

ERASMUS+ KA220

Assessment Comments



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

GUIDELINES FOR ERASMUS+ NAs

Section Title Page: it can be useful to have a space to breathe between the different sections of the training.

Quality Assessment: Online Assessment Module

COMMENTS FOR
EACH WP
(INCLUDING WP1)

COMMENTS FOR
THE BENEFICIARY
(overall summary)

INTERNAL COMMENTS
FOR THE NA

RECOMMENDATIONS
ON **ADDITIONAL**
GRANT REDUCTIONS

The screenshot displays the 'Award criteria' section of the online assessment module. It includes tabs for 'Expert 1', 'Expert 2', and 'Consultator'. The main content area is divided into several sections: 'Work Package 1: Project Management', 'Work Package 2: Title By Name 2', 'Comments for the beneficiary', 'Internal comments for the NA', and 'Recommendations on grant reduction for the NA'. Each section has a text input field and a 'Save' button. There are also checkboxes for 'Expert 1' and 'Expert 2' in each section. At the bottom, there is a note: 'If there are any project results that should not be published, please indicate so here. If there are no project results uploaded, indicate "Not applicable" *'.

SCORES FOR EACH WP
(EXCLUDING WP1)

IMPORTANT: REFER TO SCORING
BANDS AND CONSEQUENCES

WEIGHTED AVERAGE IS
AUTO-CALCULATED

ALL WPS SCORED OUT
OF 100: NOT JUST A
MATHEMATICAL SUM

Typology questions
are also asked on a
separate page

REMEMBER TO SAVE YOUR WORK AND KEEP A BACK-UP

GUIDELINES FOR ERASMUS+ NAs

This slide can be used to present a short overview of the online assessment module. If you are having a dedicated presentation of the online assessment module, then you can remove this slide. At this point, you can also mention whether an MS Word template exists and can/should be used.

Quality Assessment and Quality Assurance

Five Cs

COHERENT

comments should be **easy to understand** - even for someone that has not read the report - and should provide feedback that the **applicant will understand** and can learn from

COMPREHENSIVE

comments should be provided for **each of the award criteria** (written text, not bullet points) and should incorporate all composite elements

CONSISTENT

comments should be **consistent with scores** that have been awarded for each criterion and should be aligned with the overall scoring bands for this funding action

COURTEOUS

comments should always be **polite and respectful**, and should **avoid first person** references (e.g. I think that; I suggest that)

CONCISE

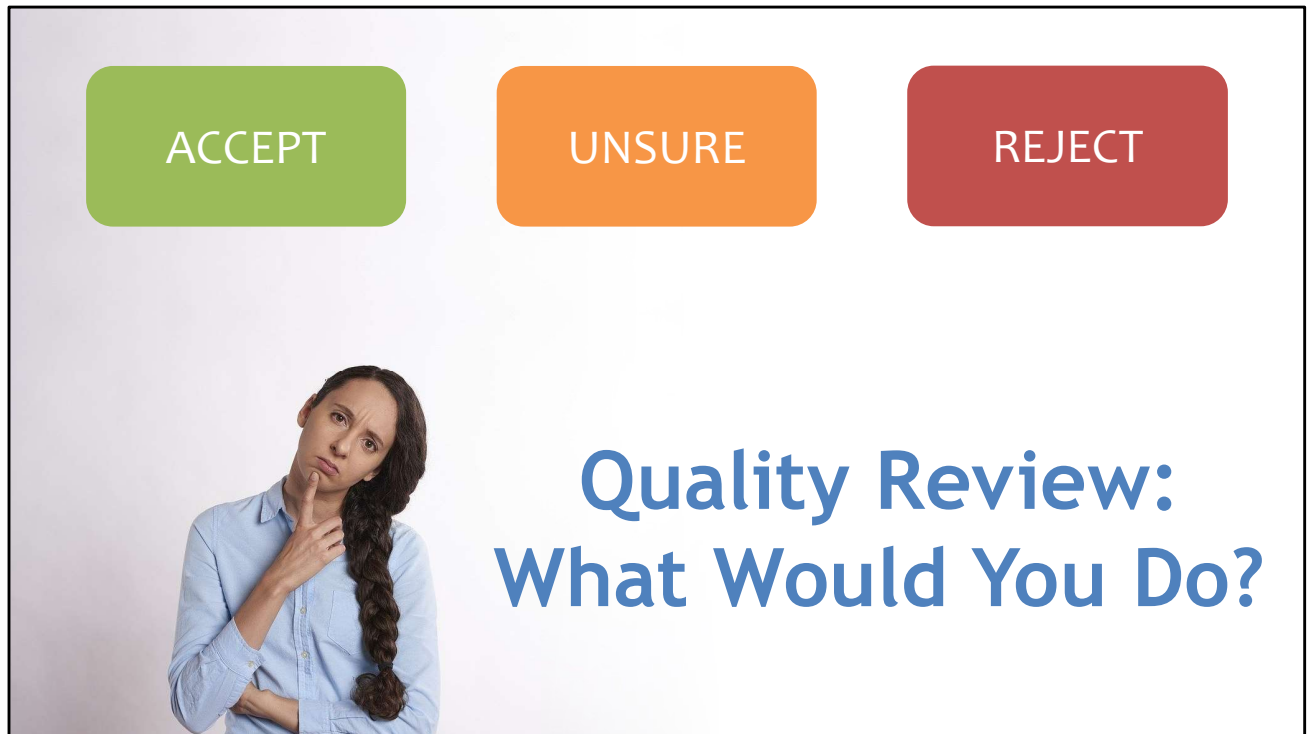
comments must be within the maxima accepted by the online evaluation tool (usually 3000 characters); experts should also **avoid repeating** that which is written in the final report



GUIDELINES FOR ERASMUS+ NAs

This slide presents the model of 5*C_s, each of which should be briefly introduced. It is especially important to underline that it is the responsibility of all Erasmus+ National Agencies to quality assure the work of their assessors. This initial input forms an important baseline for this activity on comments.

Note: consolidation (often referred to as the sixth C) is addressed in a separate activity.



GUIDELINES FOR ERASMUS+ NAs

For this activity, participants should be told that they will play the role of a member of NA staff and that they need to decide whether the written comments align with the model of the 5*Cs and whether they choose to ACCEPT or REJECT the written comments. This can be done by standing or raising hands when a specific category is called out (e.g. all those who ACCEPT this please raise their hand) or, more effectively, by raising a red or green card. An orange card can also be used by assessors that are unsure (or by raising both red and green cards together, to indicate an orange vote). Alternatively, digital platforms can be used to replicate this activity, where assessors are asked to vote according to what they see on the screen.



GUIDELINES FOR ERASMUS+ NAs

This is a slide which informs participants that a digital voting tool will be used. Adapt as needed.

Assessment Comments for WP1: Accept or Reject

ACCEPT

UNSURE

REJECT

The project involved partners from four EU and associated third countries, with the beneficiary taking the lead in coordination, cooperation and communication actions.

Management actions were threefold and centred on use of a digital platform for day-to-day partner exchanges, as well as hosting virtual meetings (20) and face-to-face meetings (4).

Erasmus+ online platforms were used during planning, preparation and delivery of the project and involved mainly the lead beneficiary partner.

Potential risks were identified at the project outset, alongside relevant mitigation strategies.

Partners report 100% satisfaction with WP1 and project management delivery.

GUIDELINES FOR ERASMUS+ NAs

Ask participants to vote using your chosen method (e.g. raise hands, show cards, vote digitally). Invite 1 or 2 participants to justify their decision before sharing your own perspective. This comment would normally be REJECTED for the following reason: there are lots of statements, but no real qualitative assessment or opinion is provided.

Assessment Comments for WP1: Accept or Reject

ACCEPT

UNSURE

REJECT

Partner engagement was sufficient.

Management actions were adequate.

Erasmus+ online platforms were effectively used.

Risk management was appropriate.

Reported satisfaction levels (100%) are substantiated.

GUIDELINES FOR ERASMUS+ NAs

Ask participants to vote using your chosen method (e.g. raise hands, show cards, vote digitally). Invite 1 or 2 participants to justify their decision before sharing your own perspective. This comment would normally be REJECTED for the following reason: some qualitative assessment is provided but there is a general lack of supporting detail: not a lot of detail is required, but some substantiation is needed.

Assessment Comments for WP1: Accept or Reject

ACCEPT

UNSURE

REJECT

Partner engagement was active across the lifetime of the project, with exceptional absences which were fully justified.

Management and coordination efforts are clearly detailed and pertinent, relying on a digital communication platform and regular (virtual and face-to-face) partner meetings for reviews of progress, planning and co-development. Sufficient evidence is provided of the different tools and activities.

Erasmus+ online digital platforms were used effectively at key stages in the project lifetime, including EPAL and the EPRP.

Early-stage risk analysis informed regular discussions among partners on schedules, progression and emerging risks, with valid strategies employed for preventing, managing and mitigating risks.

An overall satisfaction level of 100% is reported and is substantiated by a clear and credible overview of management-related events and activities, across the two-year project lifetime, adequately detailing the role of lead and support actors.

GUIDELINES FOR ERASMUS+ NAs

Ask participants to vote using your chosen method (e.g. raise hands, show cards, vote digitally). Invite 1 or 2 participants to justify their decision before sharing your own perspective. This comment would normally be ACCEPTED for the following reason: comments are clear, comprehensive, easy to comprehend, courteous and related specifically to the proposal - without unnecessarily repeating the original text of the proposal; comments provide the necessary qualitative opinion and judgement.

Assessment Comments for WP1: Accept or Reject

ACCEPT

UNSURE

REJECT

Partners are reported to have been actively engaged but this is not credible as they are involved in so many European projects and partnerships that they probably only came to the partner meetings.

Management actions are meetings and little else. A digital platform is not a management tool but a place to chat!!

Erasmus+ digital platforms were apparently used but I looked on EPALE and I cannot find anything. The link that they provided is to a two-line comment in a post by somebody else. This is just lazy!

The biggest risk was to give money to this partnership. We should definitely ask for a full refund, as management efforts are very poor. Not what I would deliver.

It is unbelievable that they report 100% satisfaction. Are they satisfied with themselves? I would probably award just 10%, or even 0% if it is possible.

GUIDELINES FOR ERASMUS+ NAs

Ask participants to vote using your chosen method (e.g. raise hands, show cards, vote digitally). Invite 1 or 2 participants to justify their decision before sharing your own perspective. This comment would normally be REJECTED for the following reason: judgements are personal (first person should be avoided in written comments) and not in all cases courteous or polite. Provocative statements such as “this is just lazy!” are not helpful and should be avoided.

Assessment Comments Briefing Sheet

In this briefing sheet, detail is provided on the expectations of NA staff and others, in relation to the assessment comments prepared and submitted by experts. On pages 2 and 3 examples are also provided.

Introduction

Final reports for Cooperation Partnerships are required to be assessed by at least two experts, one of which must be external to the National Agency. This initial phase of internal/external assessment is referred to as the **HOUSING ASSESSMENT** phase. Whether undertaken by internal or external assessors, there is a minimum quality requirement for comments and a secondary review should always take place. It is the ultimate responsibility of the NA to ensure that assessment comments and scores meet minimum quality standards and can be used to provide the necessary information and feedback to beneficiaries.

For COOPERATION PARTNERSHIPS involving more than a single report, a **CONSOLIDATION** phase also exists. CONSOLIDATION can take place face to face or virtually but, in all cases, requires experts to agree on a single set of comments and scores for each final report proposal. Consolidation should result in a single set of harmonised comments for each work package. Consolidation should also result in a single set of scores which must be consistent with the final set of comments rather than being a purely mathematical average of scores awarded by individual assessors.

In all cases, NAs should ensure that each quality assessment is **Coherent, Comprehensive, Consistent, Courteous and Concise** (the Five Cs model) as per the descriptions below:

Coherent	Comprehensive	Consistent	Courteous	Concise
Comments should be easy to understand even for a reader that has not read the application or the final report.	Comments should cover each aspect of final report assessment, across all work packages, and should address all key aspects.	Comments should be easily aligned with the scores that have been awarded. Comments should be within the predefined scoring ranges.	Comments should be polite and respectful and should avoid hurt phrases. References (for example, if from final report text), should be used.	Comments should be of a standard size, as determined by the scoring system (e.g. maximum 1000 characters per work package).

As a result of reviewing a final report assessment, the NA might ask an assessor to revisit or revise their assessment, especially where the Five Cs are not satisfactorily addressed. In no situation, however, should an NA propose changes to the scores attributed by an assessor, asking instead that assessors, themselves, ensure consistency between scores and comments.

Regardless of the score being awarded, experts must assess the final report in full, providing comments for each work package. Additionally, experts must prepare comments on the **application as a whole**, providing a summative analysis of the final report and highlighting **strengths** and **weaknesses** associated with overall project delivery.

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**Key Action 2:
Cooperation
Partnerships
(KA220)**

Final Report Assessment

**ASSESSMENT
COMMENTS
BRIEFING SHEET**

Page 1

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Example Comments: Positive Final Report Assessment

WP1: PROJECT MANAGEMENT

Management actions were **robust** with original planning, relying on a dedicated Steering Committee of high-level partner representatives and on appointed work package leaders to **successfully govern delivery** of the targeted tasks and deliverables. Partner cooperation is **clearly evidenced**, in work package and project delivery, including coordination and communication efforts and transnational partner meetings where a **good level of engagement** was achieved, and **relevant tools employed**. Early stage risk analysis informed regular partner discussions on **understanding**, progression and achievement, with **clear strategies employed** for preventing, managing and mitigating risks. Conflict resolution measures were **wholly appropriate**. Erasmus online digital platforms, mainly EPAL and the EPSP, were **effectively employed** as a means of promoting emerging results at key stages in the project lifetime.

OTHER WP: CURRICULUM DEVELOPMENT (EXAMPLE ONLY)

Curriculum development activities were **delivered as planned**, relying on an experienced coordinator to guide remaining partners in needs mapping, gap analysis and the co-creation and delivery of a **responsive and high-quality curriculum** to meet identified learning and development needs in the targeted sector.

External stakeholder involvement in curriculum validation **exceeded original forecasts** for engagement, which is **positive**. The value and novelty of the emerging curriculum is **well argued**, confirming its role and importance in subsequent learning content development.

A decision to publish the curriculum in six partner languages, **going beyond the initial commitment**, further **highlights the value** of the emerging curriculum, with a **positive commitment to wider promotion** and with **clear potential for impact** on participating and wider institutions looking to modernise existing curricula.

Quality assurance and evaluation measures were **effectively employed** both for the development process (internal partner feedback) and the emerging curriculum (external validation by two stakeholders in partner and wider countries). Dissemination actions were **sufficient in scope, quality and outcome**, using existing partner networks to raise awareness of the overall goals of the project and to **actively and effectively promote** its results, including the newly-developed curriculum.

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**Key Action 2:
Cooperation
Partnerships
(KA220)**

Final Report Assessment

**ASSESSMENT
COMMENTS
BRIEFING SHEET**

Page 2

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GUIDELINES FOR ERASMUS+ NAs

This final slide can be useful to remind assessors of the availability of a written briefing sheet on ASSESSMENT COMMENTS for individuals delivering final report assessments for KA220 projects (2022 onwards).