

# How to submit the consolidated version of an assessment to the NA

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The consolidation phase starts once all experts have submitted their individual assessments for a project and the NA Selection Manager initiates the consolidation process by configuring the consolidation. The NA Selection Manager nominates one of the experts involved in the project assessment as consolidator and the other expert(s) involved in the consolidation are required to give approval to the consolidation. The NA can however exclude any expert from the consolidation process. The expert(s) excluded from the consolidation process will not have to approve the consolidated version of the assessment.

If the consolidation was initiated by the National Agency, and the other expert(s) involved in the assessment process were selected to participate in the consolidation process, the following main steps have to be completed in Assessment Module by the expert assigned as consolidator and/or the other involved expert(s):

1. **Consolidation assignment** - the expert nominated as consolidator completes the consolidation assignment and sends it for approval to the expert(s) involved. See the page [How to complete a consolidation assignment](#) for details.
2. **Expert approval** - the expert(s) selected by the NA to participate in the consolidation approve(s) the consolidated assessment. See the page [How to approve a consolidation assessment as expert](#) for details.
3. **Consolidation submission** - the expert nominated as consolidator submits the approved consolidated assessment.

This page explains the third of these steps, the submission of the consolidated version of the assessment to the National Agency.

## Prerequisites

- Existing EU Login and expert account. See the page [Expert login to EESCP and Assessment module](#) for details
- The other expert(s) selected by the NA to participate in the consolidation process approved the consolidation
- After all involved experts are approved, assignment status for Consolidator assignment is **Consolidation ready for submission**

## Detailed Steps

### 1. Access "My Assessments" from Single Entry Point

Log in to the Single Entry Point and select **My Assessments** from the Assessment module. The **My Assessments** screen opens with the **Search Filter** and the **Search results** panels, displaying all your available assignments.

See [My Assessments](#) for details on the basic functionalities of this screen.

The screenshot displays the 'My Assessments' interface. On the left, a sidebar contains navigation links: HOME, ORGANISATIONS, OPPORTUNITIES, ASSESSMENTS, My Assessments (highlighted), OET Monitoring (Past Programmes), SUPPORT, RESOURCES, and TOOLS. The main area is titled 'My Assessments' and includes a 'Search Filter' panel on the left and a 'Search results' table on the right. The 'Search Filter' panel shows an active filter of 'Default' and a 'Delete' button. Below it, there are 'Quick filters' for 'Programmes' (All, Erasmus+, European Solidarity Corps) and 'Calls' (All, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027). The 'Search results' table lists 21 assessments found, with columns for Project Code, Assignment ID, Assignment status, Assignment Role, Assessment type, Threshold Reached, and Actions. The table shows four rows of data, including assignments for 'APP-E1-01' and 'APP-C-01'.

Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Actions
2021-1-RO01-KA122-SCH-000007173	APP-E1-01	Assignment completed	Expert1 (E1)	Application	YES	Actions
2021-1-RO01-KA153-VOU-000007165	APP-E1-01	Assignment completed	Expert1 (E1)	Application	YES	Actions
2021-1-RO01-KA153-VOU-000007165	APP-C-01	Consolidation submitted for validation	Consolidator (C)	Application	YES	Actions
2021-1-RO01-KA154-VOU-000007183	APP-E1-01	Assignment cancelled	Expert1 (E1)	Application		Actions

## 2. Filter your assignment(s) that are ready for submission

Consolidator assignments that are ready to be submitted to the NA will be in status **Consolidation ready for submission**. You can use the available **Search filters** to filter the results list according to your needs. See [My Assessments](#) for details on the available search filters.

In our example, we are using the **Consolidation Flags** filter **Consolidation ready for submission**. The rows of the relevant project(s) are highlighted in dark green.

**My Assessments**

Search Filter

Active filter: Default (You are currently using the "Default" filter) [Delete] [Actions]

Assignment Status [Toggle On]

CONSOLIDATION FLAGS

- Consolidation ready for approval
- Consolidation pending experts' approval
- Consolidation ready for submission**

Expert assignment status

- ☒ Assignment ongoing
- ☒ Assignment completed
- ☒ Assignment cancelled
- ☒ Consolidation ready for approval
- ☒ Consolidation approved

Search results

6 Assessments found

Active filters: Active filter: Default [X] Assignment Status: Consolidation ready for submission [X]

	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Actions
<input type="checkbox"/>	2021-1-RO01-KA122-VET-000007269	APP-C-01	Consolidation submitted for validation	Consolidator (C)	Application	YES	19/04/2021, 14:59:03	[Actions]
<input type="checkbox"/>	2021-1-RO01-KA152-YOU-000007277	APP-E1-01	Assignment completed	Expert1 (E1)	Application	YES	28/04/2021, 08:33:24	[Actions]
<input type="checkbox"/>	2021-1-RO01-KA152-YOU-000007277	APP-C-01	Consolidation ready for submission	Consolidator (C)	Application			[Actions]
<input type="checkbox"/>	2021-1-RO01-KA154-YOU-000007288	APP-E1-01	Assignment ongoing	Expert1 (E1)	Application			[Actions]
<input type="checkbox"/>	2021-1-RO01-KA154-YOU-000007289	APP-E1-01	Assignment ongoing	Expert1 (E1)	Application			[Actions]

## 3. From the "Actions" button, select "Submit assessment"

To submit the approved consolidated assessment, click on the **Actions** button and select **Submit assessment**.

Search results

6 Assessments found

Active filters: Active filter: Default [X] Assignment Status: Consolidation ready for submission [X]

	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Actions
<input type="checkbox"/>	2021-1-RO01-KA122-VET-000007269	APP-C-01	Consolidation submitted for validation	Consolidator (C)	Application	YES	19/04/2021, 14:59:03	[Actions]
<input type="checkbox"/>	2021-1-RO01-KA152-YOU-000007277	APP-E1-01	Assignment completed	Expert1 (E1)	Application	YES	28/04/2021, 08:33:24	[Actions]
<input type="checkbox"/>	2021-1-RO01-KA152-YOU-000007277	APP-C-01	Consolidation ready for submission	Consolidator (C)	Application			[Actions] <ul style="list-style-type: none"><li>Open assessment</li><li>Submit for expert's approval</li><li><b>Submit assessment</b></li></ul>
<input type="checkbox"/>	2021-1-RO01-KA154-YOU-000007288	APP-E1-01	Assignment ongoing	Expert1 (E1)	Application			[Actions]
<input type="checkbox"/>	2021-1-RO01-KA154-YOU-000007289	APP-E1-01	Assignment ongoing	Expert1 (E1)	Application			[Actions]

## 4. Click "Confirm and submit"

Click on **Confirm and submit** in the Submission of the assessment pop-up window.



## 6. Alternative: Submission of the consolidated assessment from the "Assessment Details"

It is also possible to submit the consolidated assessment from the **Assessment Details** screen. In the Assessment Details of an approved, non-submitted consolidation the **Submit** button is active.

To submit the consolidated assessment to the NA:

1. Click on the **Submit** button.
2. Click on **Confirm and Submit** in the Submission of the assessment pop-up window.
3. A success message displays.

The submission of the consolidated assessment to the NA is complete.

The screenshot displays the 'Assessment Details' interface. At the top, a blue header bar contains navigation links and user information. Below this, the 'Assessment Details' section shows project information and a 'Submit' button highlighted with a red circle and the number 1. A 'Submission of the assessment' pop-up window is shown, containing instructions and a 'Confirm and Submit' button highlighted with a red circle and the number 2. Below the pop-up, a green success message box with a checkmark and the word 'SUCCESS' is displayed, highlighted with a red circle and the number 3.

Home > My Assessments > Assessment Details: 2021-1-R001-KA154-YOU-000007183

Welcome Bertie EXPERT-One AM-Expert, R001

### Assessment Details

Project Code: 2021-1-R001-KA154-YOU-000007183  
Project Title : Youth participation activities project "ABC" - EAC IT TRAINING - Beneficiary organisation name : Asociatia Romani pentru sanatate si bunastare - Assignment type : Application  
- Assignment ID : APP-C-03 / Version : v01 - Language : Romanian

Consolidation threshold reached:Yes

87/100

Navigation

- Project information
- Award criteria
- Typology questions
- Comments
- Conflict of interest

Award criteria

Expert 1 Expert 2 Consolidator Editor

Open all criteria

Quality of project design \* Score 26 40

Submission of the assessment

Once you have completed all pages and sections of the assessment, please click on the 'Confirm and Submit' button to submit it. After submission, you can still view and print the assessment, but no longer modify any of its content.

Cancel Confirm and Submit

SUCCESS  
Success

## Expected Outcome

- Assignment status of the consolidation assignment changes to **Consolidation submitted for validation**
- No more changes are possible



## Related articles

- [Assignment ID](#)
- [Expert Assessment](#)
- [Expert Layout, menu items and navigation](#)
- [How to approve a consolidated assessment as expert](#)
- [How to complete a consolidation assignment](#)
- [How to complete an expert assignment](#)
- [How to submit the consolidated version of an assessment to the NA](#)