Expert Assessment

Introduction

The **Erasmus+ and European Solidarity Corps platform - EESCP -** is the single entry point to the Erasmus+ and European Solidarity Corps programmes for the Multi annual Financial Framework 2021-2027. This page is accessible even if you do not yet have an EU Login account , however most of the actions you will perform as an expert require logging in.

Assessment module (AM) is a web-based application used by experts to record their evaluations of applications and project reports that have been assigned to them by the National Agency (NA). The term 'project' is used generically throughout the Assessment module Wiki pages to signify both applications and project reports.

The **three main activities** performed in the tool are:

1. **Assessment**
2. **Consolidation**
3. **Editing**

The Assessment Process

| Scenario	Illustration

EU Login, the EESCP (Single Entry Point) and Assessment module

To access Assessment module, the expert must have an **EU login**. The **EU Login** Authentication Service (previously **ECAS**) is a single point for user authentication to a wide range of Commission information systems.

- Creating an EU Login

It is the first step before accessing the Erasmus+ and European Solidarity Corps platform (further called Single Entry Point) to access the Assessment module (AM).

- Expert Login to EESCP and Assessment Module
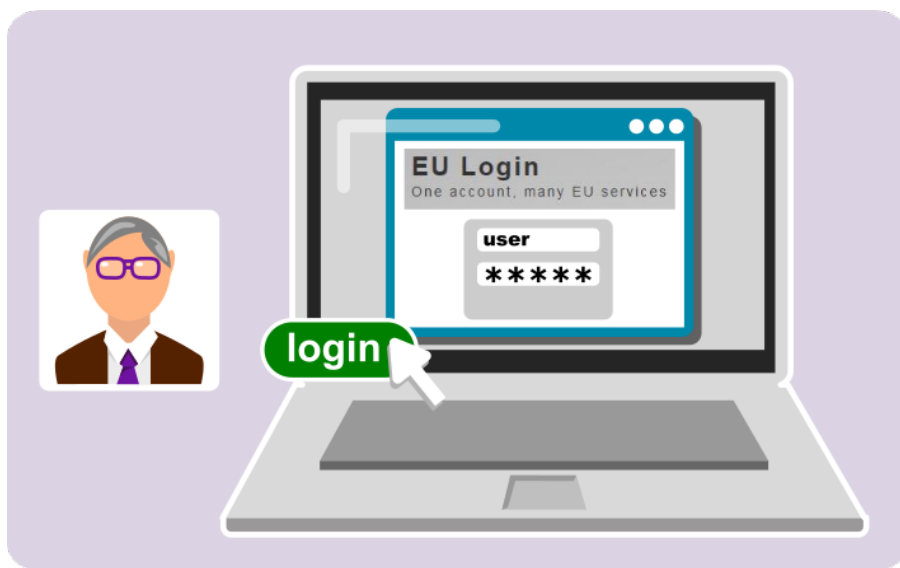
Expert Assessment

After accessing Assessment module, the expert can search for assigned projects from My Assessments. My Assessments displays the list of assignments given to experts (and editors) and allows to open the relevant assignments to complete.
For example, two experts are assigned to evaluate one project.
Expert assignments to be worked on will display the status **Assignment ongoing** in the list of assignments under My Assessments.
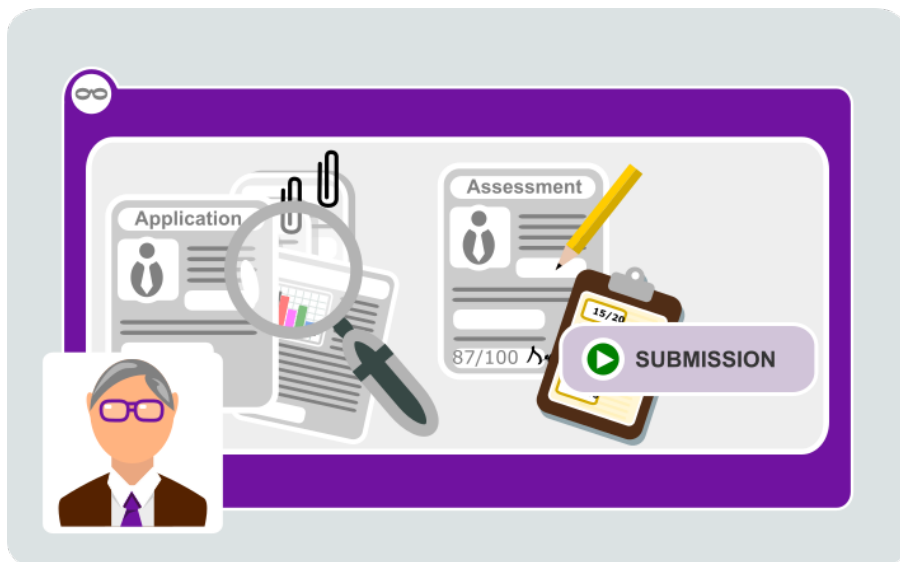
- My Assessments

Before starting your assignment, please read the information about the basic functionalities of the Assessment Details screen, to ensure successful submission.

- Assessment Details basic functionalities

The experts assess the project(s) assigned to them, recording scores and providing commentaries. Once completed, the assessment result must be submitted. After submission, the assessment becomes read-only and cannot be modified. The assignment status changes to **Assignment completed**.

- How to complete an expert assignment

If an expert wishes to revise the assessment after submission, the NA has to be contacted. The NA can then request a new version of the assessment.

Assessment Consolidation

The **consolidation phase** starts once all individual expert assessments for a project have been submitted by all involved experts. The NA will nominate one of the involved experts as **Consolidator** to create the consolidated version of an assessment.
The other experts involved and selected for the consolidation phase by the NA will have to give their approval to the consolidated version.

The expert selected as **Consolidator** can start the consolidation assignment. The assignment status of the consolidation assignment available from My Assessments is **Consolidation ongoing**.

Once completed, the consolidator declares the consolidation ready for approval by the other involved expert(s). The assignment status of the consolidation assignment changes to **Consolidation pending approval**.

- How to complete a consolidation assignment

In the case where only one expert was selected to consolidate and the NA decided to allow **Automatic submission** of the consolidation, the consolidated version of the assessment is generated and submitted automatically. No consolidation assignment will be available in My Assessments.

Consolidation Status and Expert Approval

The approval phase starts once the consolidation of a project is submitted by the consolidator. The Experts that were selected by the NA to participate in the consolidation have to approve the consolidated version of the assessment before it can be submitted by the consolidator. These expert assignments will be available for the involved expert(s) under My Assessments with status **Consolidation ready for approval .**

- How to approve a consolidated assessment as expert

In the case where only one expert was selected to consolidate and the NA decided to allow the **Automatic submission** of the consolidation, no expert approval is needed.

Consolidation submission

Submission of the consolidated version of the assessment is not possible until the involved expert(s) have approved it. The consolidation assignment status for a consolidation ready to be submitted, and available under My Assessments, is **Consolidation ready for submission**.

The expert assigned as consolidator can submit the consolidated assessment.

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

After submission, the consolidation can no longer be modified. The consolidation assignment status is now **Consolidation submitted for validation**.

If the consolidator wishes to revise the assessment after submission, the NA has to be contacted. The NA can then request a new version of the consolidation, if necessary.
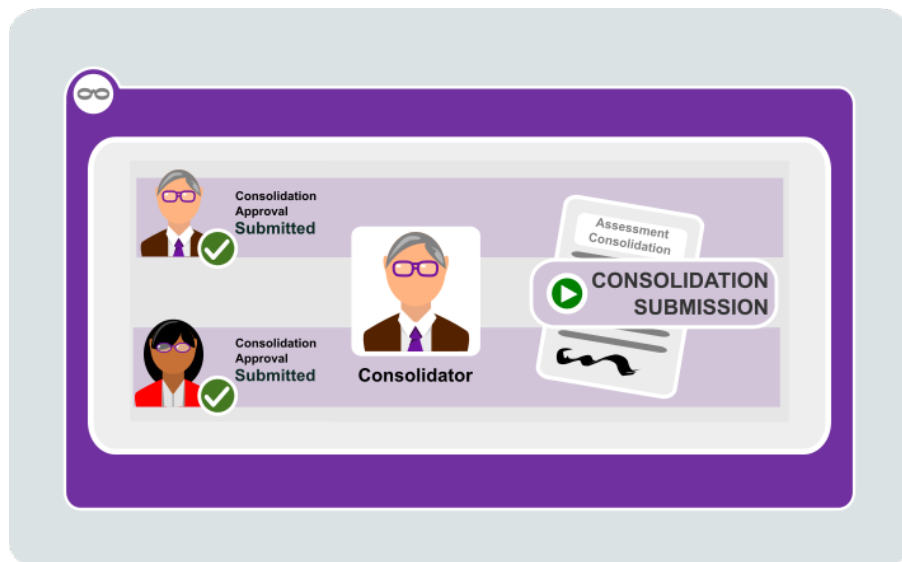
Assessment Editing

The purpose of the editing task is to proofread and, where necessary, improve the linguistic quality of the comments of the consolidated assessments. Editing in Assessment module is usually done after a project assessment has been consolidated, but is not a mandatory step in the assessment process.

Scores and other parts of the consolidated assessment cannot be modified by the editor, only the comments are editable. The assignment status for an editing assignment is **Editing ongoing**.

An expert who is assigned as an editor by the National Agency will have access to edit the consolidated version of an assessment. Once editing is completed, the edited version must be submitted by the editor. The assignment status of the editing assignment after submission is **Editing completed**.

- How to complete an editing assignment
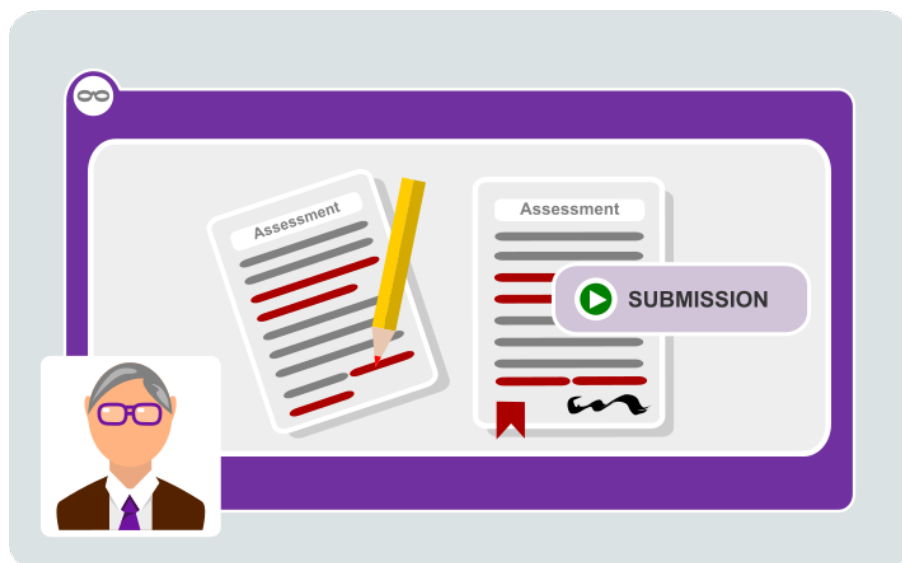
How to do this in the tools

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  - Search and filter in My Assessments
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