How to complete an editing assignment

- Prerequisites
- Detailed Steps
 - 1. Access "My Assessments" from Single Entry Point
 - ° 2. Filter your assignment(s) and open the assessment to work on
 - o 3. "Assessment Details" opens in new tab
 - 4. Edit the comments provided under "Award criteria" and "Comments"
 - o 5. Click on "Submit" and confirm
 - o 6. Assignment status updated
 - 7. ESC50 Quality Label specifics, call 2022
 - 8. ESC50 Quality Label specifics, call 2023
 - o 9. KA171 specifics
- **Expected Outcome**
- Related articles

This page explains how experts with the editor role can complete an editing assignment. Editing assignments are available for action under My Assessments in Assessment module.

Please consult the page Assessment Details basic functionalities to familiarise yourself with the general functionalities and navigation within the Assessment Details screens.

For an overview of the assessment process, see page Expert Assessment. For a list of all available wiki pages regarding expert assessments, see Assessment module for experts - Index.

Prerequisites

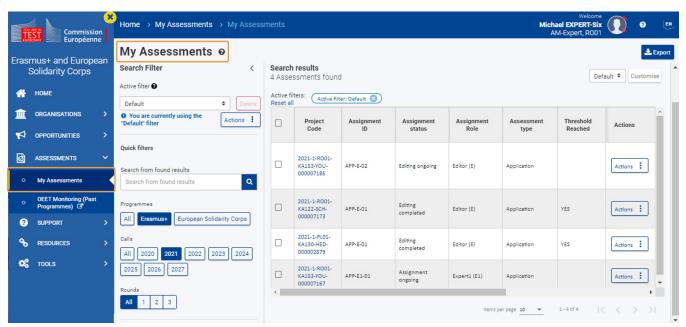
- · Existing EU Login and expert account; see Expert login to EESCP and Assessment module for details
- Editing assignment(s) given by the National Agency
- Assignment status of the editing assignment is Editing ongoing

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.



2. Filter your assignment(s) and open the assessment to work on

Editing assignments requiring your attention will have the status **Editing ongoing**. 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.

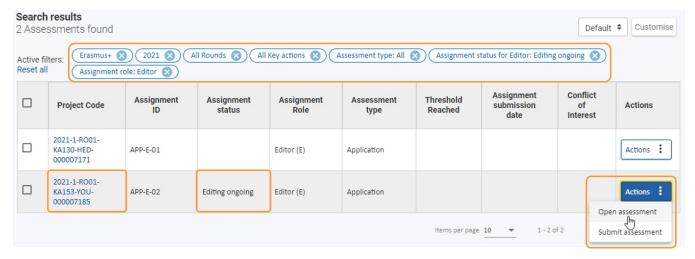


Take note

Editing assignments with status **Reviewing (read-only)** are not yet available for editing. The individual expert or consolidation assignments for such projects are still ongoing. The editor will be able to open such assignments, but only have view access (read-only) to the available ongoing and/or submitted assessments of the experts and/or consolidator.

In our example, we filter for **Assignment role: Editor** and **Assignment status for editor: Editing ongoing**. One displays the assignment status, meaning only this one is ready for editing.

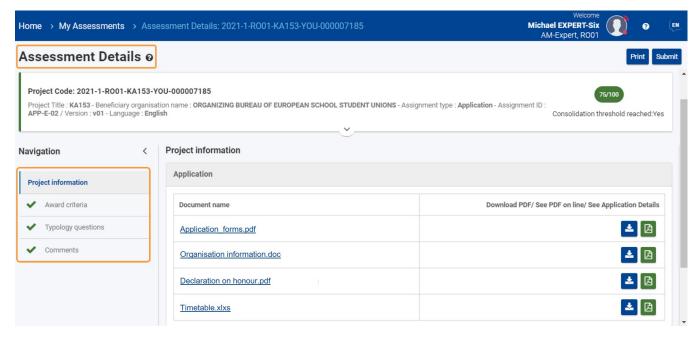
To open the editor assignment, click on the hyperlinked Project Code, or click the Actions button and select the Open assessment option.



3. "Assessment Details" opens in new tab

The Assessment Details for the selected project assessment opens in edit mode in a new browser tab.

You can access the **Project information**, **Award criteria**, **Typology questions**, or **Comments** section by selecting the respective option in the Navigation panel. By default, the **Project information** is displayed.



Under the **Award criteria** section you can click on the available tabs (e.g. Expert 1, Expert 2, Expert 3, and/or Consolidator) to have read-only access to the assessments of each expert involved in that specific project assessment. The availability of these depends on your role and the status of the assignment.

- For the Award criteria specifics for an ESC50 Quality Label, call 2022, application, see ESC50 Quality Label specifics, call 2022 below.
- For the Award criteria specifics for an ESC50 Quality Label, call 2023, application, see ESC50 Quality Label specifics, call 2023 below.
- For the Award criteria specifics for **KA171**, see KA171 specifics below.



4. Edit the comments provided under "Award criteria" and "Comments"

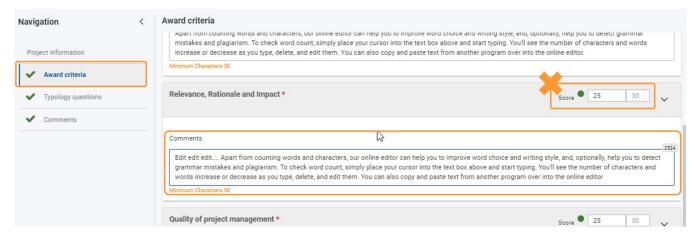
As the purpose of the editing assignment is to improve the linguistic quality of the comments of the consolidated assessment, no changes can be made to scores, decisions or any other content of the assessment that is not classified as commentary. Therefore, you will only be able to edit text in the **comments fields** in the **Award criteria** and **Comments** sections.

The answers under **Typology questions** cannot be changed during the editing process.

Click **Award Criteria** in the Navigation panel to update this section. Simply make the required changes directly in the respective fields. Your changes are saved automatically.

Award criteria comment fields may require a minimum of characters, for example 50 characters, for a specific answer. A warning message is displayed below the comment field if such a minimum is configured and not reached. Once reached, this warning message will disappear. The maximum number of characters that can be used per available comment field, for example 3000, is indicated in the top right corner of the text boxes. If the maximum number of characters has been reached, a red 0 is displayed and no more text can be added.

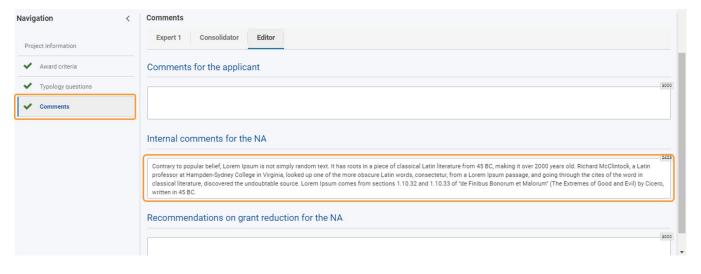
The Comment field size will expand automatically while you type.



Click **Comments** in the Navigation panel to update this section. Simply make the needed changes directly in the respective fields. Your changes are saved automatically.

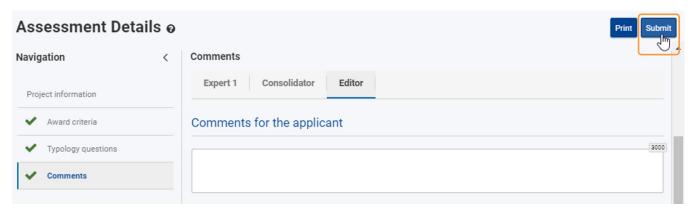
The maximum number of characters that can be used per available comment field in the **Comment** section is indicated in the top right corner of the text boxes, for example 3000 characters. The counter updates automatically while you type. If the maximum number of characters has been reached, a red **0** is displayed and no more text can be added. No minimum number of characters is required for the comments fields in the Comments section of the assessment.

The Comment field size will expand automatically while you type.



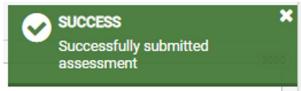
5. Click on "Submit" and confirm

Once you have finished editing, click on the Submit button in the top right corner of the screen.

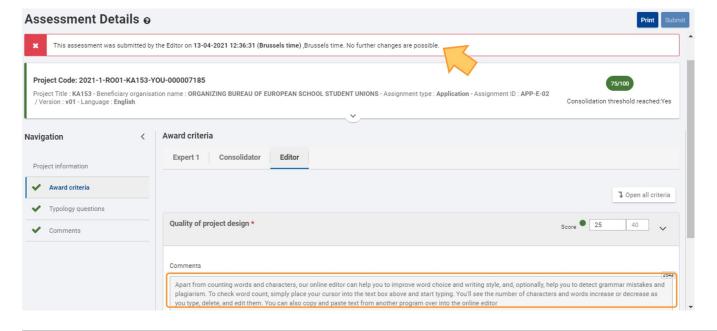


Click on Confirm and Submit in the Submission of the assessment pop-up window. A success message displays.





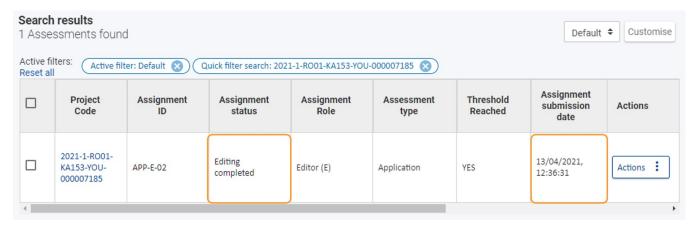
The editing assignment is completed, all information on the screen is greyed out and no further changes are possible. A notification displays at the top of the screen, with basic submission information.



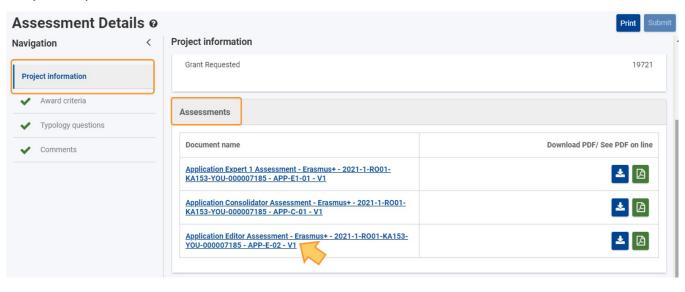
6. Assignment status updated

Back in the list of your assessments under My Assessments, the Assignment Status of the completed editing assignment now displays Editing completed.

The Assignment submission date column is filled in with the respective data. It is still possible to view the submitted assignment, either by clicking on the hyperlinked **Project Code** or by selecting **Open assessment** from the **Actions** button. The assessment details open in a new tab, in read-only mode.



In the Assessment Details screen, under **Project Information > Assessments**, you will find a PDF version of the completed assignment. You can download or open it directly to view in your browser from here.



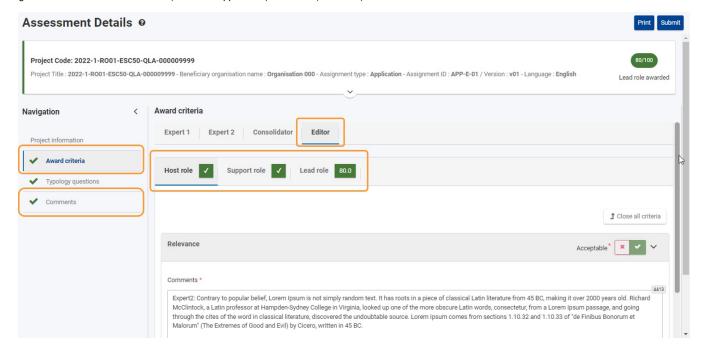
7. ESC50 - Quality Label specifics, call 2022

When working on a editing assignment for an ESC50 - Quality Label application for 2022, the basic functionalities are the same as described above.

In an ongoing editing assignment, only the comment fields in the Award Criteria and Comments section can be updated by the expert assigned as Editor.

In ESC50 - Quality Label applications, the **Award criteria** will display subtabs per role requested by the applicant organisation. The editor can access the available tabs, **Host role**, **Support role** and/or **Lead role**, and make the required changes in the comment fields available, where required.

No changes can be made on the outcome (for Host/Support role) or scores (Lead role).



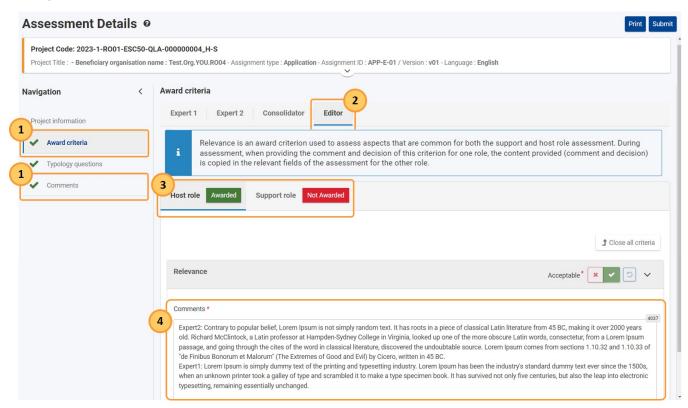
8. ESC50 - Quality Label specifics, call 2023

8.1. Assessments for Host/Support role

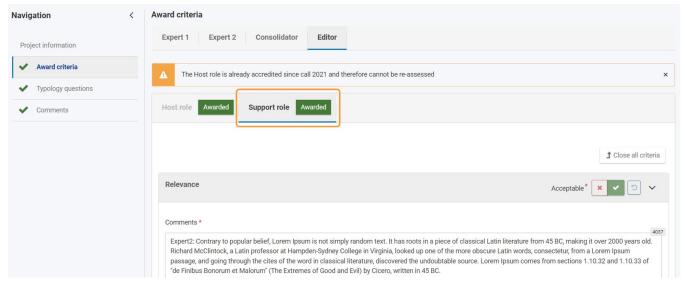
In an ongoing editing assignment for ESC50, call year 2023 onward, only the Comments fields in the Award Criteria (1) and Comments (1) sections can be updated by the expert assigned as Editor (2).

In ESC50 - Quality Label applications, the **Award criteria** will display sub-tabs per role requested by the applicant organisation. The editor can access the available sub-tabs, **Host role** and/or **Support role** (3), and make the necessary changes in the **Comments** (4) fields available.

No changes can be made to the assessment outcome.

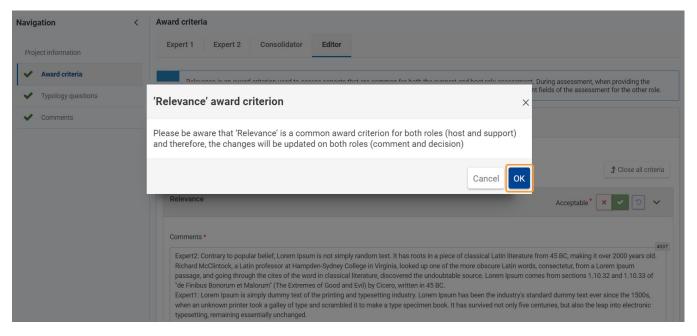


Here is an example of the available Award criteria sub-tabs in an editor assignment, where the applicant organisation attained the Host role in a previous year. The Host role sub-tab is inactive. Only in the sub-tab for the **Support role** can editing changes be made.



In editing assignments for applications for the Host and Support role, any changes made in the comment field for the award criterion **Relevance** will result in a pop-up window, informing you of the fact that this criterion is common for both the host and support role. The changes made in the comment field for this criterion for one role will be copied into the comment field for this criterion in the other role.

Click on OK in the pop-up to confirm. Clicking on Cancel will result in the changes being discarded for both roles.

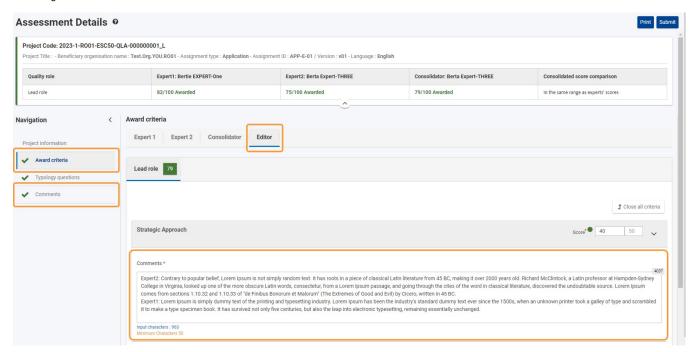


8.2. Assessments for the Lead role

In an ongoing editing assignment, only the comment fields in the Award Criteria and Comments section can be updated by the expert assigned as Editor.

In ESC50 - Quality Label applications for the Lead role, the **Award criteria** will display the Lead role sub-tab. The editor can access **Lead role** sub-tab and make the required changes in the comment fields available, where required.

No changes can be made on the scores.



9. KA171 specifics

When working on a editing assignment for KA171, the basic functionalities are the same as described above.

In an ongoing editing assignment, only the comment fields in the Award Criteria and Comments section can be updated by the expert assigned as Editor.

When accessing the Award criteria for a KA171-HED editing assignment, you will notice two main sections within the Editor specific tab:

- General Questions displaying the relevant field(s) and score(s) to be completed for the general Award criteria
- Regional Questions displaying subtabs per Region to be assessed; each containing the relevant field(s) and score(s) to be completed for each. Regions
 correlate to the Regions displays in the overview table of the Assessment details header.

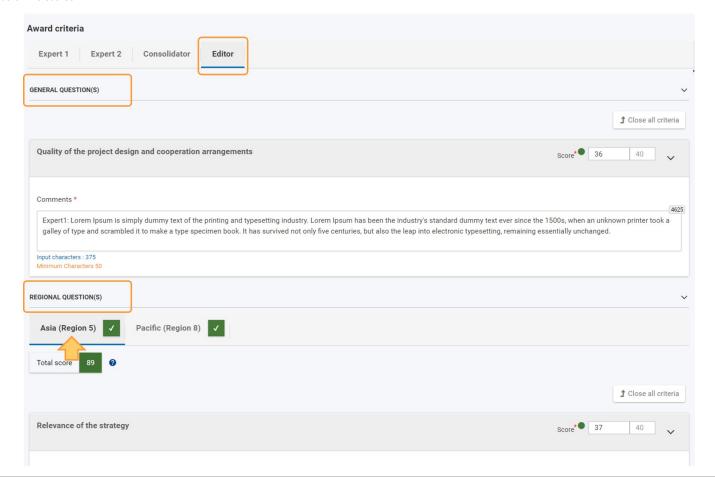
If the organisation applies, as in the example below, for two regional partnerships, the Award criteria section of the assessment will display:

1. General Questions

- 2. Regional Questions with subtabs for:
 - Pacific (Region 8)
 - Asia (Region 5)

You can Open/Collapse the criteria for each section, using the available button.

The editor can access the available region specific subtabs tabs and make the required changes in the comments fields available, where required. No changes can be made on the scores.



Expected Outcome

- Edited version of the assessment is submitted and locked, meaning it cannot be updated further
- Assignment status of the submitted editor assignment changes to Editing completed



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