# How to withdraw assessment approval for a consolidation

- Prerequisites
- Steps
  - o 1. How the consolidator withdraws their request for expert(s) approval
  - o 2. How the consolidator withdraws already given expert(s) approval
  - 3. How the expert(s) withdraw their already given approval
- Expected Outcome
- Related Articles

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.

# **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

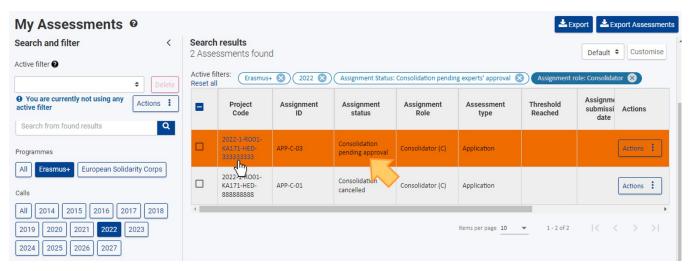
## **Steps**

## 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"

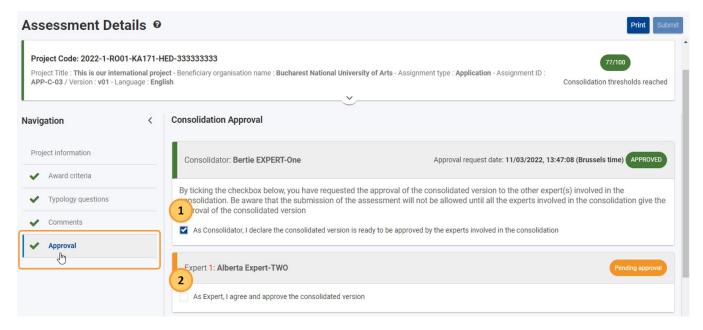
From My Assessments, filter for the consolidator assignments in status **Consolidation pending approval**, and locate the assignment for which you want to roll back the expert approval request, for example if changes to the consolidation are needed before the expert(s) involved in the consolidation should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

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



#### 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.



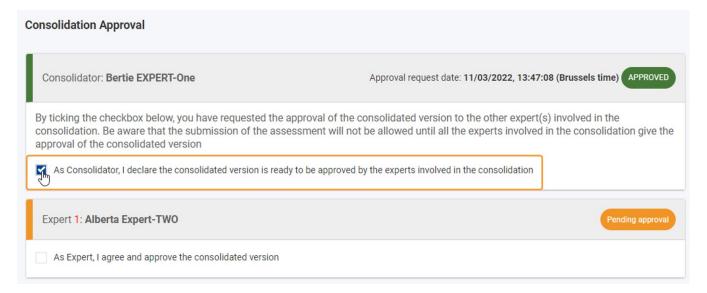
#### 1.3. Untick the Consolidator Approval request tick box

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



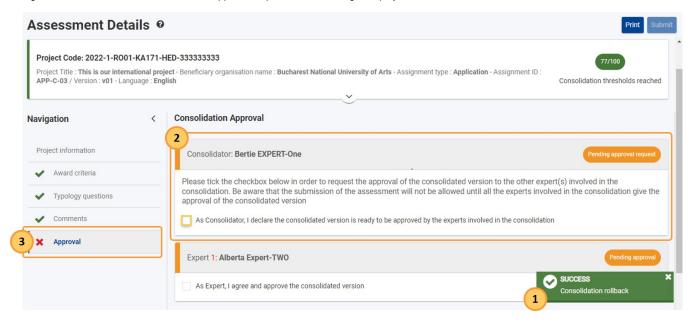
#### Take note

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



#### 1.4. Success message displays

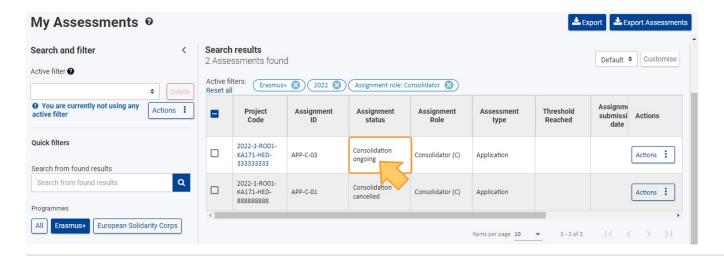
A success message (1) displays. The Consolidator approval has now been reverted to status **Pending approval request (2)**. The **Approval (3)** section in the Navigation menu is marked with a red X. The approval request date is no longer displayed.



## 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.

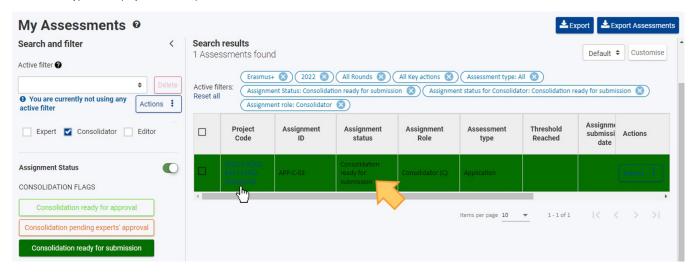


## 2. How the consolidator withdraws already given expert(s) approval

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

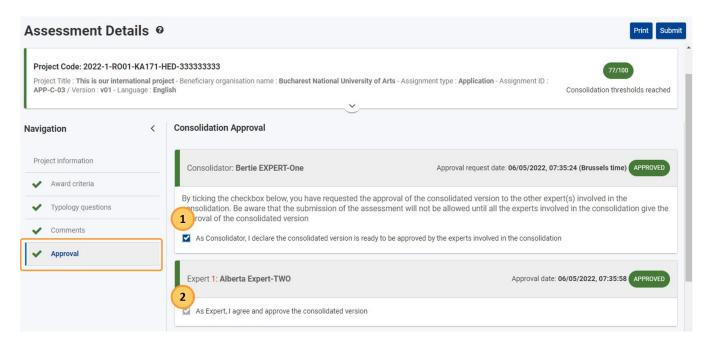
Click on the hyperlinked project code to open the Assessment Details.



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

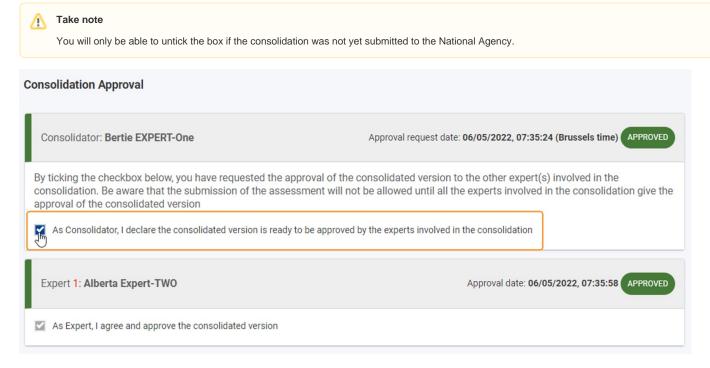
Select the **Approval** section from the Navigation menu. The **Consolidation Approval** screen opens, displaying the **Consolidator** approval request in status **Approved** (1) and, for expert(s) that already gave their approval, the **Expert** approval in status **Approved** (2), indicating that the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



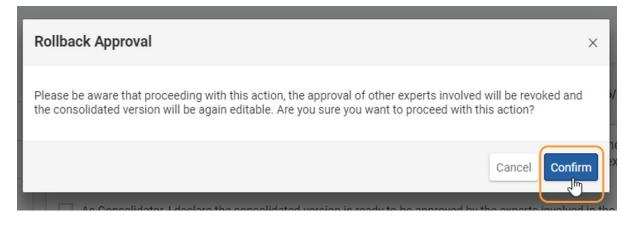
#### 2.3. Untick the Consolidator Approval request tick box

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



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

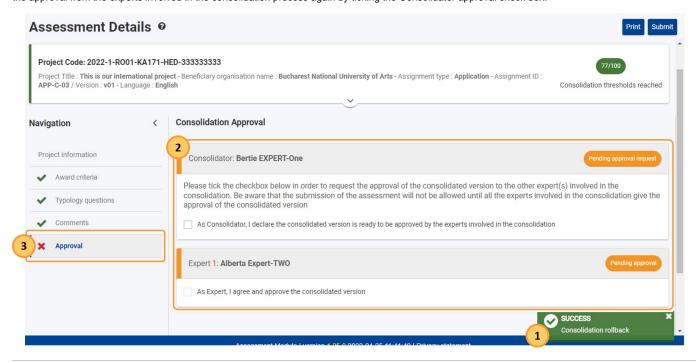
Confirm the action by clicking on Confirm in the Rollback Approval pop-up.



#### 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.

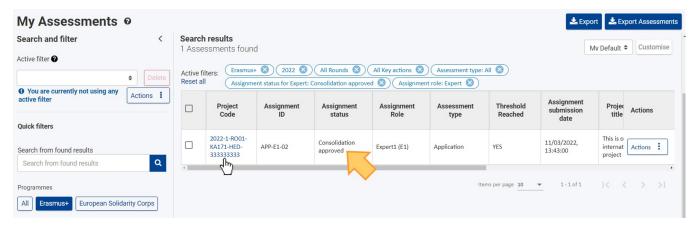
The consolidated version of the assessment can now be updated, if required. Once the changes on the consolidated version are made, the consolidator can request the approval from the experts involved in the consolidation process again by ticking the Consolidator approval check box.



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

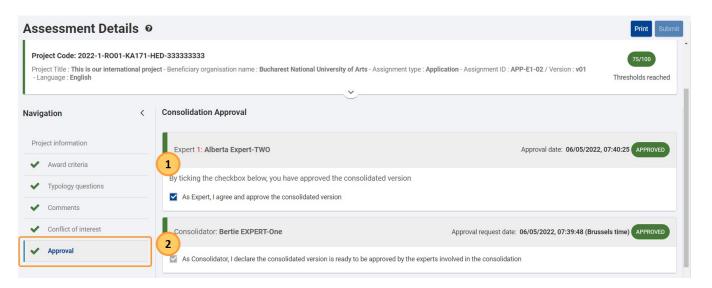
#### 3.1. Open the expert assignment in status "Consolidation approved" from "My Assessments"

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.



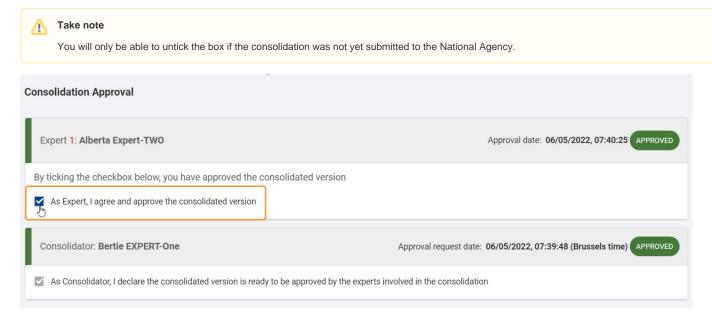
#### 3.2. Access "Approval" section in the Assessment Details

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.



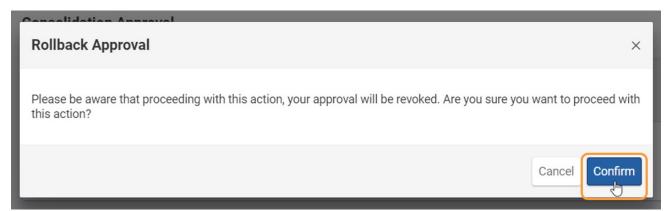
#### 3.3. Untick the expert Approval tick box

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



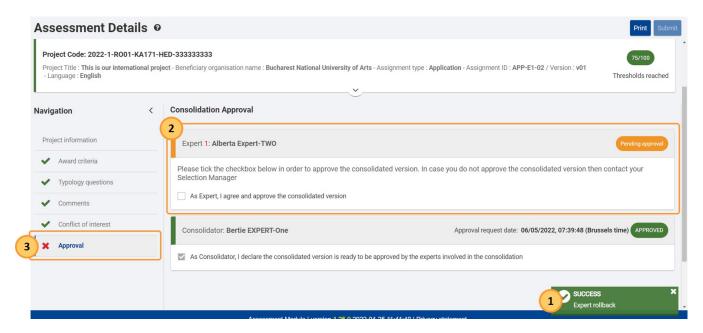
## 3.4. "Confirm" the "Rollback Approval"

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



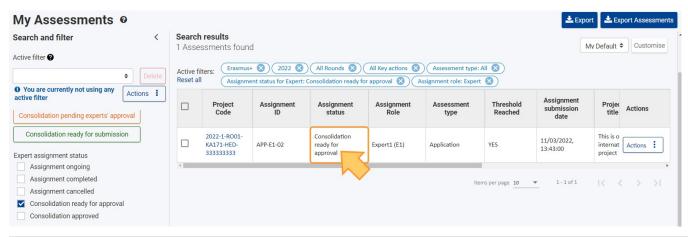
#### 3.5. Success message displays and the expert approval is removed

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.



## 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.



# **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