

# How to withdraw assessment approval for a consolidation

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This page explains how an expert involved in the consolidation can withdraw their already given approval to a consolidation and how the expert assigned as consolidator can roll back expert approval requests and/or roll back expert approval. This is possible only if the consolidation was not yet submitted to the NA by the consolidator.

Roll back of approval can be done by the expert assigned as Consolidator:

1. When [no expert has given approval](#) to the consolidated version of the assessment
2. When [at least one expert has already approved the consolidated version](#) of the assessment

Roll back of approval can also be done by [the expert\(s\) involved in the consolidation](#), if they already gave their approval to the consolidated version of the assessment.

All these options are explained on this page.

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# Prerequisites

- The consolidator has created the consolidated assessment and sent for expert(s) approval
- Consolidator did not yet submit the consolidated and approved version of the assessment to the National Agency
- Consolidator assignment in status **Consolidation pending approval** or **Consolidation ready for submission**
- Expert assignment in status is **Consolidation approved**

## Steps

### 1. How the consolidator withdraws their request for expert(s) approval

#### 1.1. Open the consolidator assignment in status "Consolidation pending approval" from "My Assessments"

From My Assessments, filter for the consolidator assignments in status **Consolidation pending approval**, and locate the assignment for which you want to roll back the expert approval request, for example if changes to the consolidation are needed before the expert(s) involved in the consolidation should give their approval.

Click on the hyperlinked project code to open the Assessment Details.

### My Assessments

Search and filter

Active filter

You are currently not using any active filter

Search from found results

Programmes

All Erasmus+ European Solidarity Corps

Calls

All 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027

Search results

2 Assessments found

Active filters: Erasmus+ 2022 Assignment Status: Consolidation pending experts' approval Assignment role: Consolidator

	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Actions
<input checked="" type="checkbox"/>	<a href="#">2022-1-R001-KA171-HED-333333333</a>	APP-C-03	Consolidation pending approval	Consolidator (C)	Application			Actions
<input type="checkbox"/>	2022-1-R001-KA171-HED-888888888	APP-C-01	Consolidation cancelled	Consolidator (C)	Application			Actions

Items per page 10 1 - 2 of 2

#### 1.2. Access "Approval" section in the Assessment Details

Select the **Approval** section from the Navigation menu. The **Consolidation Approval** screen opens, and in our example displaying the **Consolidator** approval request in status **Approved (1)** and the **Expert** approval in status **Pending approval (2)**, indicating that the tick box has not yet been checked by the expert involved in the consolidation.

### Assessment Details

Project Code: 2022-1-R001-KA171-HED-333333333

Project Title : This is our international project - Beneficiary organisation name : Bucharest National University of Arts - Assignment type : Application - Assignment ID : APP-C-03 / Version : v01 - Language : English

77/100

Consolidation thresholds reached

Navigation

Project information

Award criteria

Typology questions

Comments

Approval

#### Consolidation Approval

Consolidator: Bertie EXPERT-One

Approval request date: 11/03/2022, 13:47:08 (Brussels time)

APPROVED

1

By ticking the checkbox below, you have requested the approval of the consolidated version to the other expert(s) involved in the consolidation. Be aware that the submission of the assessment will not be allowed until all the experts involved in the consolidation give the approval of the consolidated version

☒ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

2

Expert 1: Alberta Expert-TWO

Pending approval

As Expert, I agree and approve the consolidated version

#### 1.3. Untick the Consolidator Approval request tick box

To withdraw the expert approval request, untick the consolidator approval tick box.



#### Take note

You will only be able to untick the box if the consolidation was not yet submitted to the National Agency.

### Consolidation Approval

Consolidator: Bertie EXPERT-One

Approval request date: 11/03/2022, 13:47:08 (Brussels time) **APPROVED**

By ticking the checkbox below, you have requested the approval of the consolidated version to the other expert(s) involved in the consolidation. Be aware that the submission of the assessment will not be allowed until all the experts involved in the consolidation give the approval of the consolidated version

☒ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

Expert 1: Alberta Expert-TWO

Pending approval

☐ As Expert, I agree and approve the consolidated version

#### 1.4. Success message displays

A **success message (1)** displays. The Consolidator approval has now been reverted to status **Pending approval request (2)**. The **Approval (3)** section in the Navigation menu is marked with a red X. The approval request date is no longer displayed.

### Assessment Details

Print

Submit

Project Code: 2022-1-R001-KA171-HED-33333333

Project Title : This is our international project - Beneficiary organisation name : Bucharest National University of Arts - Assignment type : Application - Assignment ID : APP-C-03 / Version : v01 - Language : English

77/100

Consolidation thresholds reached

#### Navigation

Project information

✓ Award criteria

✓ Typology questions

✓ Comments

**3** ✗ Approval

#### Consolidation Approval

**2**

Consolidator: Bertie EXPERT-One

Pending approval request

Please tick the checkbox below in order to request the approval of the consolidated version to the other expert(s) involved in the consolidation. Be aware that the submission of the assessment will not be allowed until all the experts involved in the consolidation give the approval of the consolidated version

☐ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

Expert 1: Alberta Expert-TWO

Pending approval

☐ As Expert, I agree and approve the consolidated version

**1**

**SUCCESS**  
Consolidation rollback

#### 1.5. Consolidation is rolled back and the consolidator assignment status changes to "Consolidation ongoing"

The consolidator assignment status has been changed to **Consolidation ongoing**.

The consolidated version of the assessment can now be updated, if required. Once the changes on the consolidated version are made, the consolidator can request the approval from the experts involved in the consolidation process again by ticking the Consolidator approval check box.

## My Assessments

Search and filter

Active filter

Delete

You are currently not using any active filter

Actions

Quick filters

Search from found results

Search from found results

Programmes

All

Erasmus+

European Solidarity Corps

Search results

2 Assessments found

Default

Customise

Active filters:

Erasmus+

2022

Assignment role: Consolidator

Reset all

	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Actions
<input type="checkbox"/>	2022-1-RO01-KA171-HED-333333333	APP-C-03	Consolidation ongoing	Consolidator (C)	Application			Actions
<input type="checkbox"/>	2022-1-RO01-KA171-HED-888888888	APP-C-01	Consolidation cancelled	Consolidator (C)	Application			Actions

Items per page 10

1 - 2 of 2

## 2. How the consolidator withdraws already given expert(s) approval

### 2.1. Open the consolidator assignment in status "Consolidation ready for submission" or "Consolidation pending approval" from "My Assessments"

From My Assessments, filter for the consolidator assignment which are in status Consolidation ready for submission or Consolidation pending approval, and locate the assignment for which you want to roll back the expert approval, for example if changes to the consolidation are needed after (one of) the expert(s) involved in the consolidation already approved the consolidated version.

Click on the hyperlinked project code to open the Assessment Details.

## My Assessments

Search and filter

Active filter

Delete

You are currently not using any active filter

Actions

☐ Expert
 ☒ Consolidator
 ☐ Editor

Assignment Status

Consolidation ready for approval

Consolidation pending experts' approval

Consolidation ready for submission

Search results

1 Assessments found

Default

Customise

Active filters:

Erasmus+

2022

All Rounds

All Key actions

Assessment type: All

Assignment Status: Consolidation ready for submission

Assignment status for Consolidator: Consolidation ready for submission

Assignment role: Consolidator

Reset all

	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Actions
<input type="checkbox"/>	2022-1-RO01-KA171-HED-333333333	APP-C-03	Consolidation ready for submission	Consolidator (C)	Application			Actions

Items per page 10

1 - 1 of 1

### 2.2. Access "Approval" section in the Assessment Details

Select the **Approval** section from the Navigation menu. The **Consolidation Approval** screen opens, displaying the **Consolidator** approval request in status **Approved (1)** and, for expert(s) that already gave their approval, the **Expert** approval in status **Approved (2)**, indicating that the tick box has been checked by the expert involved in the consolidation.

In this example, only one expert was selected by the NA to participate in the consolidation.

## Assessment Details

[Print](#)[Submit](#)

Project Code: 2022-1-R001-KA171-HED-33333333

77/100

Project Title : This is our international project - Beneficiary organisation name : Bucharest National University of Arts - Assignment type : Application - Assignment ID : APP-C-03 / Version : v01 - Language : English

Consolidation thresholds reached

### Navigation

Project information

✓ Award criteria

✓ Typology questions

✓ Comments

✓ **Approval**

### Consolidation Approval

Consolidator: Bertie EXPERT-One

Approval request date: 06/05/2022, 07:35:24 (Brussels time)

APPROVED

By ticking the checkbox below, you have requested the approval of the consolidated version to the other expert(s) involved in the consolidation. Be aware that the submission of the assessment will not be allowed until all the experts involved in the consolidation give the approval of the consolidated version

☒ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

Expert 1: Alberta Expert-TWO

Approval date: 06/05/2022, 07:35:58

APPROVED

☒ As Expert, I agree and approve the consolidated version

### 2.3. Untick the Consolidator Approval request tick box

To roll back the expert approval, untick the consolidator approval request tick box.



#### Take note

You will only be able to untick the box if the consolidation was not yet submitted to the National Agency.

### Consolidation Approval

Consolidator: Bertie EXPERT-One

Approval request date: 06/05/2022, 07:35:24 (Brussels time)

APPROVED

By ticking the checkbox below, you have requested the approval of the consolidated version to the other expert(s) involved in the consolidation. Be aware that the submission of the assessment will not be allowed until all the experts involved in the consolidation give the approval of the consolidated version

☒ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

Expert 1: Alberta Expert-TWO

Approval date: 06/05/2022, 07:35:58

APPROVED

☒ As Expert, I agree and approve the consolidated version

### 2.4. "Confirm" the "Rollback Approval"

Confirm the action by clicking on **Confirm** in the **Rollback Approval** pop-up.

#### Rollback Approval



Please be aware that proceeding with this action, the approval of other experts involved will be revoked and the consolidated version will be again editable. Are you sure you want to proceed with this action?

Cancel

**Confirm**



2.5. Success message displays and consolidator assignment status changes to "Consolidation ongoing"

A **success message (1)** displays. The Consolidator approval request is now reverted to status **Pending approval request** and the expert approval in status **Pending approval (2)**. The **Approval (3)** section in the Navigation menu is marked with a red X. The previously displayed approval dates are no longer available and the tick mark for the Expert has been removed.

The consolidated version of the assessment can now be updated, if required. Once the changes on the consolidated version are made, the consolidator can request the approval from the experts involved in the consolidation process again by ticking the Consolidator approval check box.

Assessment Details

Print Submit

Project Code: 2022-1-RO01-KA171-HED-33333333

77/100

Project Title : This is our international project - Beneficiary organisation name : Bucharest National University of Arts - Assignment type : Application - Assignment ID : APP-C-03 / Version : v01 - Language : English

Consolidation thresholds reached

Navigation

Project information

Award criteria

Typology questions

Comments

Approval

Consolidation Approval

2

Consolidator: Bertie EXPERT-One

Pending approval request

Please tick the checkbox below in order to request the approval of the consolidated version to the other expert(s) involved in the consolidation. Be aware that the submission of the assessment will not be allowed until all the experts involved in the consolidation give the approval of the consolidated version

☐ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

Expert 1: Alberta Expert-TWO

Pending approval

☐ As Expert, I agree and approve the consolidated version

1

SUCCESS

Consolidation rollback

3. How the expert(s) withdraw their already given approval

3.1. Open the expert assignment in status "Consolidation approved" from "My Assessments"

From My Assessments, filter for the expert assignment in status **Consolidation approved** for which you want to roll back an already given expert approval. Click on the hyperlinked project code to open the Assessment Details.

My Assessments

Export Export Assessments

Search and filter

Search results

Active filter

1 Assessments found

Active filters

Erasmus+ 2022 All Rounds All Key actions Assessment type: All

Reset all

Assignment status for Expert: Consolidation approved Assignment role: Expert

	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Project title	Actions
<input type="checkbox"/>	2022-1-RO01-KA171-HED-33333333	APP-E1-02	Consolidation approved	Expert1 (E1)	Application	YES	11/03/2022, 13:43:00	This is o internat project	Actions

Programmes

All Erasmus+ European Solidarity Corps

3.2. Access "Approval" section in the Assessment Details

Select the **Approval** section from the Navigation menu. The **Consolidation Approval** screen opens, displaying the Expert approval in status **Approved (1)** and the Consolidator approval request also in status **Approved (2)**. The expert approval tick box is ticked.

## Assessment Details

Project Code: 2022-1-RO01-KA171-HED-333333333

Project Title : This is our international project - Beneficiary organisation name : Bucharest National University of Arts - Assignment type : Application - Assignment ID : APP-E1-02 / Version : v01  
- Language : English

75/100

Thresholds reached

Navigation

Project information

Award criteria

Typology questions

Comments

Conflict of interest

Approval

Consolidation Approval

Expert 1: Alberta Expert-TWO

Approval date: 06/05/2022, 07:40:25

APPROVED

1

By ticking the checkbox below, you have approved the consolidated version

☒ As Expert, I agree and approve the consolidated version

Consolidator: Bertie EXPERT-One

Approval request date: 06/05/2022, 07:39:48 (Brussels time)

APPROVED

2

☒ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

### 3.3. Untick the expert Approval tick box

To rollback the given approval, untick the box for expert approval.



#### Take note

You will only be able to untick the box if the consolidation was not yet submitted to the National Agency.

### Consolidation Approval

Expert 1: Alberta Expert-TWO

Approval date: 06/05/2022, 07:40:25

APPROVED

By ticking the checkbox below, you have approved the consolidated version

☒ As Expert, I agree and approve the consolidated version

Consolidator: Bertie EXPERT-One

Approval request date: 06/05/2022, 07:39:48 (Brussels time)

APPROVED

☒ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

### 3.4. "Confirm" the "Rollback Approval"

Confirm the action by clicking on **Confirm** in the **Rollback Approval** pop-up.

### Rollback Approval

Please be aware that proceeding with this action, your approval will be revoked. Are you sure you want to proceed with this action?

Cancel

Confirm

### 3.5. Success message displays and the expert approval is removed

A **success message (1)** displays. The expert approval now displays the status **Pending approval (2)**. The previously displayed approval date has been removed. The **Approval (3)** section the the Navigation menu is marked with a red X.

## Assessment Details

Project Code: 2022-1-R001-KA171-HED-33333333

Project Title : This is our international project - Beneficiary organisation name : Bucharest National University of Arts - Assignment type : Application - Assignment ID : APP-E1-02 / Version : v01

- Language : English

75/100

Thresholds reached

Navigation

Project information

Award criteria

Typology questions

Comments

Conflict of interest

Approval

Consolidation Approval

2

Expert 1: Alberta Expert-TWO

Pending approval

Please tick the checkbox below in order to approve the consolidated version. In case you do not approve the consolidated version then contact your Selection Manager

☐ As Expert, I agree and approve the consolidated version

Consolidator: Bertie EXPERT-One

Approval request date: 06/05/2022, 07:39:48 (Brussels time)

APPROVED

☒ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

1

SUCCESS

Expert rollback

### 3.6. Expert assignment status has been changed to “Consolidation ready for approval”

The expert assignment has changed its status to **Consolidation ready for approval**.

## My Assessments

Search and filter

Active filter

You are currently not using any active filter

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

1 Assessments found

Active filters:

Erasmus+

2022

All Rounds

All Key actions

Assessment type: All

Assignment status for Expert: Consolidation ready for approval

Assignment role: Expert

	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Project title	Actions
<input type="checkbox"/>	2022-1-R001-KA171-HED-33333333	APP-E1-02	Consolidation ready for approval	Expert1 (E1)	Application	YES	11/03/2022, 13:43:00	This is o internat project	Actions

Items per page 10

1 - 1 of 1

<

>

## Expected Outcome

- Expert approval and/or Approval request revoked
- Assignment rolled back to previous status
- The Version of the consolidated assessment does not change
- The consolidated version of the assessment can be further edited by the consolidator, if required.
- Once the consolidator finishes updating the consolidated version they can request the approval of the experts involved in the consolidation process by ticking the approval check box again, as described under [How to complete a consolidation assignment > 8. Access the "Approval" section and mark the consolidation as ready for expert approval](#)



## Related Articles

- [How to withdraw assessment approval for a consolidation](#)
- [Frequently Asked Questions for Experts](#)
- [How to complete an editing assignment](#)
- [Expert login to EESCP and Assessment Module](#)
- [How to submit the consolidated version of an assessment to the NA](#)
- [How to approve a consolidated assessment as expert](#)
- [How to assess applications for ESC50 Quality Label 2023 for the Lead role](#)
- [How to complete a consolidation assignment](#)
- [How to complete an expert assignment](#)
- [My Assessments](#)
- [Expert Layout, menu items and navigation](#)
- [How to assess KA171-HED projects](#)
- [Assessment Details basic functionalities](#)
- [How to assess applications for ESC50 - Quality Label](#)
- [How to assess applications for ESC50 Quality Label 2023 for the Host and Support role](#)