OEET Expert Assessment

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 logon 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.

2. Open the Assessment List

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

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

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)	
Expert 1	6032015-EPP-1-2015-1-A4-EPPKA1-LARG-EVS	Development of Qualifications Framework in Quality Management		EACEA		Assess

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   Search:

Type	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.
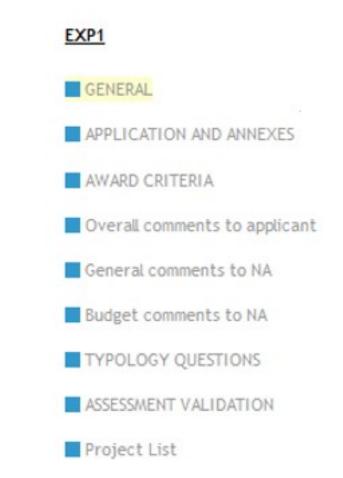
4. Start the assessment

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
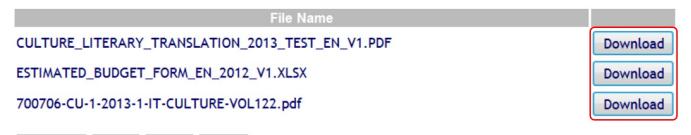- ASSESSMENT VALIDATION
- Project List

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	Download
ESTIMATED_BUDGET_FORM_EN_2012_V1.XLSX	Download
700706-CU-1-2013-1-IT-CULTURE-VOL122.pdf	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:

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.

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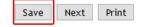
If the decision rating drop-down is inactive, the rating is automatically completed by the tool; based on the scores you recorded in the Scoring section. The menu is greyed out and displays the value calculated. You have the option to provide comments.

Click **Save**.

Example for **inactive decision rating**:

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 | [ ] ▼ |
| | Eligibility Decision | [ ] ▼ |

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

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[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

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[Previous] [Save] [Next] [Print]

5. Assessment Validation

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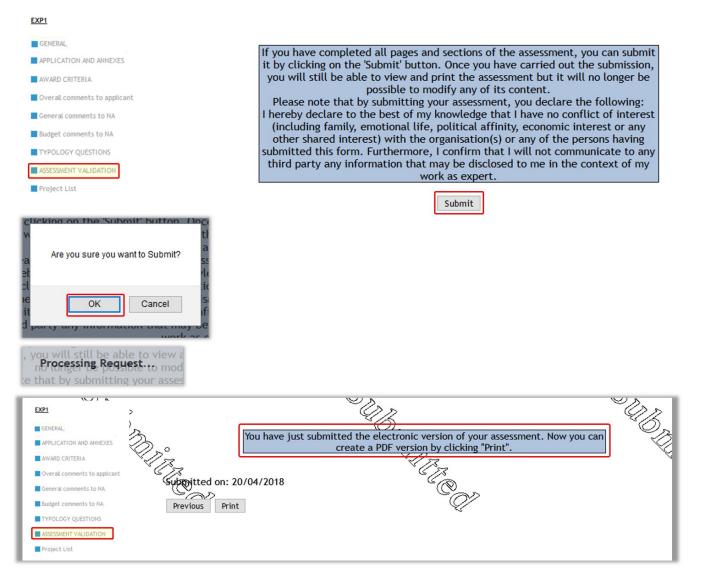
> ⚠️ **Take note**
>
> Do not submit your assessment until all sections of your assessment are complete and saved. Once you submit your assessment it becomes read-only. The content is locked and can no longer be modified.

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

Click the **Submit** button. Confirm the submission by selecting **OK** in the pop up. <u>Note:</u> 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.

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.
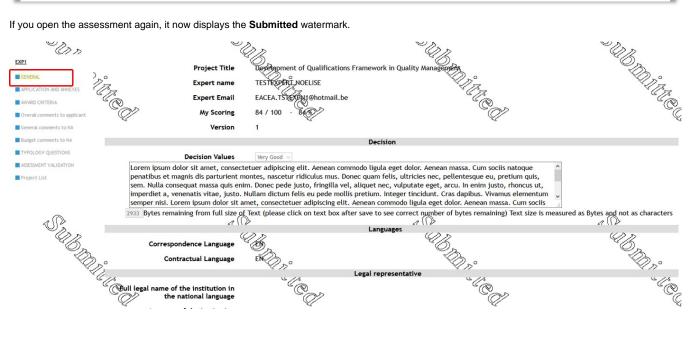
EXP1

■ GENERAL

■ APPLICATION AND ANNEXES

■ AWARD CRITERIA

■ Overall comments to applicant

■ General comments to NA

■ Budget comments to NA

■ TYPOLOGY QUESTIONS

■ ASSESSMENT VALIDATION

■ Project List

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)	
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	Assess

First Previous 1 Next Last

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

■ TYPOLOGY QUESTIONS

■ ASSESSMENT VALIDATION

■ Project List

Project Title   Development of Qualifications Framework in Quality Management

Expert name   TESTEXPERT_NOELISE

Expert Email   EACEA.TSTEXN1@hotmail.be

My Scoring   84 / 100   -   84 %

Version   1

Decision

Decision Values   Very Good ∨

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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.
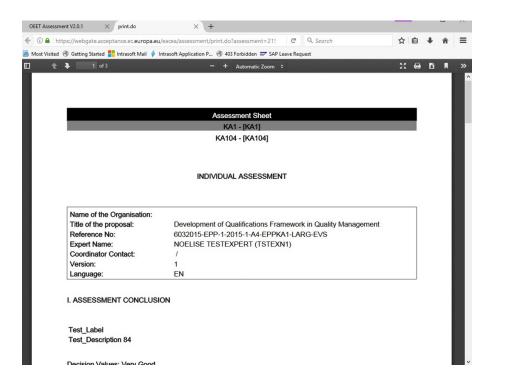
6.2. Print out after submission

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 the submitted version that you use for this. Versions bearing the Draft watermark, even signed ones, are not accepted.

Assessment Sheet

KA1 - [KA1]

KA104 - [KA104]

INDIVIDUAL ASSESSMENT

Name of the Organisation:	
Title of the proposal:	Development of Qualifications Framework in Quality Management
Reference No:	6032015-EPP-1-2015-1-A4-EPPKA1-LARG-EVS
Expert Name:	NOELISE TESTEXPERT (TSTEXN1)
Coordinator Contact:	/
Version:	1
Language:	EN

I. ASSESSMENT CONCLUSION

Test_Label
Test_Description 84
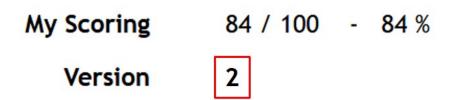
Decision Values: Very Good

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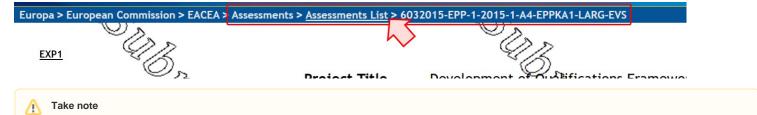
The reopened assessment will be identified as **Version 2.** It contains all the information and scoring you originally entered.

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.

> ⚠️ **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