

OEET Expert Assessment

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OEET is a web-based application used by experts to record their evaluations of the proposals and project reports that have been assigned to them by the entity that hired them. The term 'project' is used generically throughout this page to signify proposals, applications and project reports.

This page describes how the Online Expert Evaluation Tool (OEET) is used by experts to record the assessments they carry out for EACEA, DG EAC and the National Agencies.

The page [OEET Expert Menu and Navigation](#) provides information on the basic functionalities of OEET. It is advised to read this page before you start assessing projects.



Important

The OEET Assessment tool does not support a multi assessment approach using the same browser. In order to work in multiple assessments at the same time, you need to open each assessment in a different browser (project 1 in Internet Explorer and project 2 in Firefox).

If you open the second assessment in the same browser and if you try to change from one assessment to the other, the system will display the following error message:

You cannot open multiple assessments in the same browser. Please open required Assessment file again to continue.

Please note that if you try to perform this operation, all the data that was not saved will be lost. Ensure that you work in only one assessment at a time with the same browser.

Before you start - General recommendations for assessing:

1. **Write your commentary offline** using a word processor package such as Microsoft Word, then copy/paste your completed text into the tool. This method enables you to take advantage of features such as a spellchecker and character count. It also minimises the risk of data loss through system timeout, network issues or local computer crash. Most of the text boxes have a limit on the number of bytes (see also next point) so if you use copy/paste, be sure to check the complete text was successfully pasted.
 2. Bytes v. characters: The **text you enter in comments fields is counted in bytes** rather than characters. In most cases, 1 character = 1 byte (this includes spaces) but special characters such as those bearing accents may take up more than 1 byte.
 3. **Save your data frequently**, particularly if you are writing commentary directly into a text box. **Changing section invokes an automatic save but staying in the same section does not.**
 4. **Submit your assessments as each one is finished.** Do not wait until all are finalized to submit them all together. Programme staff can read your assessments as soon as they were entered, but are only considered finished and can be taken into consideration once they have been submitted.
-

Steps


1. Programme list & project list

After login to OEET Assessment, the first page is the **programme list** displaying the programme(s) and action(s) that you are engaged to work on.

 **Take note**

If you see a header with an empty screen, it means you have not yet been assigned to any programme. Contact the programme team that engaged you.

Please check carefully that this list corresponds to the files you have received. In case of a mismatch, notify your contact in the programme team immediately.



Executive Agency
Education, Audiovisual & Culture

Select locale | Logout

Europe > European Commission > EACEA > Assessments

Show 50 entries

Search:

Round Id	Agency Name	Programme	Sub Programme	Action	Sub Action	Application Year	Application Round	Assessment Type	Status	Assessment List
2725	Education, Audiovisual and Culture Executive Agency	KA3	SEPT	KA333	HE-BOLOGNA	2019	1	APPL-EVAL	OPEN	Assessment List
2724	Education, Audiovisual and Culture Executive Agency	Crea	Crea-cult	Crea-cult-coop	---	2018	1	APPL-EVAL	OPEN	Assessment List
2723	Directorate-General for Education and Culture	JMO	JMSA3	JMSA3-EXCEL	---	2018	1	APPL-EVAL	OPEN	Assessment List
2722	Education, Audiovisual and Culture Executive Agency	KA1	AHE	KA108	---	2019	1	APPL-EVAL	OPEN	Assessment List
2721	Education, Audiovisual and Culture Executive Agency	KA3	PI	KA313	PI-FORWARD	2016	1	APPL-EVAL	OPEN	Assessment List
2720	Education, Audiovisual and Culture Executive Agency	SPO	SCP	SCP1	---	2019	1	APPL-EVAL	OPEN	Assessment List
2719	Education, Audiovisual and Culture Executive Agency	KA3	PI	KA313	PI-FORWARD	2019	1	APPL-EVAL	OPEN	Assessment List
2718	Education, Audiovisual and Culture Executive Agency	KA1	AHE	KA108	---	2014	1	APPL-EVAL	OPEN	Assessment List
2717	Education, Audiovisual and Culture Executive Agency	KA1	MLS	KA101	---	2019	1	APPL-EVAL	OPEN	Assessment List
2712	Education, Audiovisual and Culture Executive Agency	KA1	MLS	KA104	---	2018	1	APPL-EVAL	OPEN	Assessment List

First Previous 1 Next Last

2. Open the Assessment List

Click on the button **Assessment List** to open the list of projects.

Show 50 entries

Search:

Round Id	Agency Name	Programme	Sub Programme	Action	Sub Action	Application Year	Application Round	Assessment Type	Status	Assessment List
2724	Education, Audiovisual and Culture Executive Agency	Crea	Crea-cult	Crea-cult-coop	---	2018	1	APPL-EVAL	OPEN	Assessment List
2723	Directorate-General for Education and Culture	JMO	JMSA3	JMSA3-EXCEL	---	2018	1	APPL-EVAL	OPEN	Assessment List
2722	Education, Audiovisual and Culture Executive Agency	KA1	AHE	KA108	---	2019	1	APPL-EVAL	OPEN	Assessment List
2718	Education, Audiovisual and Culture Executive Agency	KA1	AHE	KA108	---	2014	1	APPL-EVAL	OPEN	Assessment List
2717	Education, Audiovisual and Culture Executive Agency	KA1	MLS	KA101	---	2019	1	APPL-EVAL	OPEN	Assessment List
2712	Education, Audiovisual and Culture Executive Agency	KA1	MLS	KA104	---	2018	1	APPL-EVAL	OPEN	Assessment List
2725	Education, Audiovisual and Culture Executive Agency	KA3	SEPT	KA333	HE-BOLOGNA	2019	1	APPL-EVAL	OPEN	Assessment List
2721	Education, Audiovisual and Culture Executive Agency	KA3	PI	KA313	PI-FORWARD	2016	1	APPL-EVAL	OPEN	Assessment List
2719	Education, Audiovisual and Culture Executive Agency	KA3	PI	KA313	PI-FORWARD	2019	1	APPL-EVAL	OPEN	Assessment List
2720	Education, Audiovisual and Culture Executive Agency	SPO	SCP	SCP1	---	2019	1	APPL-EVAL	OPEN	Assessment List

First

Previous

1

Next

Last

Find below the list of the projects allocated to TSTEXN1

Show 50 entries

Search:

Type	Project Reference	Assigned Projects	Decision	Organisation	Submission date (dd/mm/yyyy HH:MM)	Assess
Expert 1	6032015-EPP-1-2015-1-A4-EPPKA1-LARG-EVS	Development of Qualifications Framework in Quality Management		EACEA		Assess

First

Previous

1

Next

Last

3. Click "Assess"

To start the assessment of the project, click the **Assess** button.

Find below the list of the projects allocated to TSTEXN1

Show 50 entries

Project Reference

Assigned Projects

Decision

Organisation

Submission date (dd/mm/yyyy HH:MM)

Expert 1

6032015-EPP-1-2015-1-A4-EPPKA1-LARG-EVS

Development of Qualifications Framework in Quality Management

EACEA

Assess

First

Previous

1

Next

Last

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. Information on the **general data of the project** and, for some programmes, the Decision fields.

1

GENERAL

APPLICATION AND ANNEXES

AWARD CRITERIA

Overall comments to applicant

General comments to HA

Budget comments to HA

TYPOLOGY QUESTIONS

ASSESSMENT VALIDATION

Project List

2

Project Title

Development of Qualifications Framework in Quality Management

Expert name

TESTEXPERT NOELISE

Expert Email

EACEA.TSTEXPN1@hotmail.be

My Scoring

0 / 100 - 0 %

Version

1

Decision

Decision Values

Weak

4000 Bytes remaining from full size of Text (please click on text box after save to see correct number of bytes remaining) Text size is measured as Bytes and not as characters

Languages

Correspondence Language

EN

Contractual Language

EN

Legal representative

Full legal name of the institution in the national language

Acronym of the institution

Department / Unit

Title Family name

Street

Postcode

Country

First name

Town / City

Project Coordinator



4. Start the assessment

4.1. Recommended Order of the assessment

The recommended order for section navigation and completion of the assessment is:

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



Take note

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

EXP1

■ GENERAL

■ APPLICATION AND ANNEXES

■ AWARD CRITERIA

■ Overall comments to applicant

■ General comments to NA

■ Budget comments to NA

■ TYPOLOGY QUESTIONS

■ ASSESSMENT VALIDATION

■ Project List

4.2. Check the Attached documents

Click on **Application and Annexes** in the section navigation. The list of project documents required for the assessment opens. From here you can **download**, **save** or **print** the application or reports package. Click on the **Download button(s)** to bring up the option to open or save the individual documents.

EXP1

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

File Name

CULTURE_LITERARY_TRANSLATION_2013_TEST_EN_V1.PDF

ESTIMATED_BUDGET_FORM_EN_2012_V1.XLSX

700706-CU-1-2013-1-IT-CULTURE-VOL122.pdf

Download

Download

Download

Previous

Save

Next

Print

4.3. Provide the values under "Award Criteria"

Click on **Award Criteria** in the section navigation. This section contains the criteria to be evaluated by you. Each criterion has to be given a score. In the Score column the maximum score for each award criteria is displayed.

Depending on the Programme/action that is under assessment, a supporting comment may also be required. Once the scores (and comments, if applicable) are provided, click **Save**.

Example Scoring screen:

EXP1

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

Please provide comments and scores on each award criterion. Remember that you can copy/paste (only text) from other software applications. Please click 'Save' every few minutes to avoid any loss of data.

Criteria	Score
Organisational Issues and Quality Management	0 / 100
Extent of the partnership and exchange of knowledge within the partnership vis-à-vis the objectives of the action.	0 / 20
Coherence and exchange of knowledge within the partnership, as well as international, technical and managerial expertise of the team vis-à-vis the objectives of the action	0 / 20
Partnership composition and cooperation mechanisms	0 / 30
The added-value of the project compared to the current situation of the audio-visual markets	0 / 30

Previous Save Next Print

EXP1

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

Please provide comments and scores on each award criterion. Remember that you can copy/paste (only text) from other software applications. Please click 'Save' every few minutes to avoid any loss of data.

Criteria	Score
Organisational Issues and Quality Management	84 / 100
Extent of the partnership and exchange of knowledge within the partnership vis-à-vis the objectives of the action.	18 / 20
Coherence and exchange of knowledge within the partnership, as well as international, technical and managerial expertise of the team vis-à-vis the objectives of the action	15 / 20
Partnership composition and cooperation mechanisms	24 / 30
The added-value of the project compared to the current situation of the audio-visual markets	27 / 30

Previous Save Next Print

The total of the scoring you add in this section is automatically updated in the **General section**. Depending on the programme, it can appear in different formats, such as percentage or as a simple score.

EXP1

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

Project Title Development of Qualifications Framework in Quality Management

Expert name TESTEXPERT NOELISE

Expert Email EACEA.TSTEXP1@hotmail.be

My Scoring 84 / 100 - 84 %

Version 1

Decision

4.4. Check the Decision Rating and update (if applicable)

For some programmes, a decision rating drop-down is available in the **General** section. Click on **General** in the section menu.

Depending on the programme, the rating drop-down menu(s) will either be **active**, meaning you can use it to select a rating or **inactive**.

If the decision rating drop-down is inactive, the rating is automatically completed by the tool; based on the scores you recorded in the Scoring section. The menu is greyed out and displays the value calculated. You have the option to provide comments.

Click **Save**.

Example for **inactive** decision rating:

EXP1

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 NOELISE

Expert Email EACEA.TSTEXP1@hotmail.be

My Scoring 84 / 100 - 84 %

Version 1

Decision

Decision Values

Very Good

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EXP1

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 NOELISE

Expert Email EACEA.TSTEXP1@hotmail.be

My Scoring 84 / 100 - 84 %

Version 1

Decision

Decision Values

Very Good

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 elementum semper nisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean

2933 Bytes remaining from full size of Text (please click on text box after save to see correct number of bytes remaining) Text size is measured as Bytes and not as characters

Save

Next

Print

Example for **active** decision rating.

Select from the available drop-downs, add a comment and Save.

My Scoring 0.0 %

Version 1

Decision	
Expert Decision	<input type="text"/>
Eligibility Decision	<input type="text"/>

4.5. Provide your feedback under "Typology Questions"

Click on **Typology Questions** in the section navigation. The Typology section screen opens. This section contains a set of questions to be answered using check boxes.

Where necessary, supporting comments and comments should also be recorded. The questions and check boxes displayed vary, depending on the programme.



Take note

Questions are positively formulated, meaning checking the check box means that the requirement has been met whilst letting it unchecked will mean that the requirement has not been met.

After you provided the required information, click **Save**.

Example Typology screen:

EXP1

■ GENERAL

■ APPLICATION AND ANNEXES

■ AWARD CRITERIA

■ Overall comments to applicant

■ General comments to NA

■ Budget comments to NA

■ **TYPOLOGY QUESTIONS**

■ ASSESSMENT VALIDATION

■ Project List

☐ The project supports the development of knowledge and evidence-based youth policy

4000 Bytes remaining from full size of Text (please click on text box after save to see correct number of bytes remaining) Text size is measured as Bytes and not as characters

Previous

Save

Next

Print

EXP1

■ GENERAL

■ APPLICATION AND ANNEXES

■ AWARD CRITERIA

■ Overall comments to applicant

■ General comments to NA

■ Budget comments to NA

■ **TYPOLOGY QUESTIONS**

■ ASSESSMENT VALIDATION

■ Project List

☒ The project supports the development of knowledge and evidence-based youth policy

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 elementum semper nisi.

3467 Bytes remaining from full size of Text (please click on text box after save to see correct number of bytes remaining) Text size is measured as Bytes and not as characters

Previous


Save

Next

Print

5. Assessment Validation

Once you completed all sections of the assessment you can submit it.

 **Take note**
Do not submit your assessment until all sections of your assessment are complete and saved. Once you submit your assessment it becomes read-only. The content is locked and can no longer be modified.

To submit, click on **Assessment Validation** in the section menu.

Click the **Submit** button. Confirm the submission by selecting **OK** in the pop up. Note: At this point you can still cancel this process by clicking Cancel in the pop up.

Once submission is done, a confirmation message appears. A **Submitted date** stamp is added and the **Submitted watermark** is applied to the whole assessment.

EXP1

GENERAL

APPLICATION AND ANNEXES

AWARD CRITERIA

Overall comments to applicant

General comments to NA

Budget comments to NA

TYPOLOGY QUESTIONS

ASSESSMENT VALIDATION

Project List

If you have completed all pages and sections of the assessment, you can submit it by clicking on the 'Submit' button. Once you have carried out the submission, you will still be able to view and print the assessment but it will no longer be possible to modify any of its content.

Please note that by submitting your assessment, you declare the following:
I hereby declare to the best of my knowledge that I have no conflict of interest (including family, emotional life, political affinity, economic interest or any other shared interest) with the organisation(s) or any of the persons having submitted this form. Furthermore, I confirm that I will not communicate to any third party any information that may be disclosed to me in the context of my work as expert.

Submit

Are you sure you want to Submit?

OKCancel

Processing Request...

EXP1

GENERAL

APPLICATION AND ANNEXES

AWARD CRITERIA

Overall comments to applicant

General comments to NA

Budget comments to NA

TYPOLOGY QUESTIONS

ASSESSMENT VALIDATION

Project List

Submitted on: 20/04/2018

PreviousPrint

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

Clicking on **Project List** in the section menu brings you back to the Project List. The **Submission date** and, if applicable, the **Decision** are added.

EXP1

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

Find below the list of the projects allocated to TSTEXN1

Type	Project Reference	Assigned Projects	Decision	Organisation	Submission date (dd/mm/yyyy HH:MM)
EXP2_EN	6032015-EPP-1-2015-1-A4-EPPKA1-LARG-EVS	Development of Qualifications Framework in Quality Management	Very Good	EACEA	20/04/2018 12:56

If you open the assessment again, it now displays the **Submitted** watermark.

EXP1

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

Project Title Development of Qualifications Framework in Quality Management
 Expert name TESTEXPERT NOELISE
 Expert Email EACEA.TSTEXPN1@hotmail.be
 My Scoring 84 / 100 - 84 %
 Version 1

Decision

Decision Values

Very Good

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 elementum semper nisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis

2933 Bytes remaining from full size of Text (please click on text box after save to see correct number of bytes remaining) Text size is measured as Bytes and not as characters

Languages

Correspondence Language EN

Contractual Language EN

Legal representative

Full legal name of the institution in the national language

6. Printing the assessment

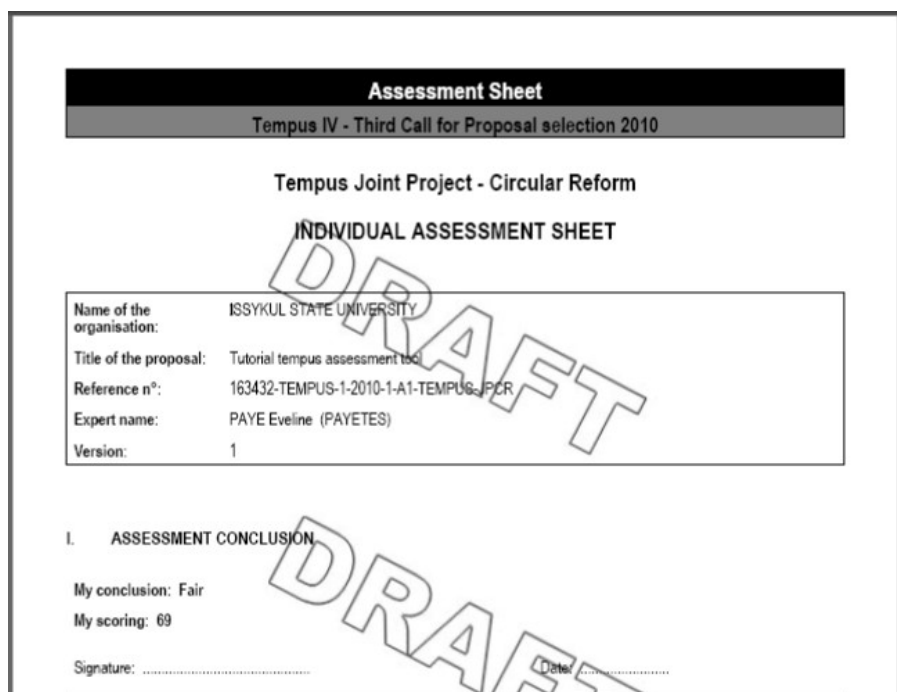
You can print your assessment at any time, even before submission, using the print button which is displayed throughout the form.

Click the **Print** button and follow the instructions on screen.

Depending on your browser settings, the assessment either opens in PDF format in a tab or pops up in a new window in your PDF viewer. Once printed (or saved), you can close the browser tab or the PDF window that popped up.

6.1. Print out before submission

When you print your assessment prior to submission, the word **Draft** will appear as a watermark on the print out.



The screenshot shows a document titled "Assessment Sheet" for "Tempus IV - Third Call for Proposal selection 2010". It is for the "Tempus Joint Project - Circular Reform" and is an "INDIVIDUAL ASSESSMENT SHEET". A large, diagonal "DRAFT" watermark is overlaid across the center. Below the title, there is a table with the following information:

Name of the organisation:	ISSYKUL STATE UNIVERSITY
Title of the proposal:	Tutorial tempus assessment tool
Reference n°:	163432-TEMPUS-1-2010-1-A1-TEMPUS-PCR
Expert name:	PAYE Eveline (PAYETES)
Version:	1

Below the table, the section "I. ASSESSMENT CONCLUSION" is visible. It contains the following text:

My conclusion: Fair
My scoring: 69
Signature: _____ Date: _____

6.2. Print out after submission

The print out of the assessment after submission does not have a watermark.



Take note

If you are required to print and sign your assessments, it must be the submitted version that you use for this. Versions bearing the Draft watermark, even signed ones, are not accepted.

OET Assessment V2.0.1

print.do

+

https://webgate.acceptance.ec.europa.eu/eacea/assessment/print.do?assessment=21!

Search

Most Visited

Getting Started

Intrasoft Mail

Intrasoft Application P...

403 Forbidden

SAP Leave Request

1 of 3

Automatic Zoom

Assessment Sheet

KA1 - [KA1]

KA104 - [KA104]

INDIVIDUAL ASSESSMENT

Name of the Organisation:

Title of the proposal:

Reference No:

Expert Name:

Coordinator Contact:

Version:

Language:

Development of Qualifications Framework in Quality Management

6032015-EPP-1-2015-1-A4-EPPKA1-LARG-EVS

NOELISE TESTEXPERT (TSTEXN1)

/

1

EN

I. ASSESSMENT CONCLUSION

Test_Label

Test_Description 84

Decision Values: Very Good

7. Modifying a submitted assessment

After submission, an assessment becomes read-only and cannot be modified. Should you need to revise the submitted assessment you have to contact the Agency for which you are working.
If the proposed changes are deemed necessary, the assessment will be reopened and you will be able to revise and resubmit it.

The reopened assessment will be identified as **Version 2**. It contains all the information and scoring you originally entered.

The original submission date is cleared and the new version number is displayed on the General page. You can now make any modifications and re-submit the assessment.

My Scoring

84 / 100 - 84 %

Version

2



8. Assess another project or switch programmes

Click on the **Project List** link in the section menu to return to the list of projects allocated to you. From here you can select another project for assessment. You can also return to the project list or return to the list of programmes using the 'breadcrumb' navigation trail.

Europa > European Commission > EACEA > Assessments > Assessments List > 6032015-EPP-1-2015-1-A4-EPPKA1-LARG-EVS

EXP1

Project Title

Development of Qualifications Framework



Take note

If you use the breadcrumb trail to navigate away from an assessment that you are working on you will lose any unsaved data. Therefore **only use the breadcrumb trail when you have finished working on an assessment and saved all data or after you just submitted an assessment.**

On the other hand, clicking on the Project List link in the section menu to navigate away from an assessment invokes an automatic save of the assessment in progress.

Related articles

- [OEET Expert Assessment](#)
- [OEET Expert Editing](#)
- [OEET Expert Guide 2014 to 2020](#)