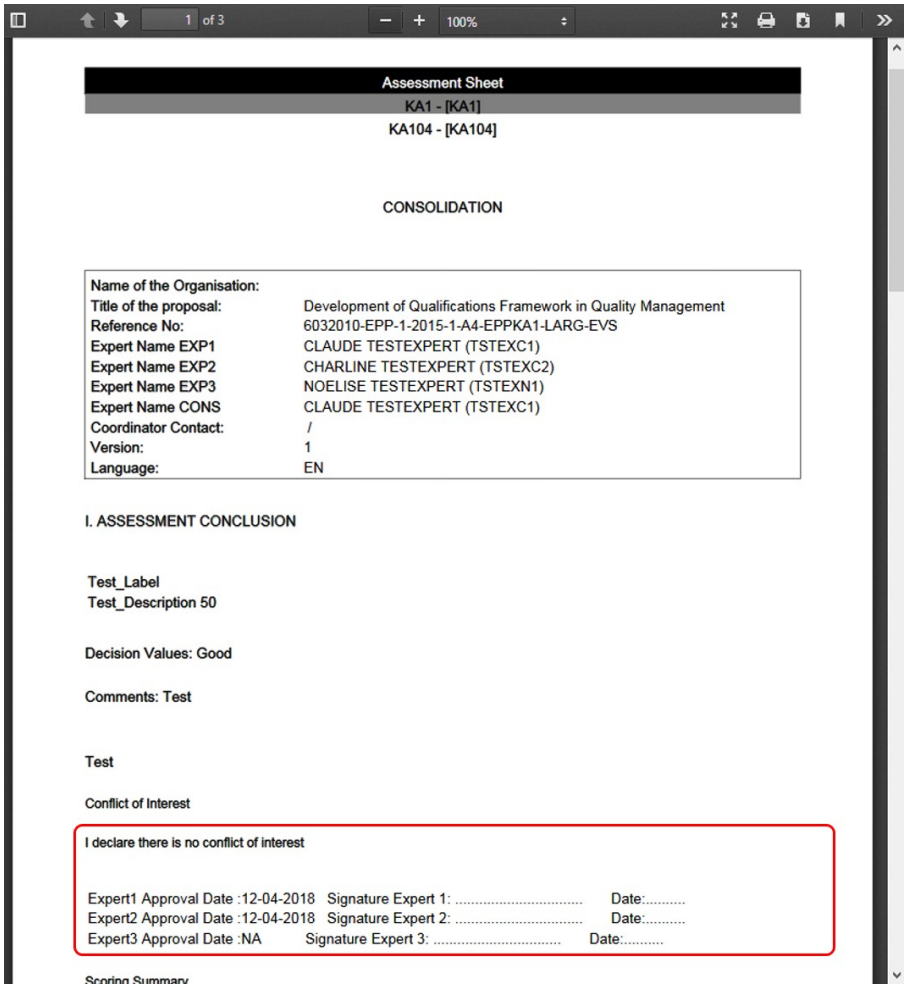
13. Printing assessment conclusion

You can print the consolidated and approved assessment. Click the **Print** button and follow the instructions on screen.

> **Take note**
>
> If you are required to print and sign your consolidation, it must the submitted version that you use for this.



The date(s) of approval are now visible in the printed PDF and experts/consolidator can sign the document, if applicable.



Assessment Sheet
KA1 - [KA1]
KA104 - [KA104]

CONSOLIDATION

Name of the Organisation:	
Title of the proposal:	Development of Qualifications Framework in Quality Management
Reference No:	6032010-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)
Coordinator Contact:	/
Version:	1
Language:	EN

I. ASSESSMENT CONCLUSION

Test_Label
Test_Description 50

Decision Values: Good

Comments: Test

Test

Conflict of Interest

I declare there is no conflict of interest

Expert1 Approval Date :12-04-2018 Signature Expert 1: ..... Date:.....
Expert2 Approval Date :12-04-2018 Signature Expert 2: ..... Date:.....
Expert3 Approval Date :NA Signature Expert 3: ..... Date:.....

Scoring Summary

Related articles

- OEET Expert Account Validation and Logon
- OEET Expert Approval
- OEET Expert Assessment
- OEET Expert Consolidation
- OEET Expert Editing
- OEET Expert Guide 2014 to 2020
- OEET Expert Menu and Navigation