



EU- CERT
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PR4-Handbook



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the European Union



EU-CERT:
European Certificates and Accreditation for European Projects

Project Result 4

Accreditation Handbook

Evaluator Guideline

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University of Paderborn

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Project Result 4 – Accreditation Handbook

Guideline B – Evaluator Guideline

This guideline will help the evaluators of the EU-CERT Accreditation Tool to steer through the accreditation process of the website. There will be screenshots of every step possible and connected explanations.

1. Link to the EU-CERT Accreditation Tool Website

Evaluators need to follow this link to the EU-CERT Accreditation Tool Website:



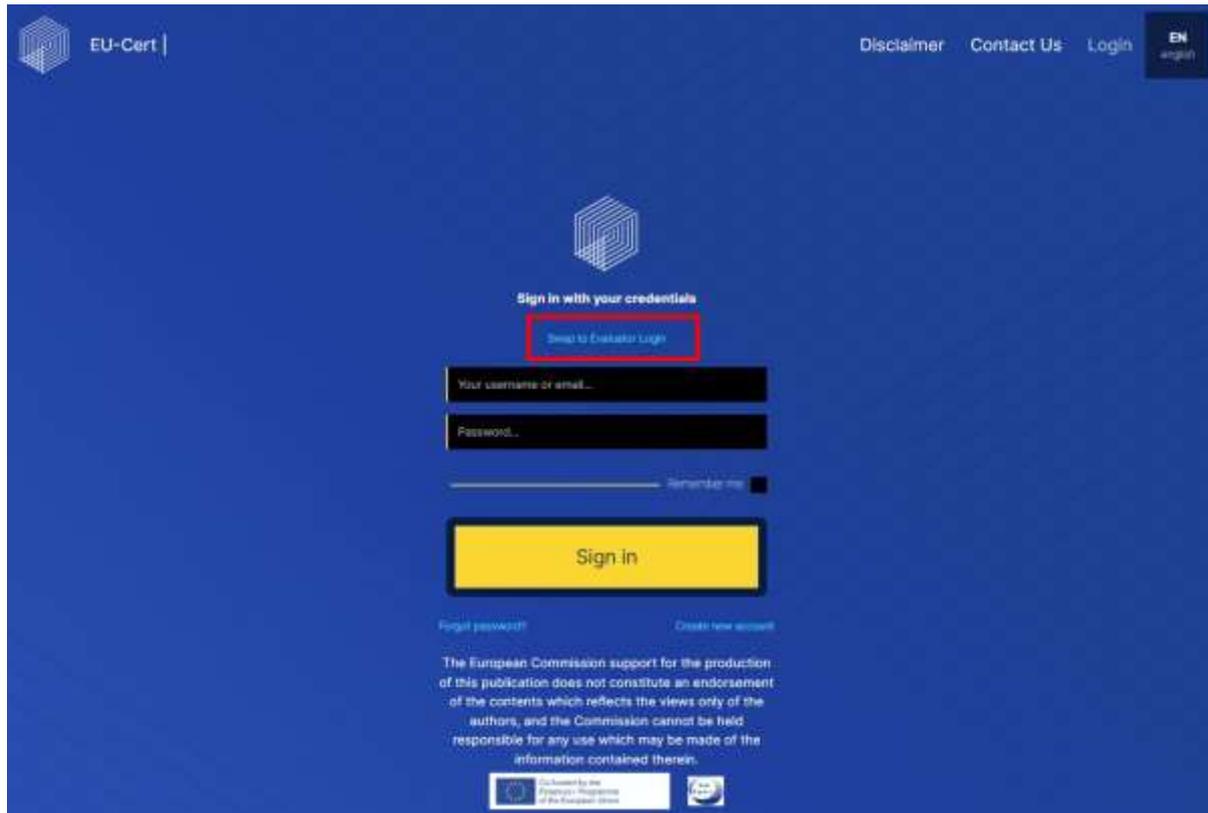
<https://eucert-tool.eduproject.eu/auth/login-evaluator>

You could also use this link:



<https://eucert-tool.eduproject.eu/auth/login>

and “Swap to Evaluator Login”.

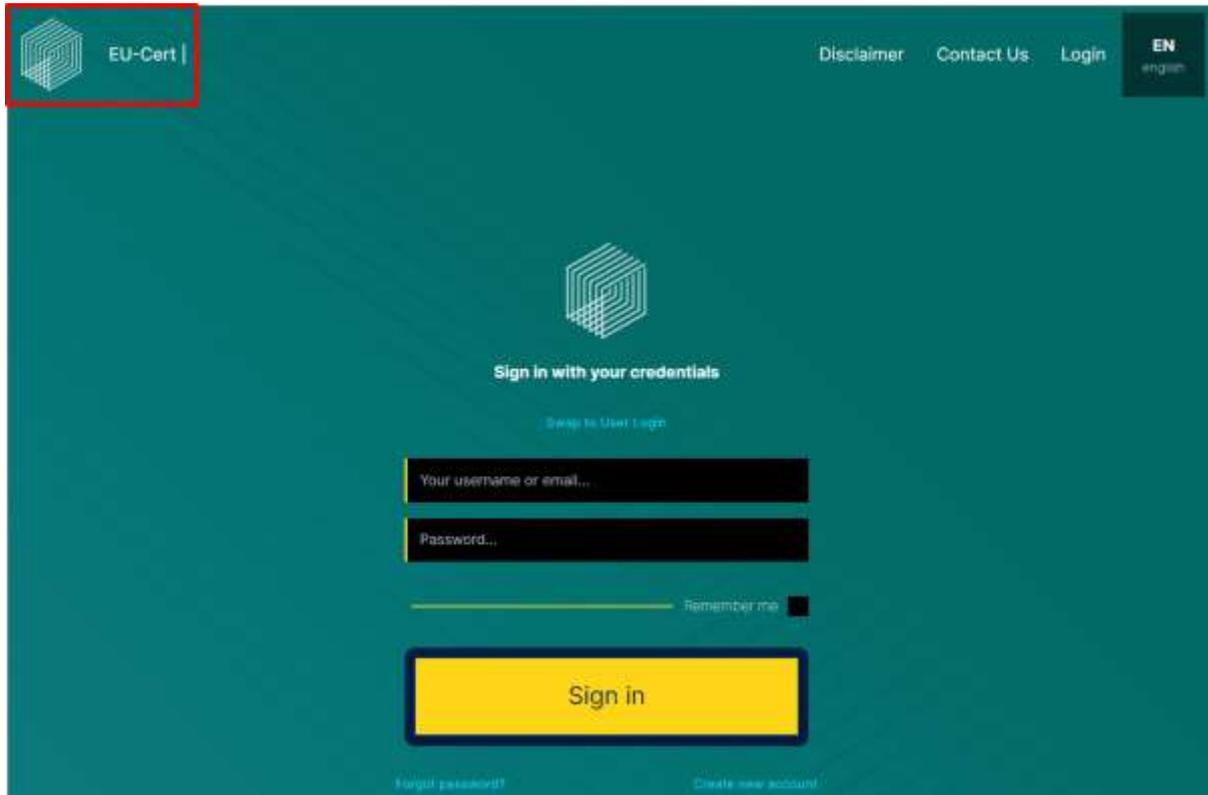


The screenshot shows the login page of the EU-Cert Accreditation Tool Website. The page has a dark blue background. At the top left is the EU-Cert logo and the text 'EU-Cert |'. At the top right are links for 'Disclaimer', 'Contact Us', 'Login', and a language selector 'EN english'. In the center, there is a section titled 'Sign in with your credentials' with a red box around the 'Sign in to Evaluator Login' link. Below this are input fields for 'Your username or email...' and 'Password...', a 'Remember me' checkbox, and a large yellow 'Sign in' button. At the bottom of the login section are links for 'Forgot password?' and 'Create new account'. A disclaimer text is present below the login fields, and at the very bottom are logos for 'Co-funded by the Erasmus+ Programme of the European Union' and 'Erasmus+'.

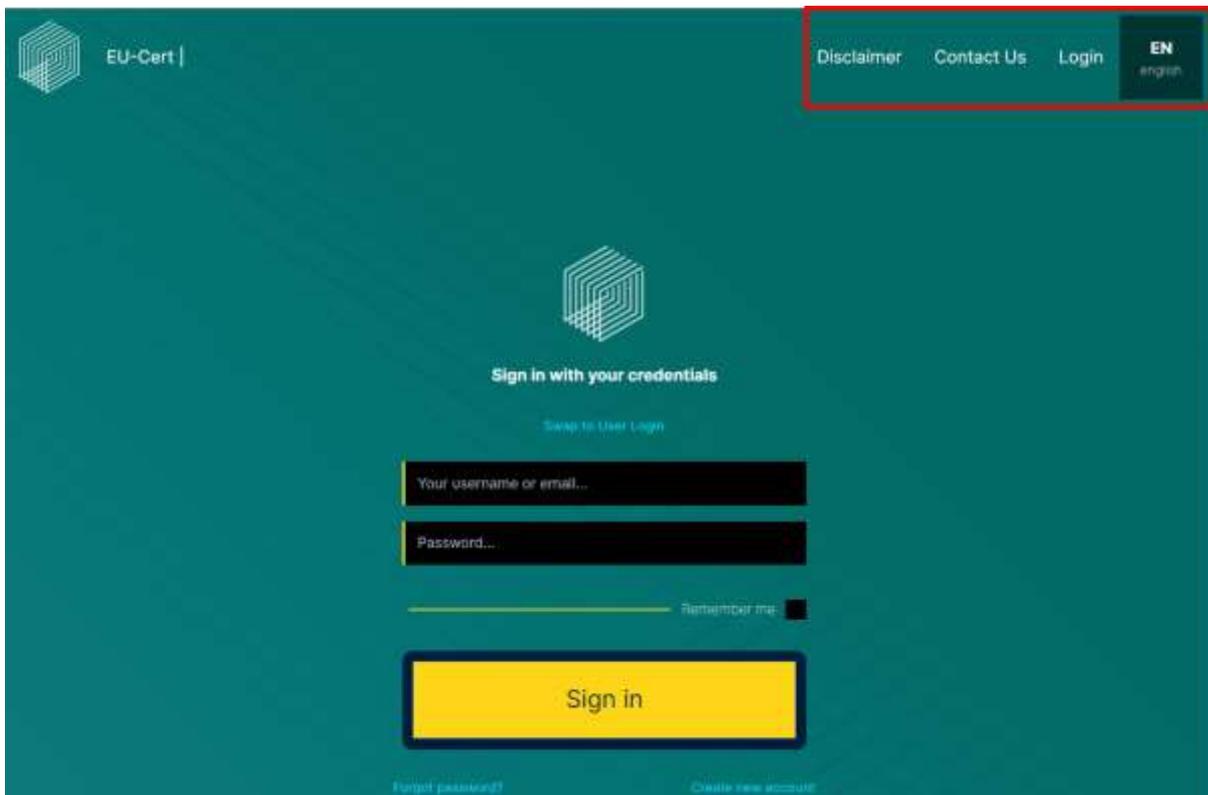
2. Homepage

On the homepage of the Evaluator's EU-CERT Accreditation Tool Website, you will find the following items.

In the top left corner, there is the EU-CERT logo of the website. You can click on that symbol anytime and it will lead you back to the homepage.

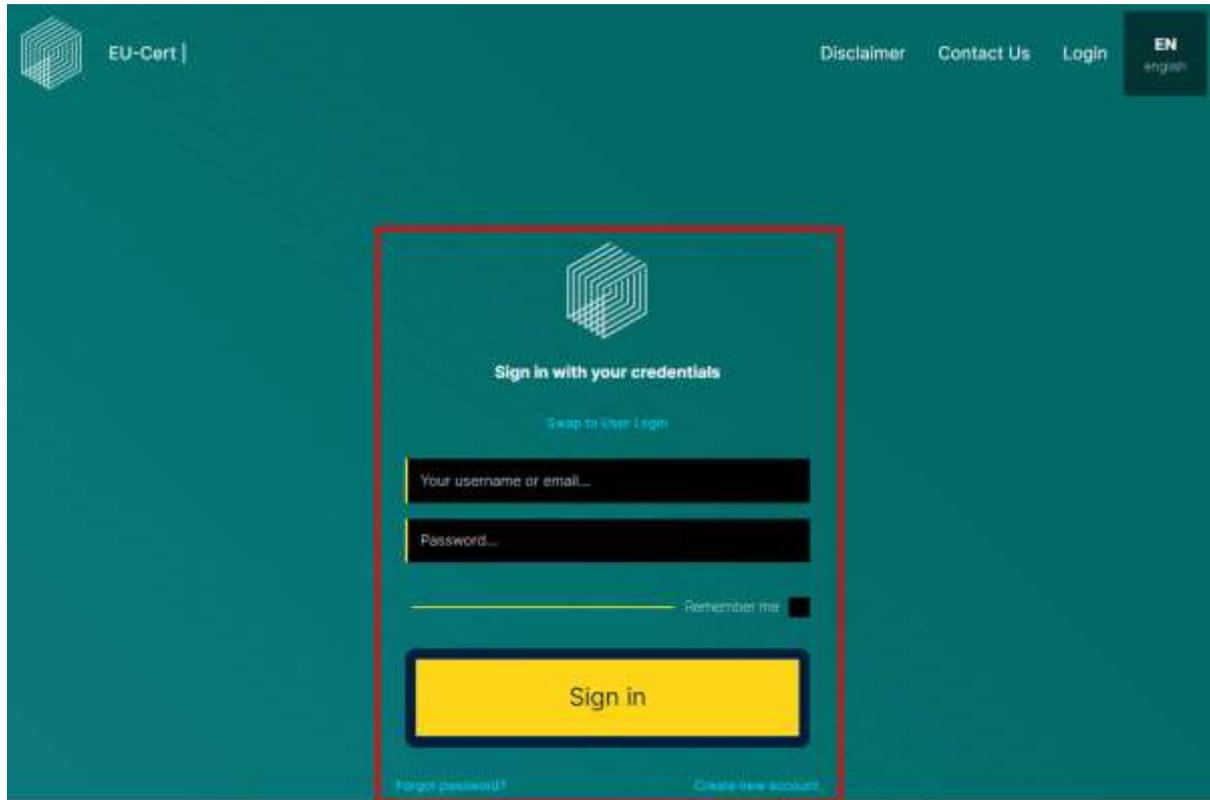


In the top right corner, you can find the disclaimer of the website, a contact form, a login option and the option to change the language of the website.

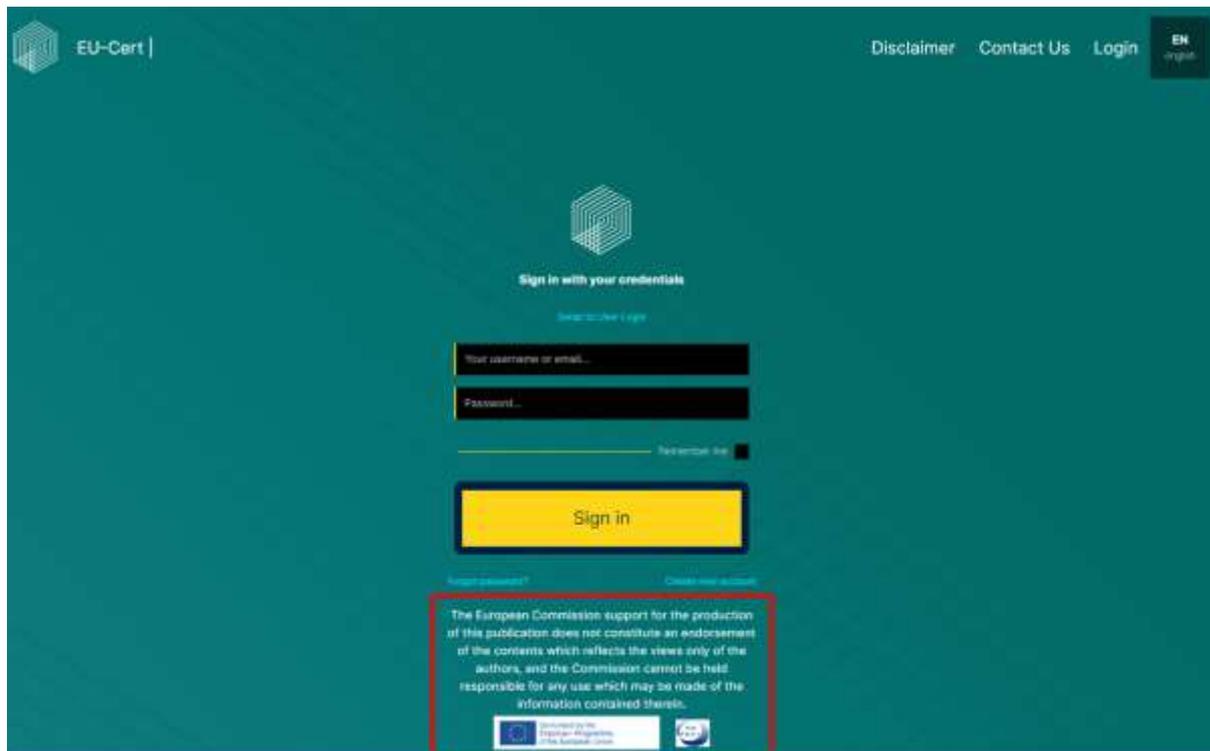


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In the center of the homepage, you can either sign in to your account with your username or email and password, create a new account, or create a new password, if you might have forgotten yours.



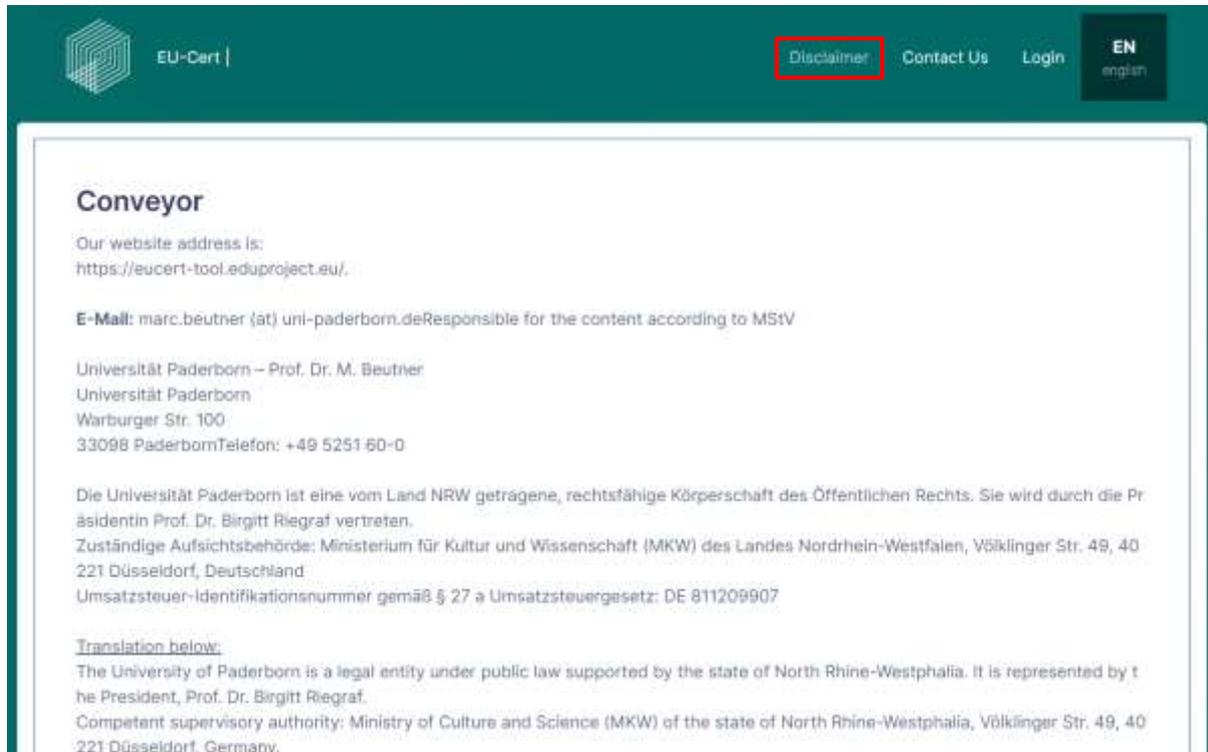
On the bottom of the homepage, you can find the disclaimer of the European Commission, the logo of the European Union Funding and the project logo of the EU-CERT project.



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a. Disclaimer

When you click on “Disclaimer” in the top right corner, you can find the disclaimer of the EU-CERT Accreditation Tool Website.



EU-Cert | [Disclaimer](#) [Contact Us](#) [Login](#) [EN english](#)

Conveyor

Our website address is:
<https://eucert-tool.eduproject.eu/>.

E-Mail: marc.beutner (at) uni-paderborn.de
Responsible for the content according to MStV

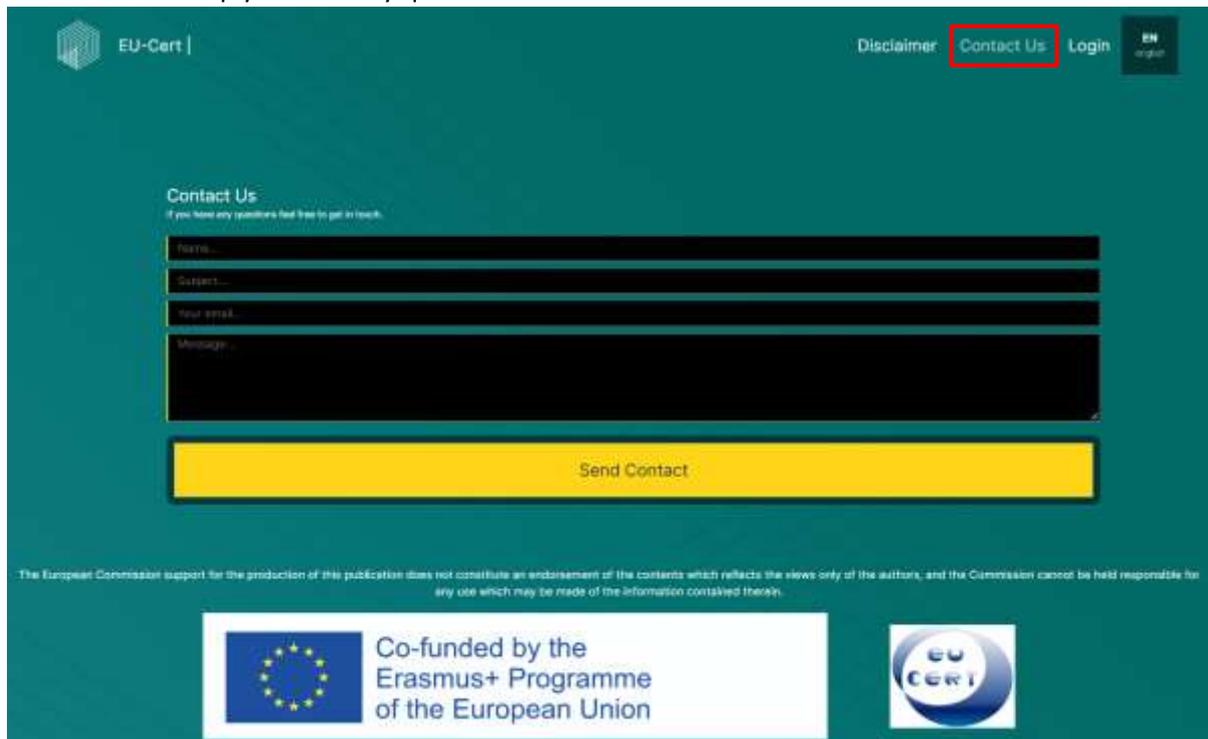
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Translation below:
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Competent supervisory authority: Ministry of Culture and Science (MKW) of the state of North Rhine-Westphalia, Völklinger Str. 49, 40 221 Düsseldorf, Germany.

b. Contact

When you click on “Contact Us” in the top right corner, you can find a form to contact the EU-CERT team who will help you with any questions.



EU-Cert | [Disclaimer](#) [Contact Us](#) [Login](#) [EN english](#)

Contact Us

If you have any questions feel free to get in touch.

Name

Subject

Your email

Message

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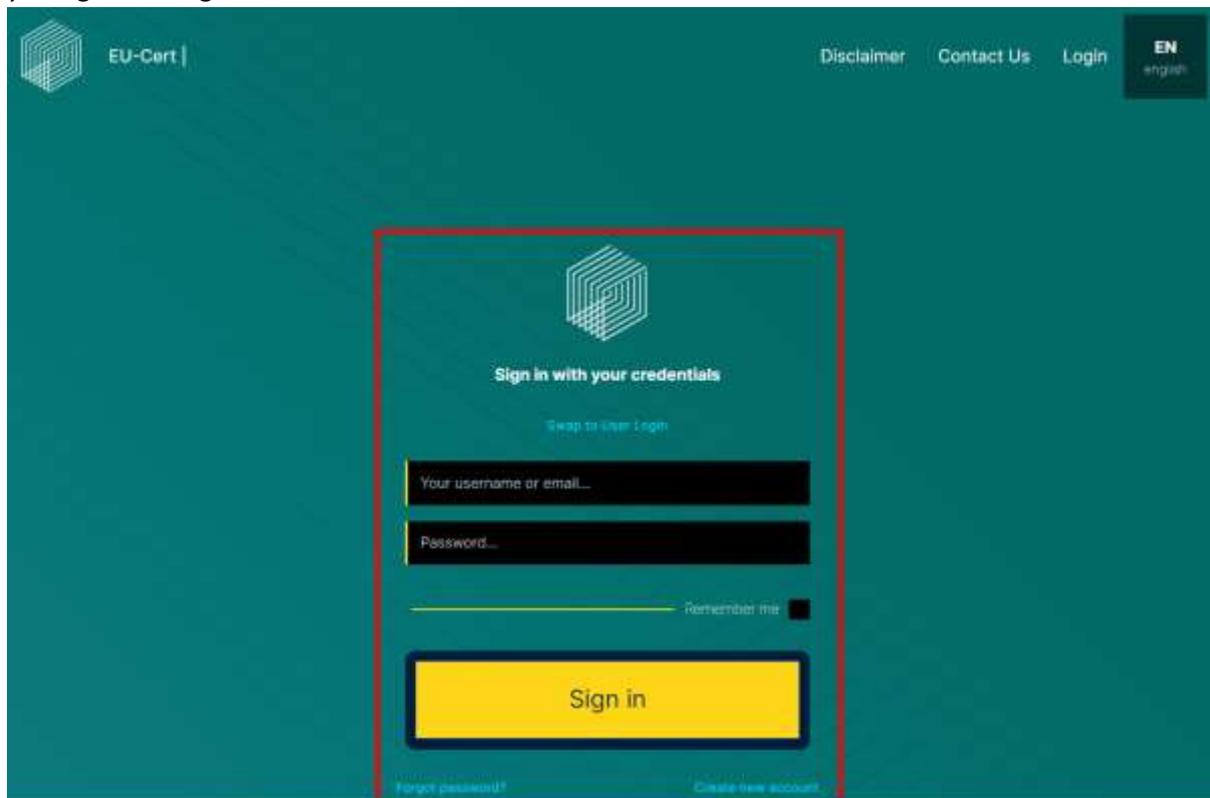
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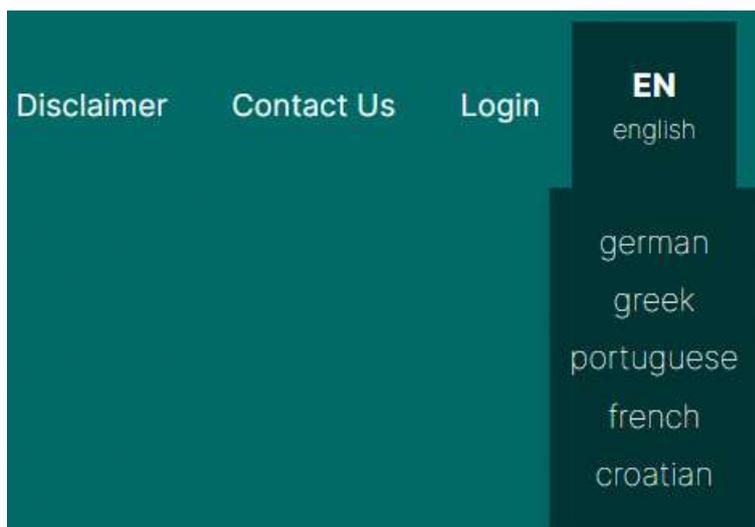
c. Login

When you click on “Login” in the top right corner, it leads you back to the homepage in order to let you sign in or register.



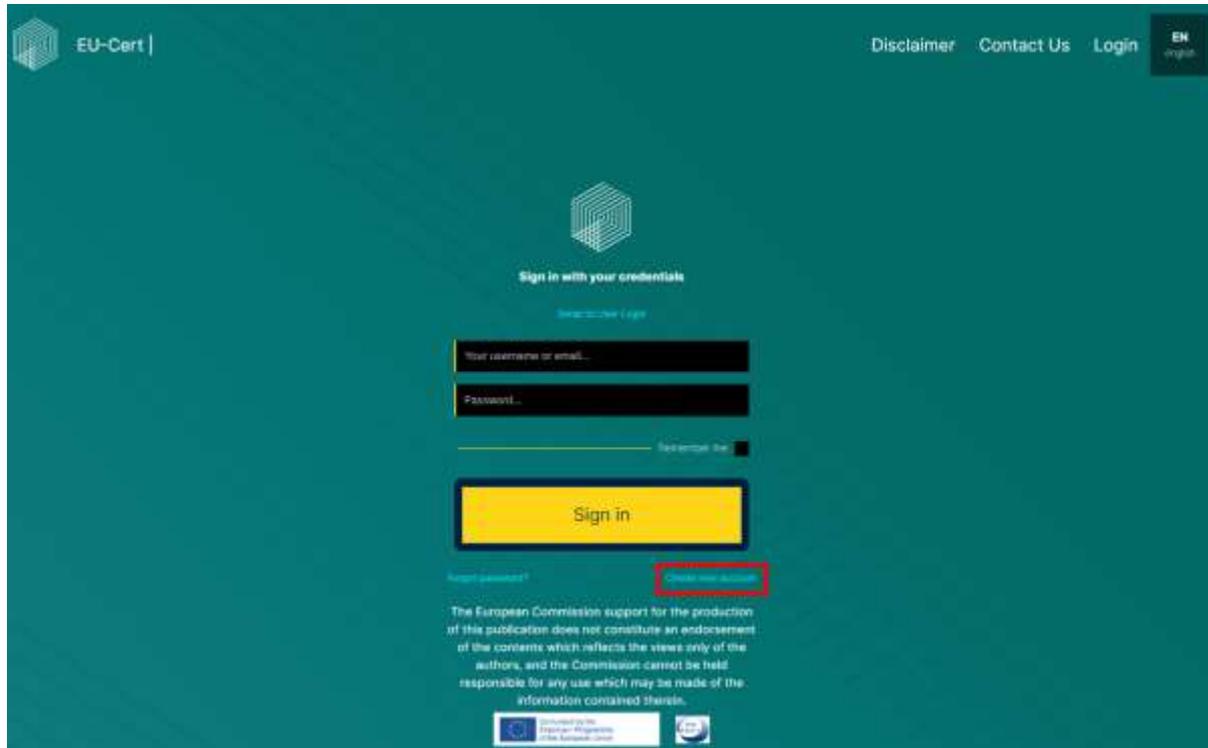
d. Language

When you click on “EN english” in the top right corner, you have the option to change the language of the website into German, Greek, Portuguese, French or Croatian.



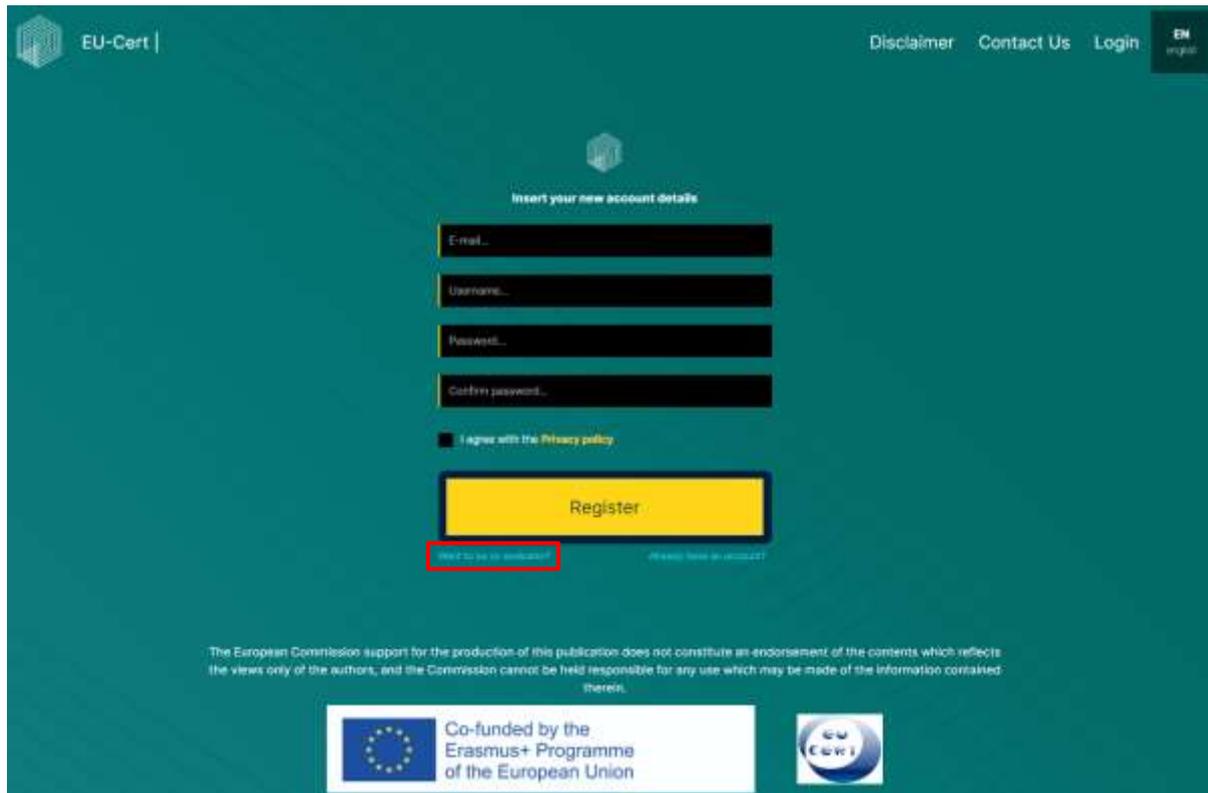
3. Registration

When you click on “Create new account” in the center of the homepage, you can insert your new account details and register as an evaluator of the EU-CERT Accreditation Tool Website. In order to do that, you must agree with the privacy policy which you should read before you agree with it.



For being registered as an evaluator, you need to fill in a questionnaire and send it to the EU-CERT team. They will look through your profile and check whether you are eligible to be an EU-CERT.

evaluator.



The screenshot shows the registration page of the EU-CERT platform. At the top left is the EU-CERT logo and the text "EU-Cert". At the top right are links for "Disclaimer", "Contact Us", "Login", and a language selector "EN" with a dropdown arrow. The main heading is "Insert your new account details". Below this are four input fields: "Email...", "Username...", "Password...", and "Confirm password...". There is a checkbox labeled "I agree with the Privacy policy". A large yellow "Register" button is centered below the fields. A red box highlights a small link that says "Click on the link below" with the URL "https://www.erasmus.eu/000033541" underneath it. At the bottom of the page, there is a disclaimer: "The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein." Below the disclaimer are logos for the European Union and the Erasmus+ Programme of the European Union, along with the EU-CERT logo.

After the EU-CERT team has gone through your application, they will accept or decline you as an evaluator.

After registration, you will get an email, if your registration has been successful. Then you can go back to "Login" and use your account details and use the first password generated by the EU-CERT platform. Then you have to change your password for safety reasons.

When you have finished all these steps, you are ready to start with the accreditations.

4. Landing page after login

After you have logged in with your account details, you will be on the landing page of the EU-CERT Accreditation Tool Website of the evaluator.



In the top left corner, there is the EU-CERT logo of the website. You can click on that symbol anytime and it will lead you back to the start.



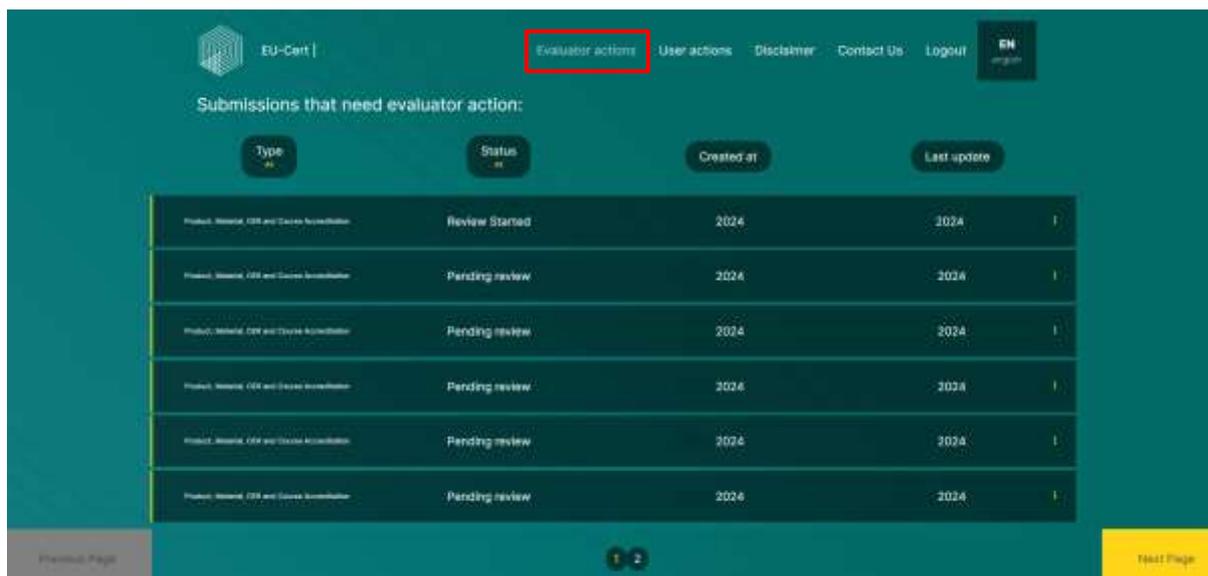
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In the top right corner, you can decide if you want to start a new accreditation, go to your previous certifications, have a look at the disclaimer, contact the EU-CERT team, log out of your account or choose another language for the website.



5. Evaluator Actions

In the section of “Evaluator actions”, you can find all submissions of EU-CERT Users assigned to you that need evaluator action.



You can see the following categories from left column to right:

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a. Type

You can change the order by clicking on the symbol.



With “Type All” you will see all types of submissions.



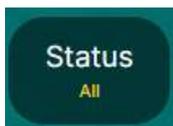
With “Type Product, Material, OER and Course Accreditation” you will only see those.



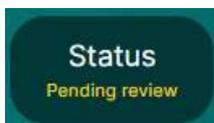
With “Type System/Institution Accreditation” you will only see those.

b. Status

You can change the order by clicking on the symbol.



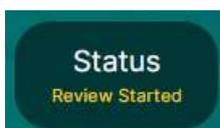
With “Status All” you will see all of the submissions, no matter their status.



With “Status Pending review” you will only see those submissions, which are currently waiting for a review by you as the evaluator.



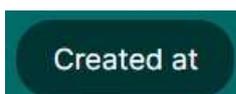
With “Status Pending Re-Review” you will only see those submissions which you have already reviewed but gave the user a chance to change something. Now you have to review the submission again.



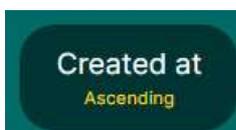
With “Status Review Started” you will only see those submissions which you have already started, but not finished.

c. Created at

You can change the order by clicking on the symbol.



With “Created at”, you will see all submissions and certificates, no matter the date of creation.



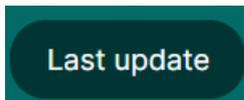
With “Created at Ascending”, you will see your submissions and certificates ascending, so the first one will be on top.



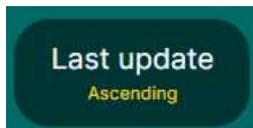
With “Created at Descending”, you will see your submissions and certificates descending, so the last one will be on top.

d. Last update

You can change the order by clicking on the symbol.



With “Last update”, you will see all submissions, no matter the last update.



With “Last update Ascending”, you will see the submissions and certificates ascending, so the first one will be on top.



With “Last update Descending”, you will see the submissions and certificates descending, so the last one will be on top.

By clicking on the three dots on the right of the row, you can choose an action.

In case of a “Pending Review” of a submission, you can either “Start Evaluation” and start the evaluation process, or “Download Automated Feedback PDF” and use this as an orientation.

Type	Status	Created at	Last update	
Product, Material, OER and Course Accreditation	Review Started	2024	2024	⋮
Product, Material, OER and Course Accreditation	Pending review	2024	2024	⋮
Product, Material, OER and Course Accreditation	Pending review	2024	2024	⋮
Product, Material, OER and Course Accreditation	Pending review	2024	2024	⋮
Product, Material, OER and Course Accreditation	Pending review	2024	2024	⋮
Product, Material, OER and Course Accreditation	Pending review	2024	2024	⋮

In case of “Review Started”, you can either “Edit Evaluation”, that means you have already started the evaluation process and would like to continue, or you can “Reset Evaluation”, that means you can delete the evaluation process and start again. You can also “Download Automated Feedback

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PDF”, that means you can see the results of the first generated automated feedback of the system. You could use this as an orientation for the evaluation.

Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Review Started	2024	2024
Product, Material, OER and Course Accreditation	Pending review	2024	2024
Product, Material, OER and Course Accreditation	Pending review	2024	2024
Product, Material, OER and Course Accreditation	Pending review	2024	2024
Product, Material, OER and Course Accreditation	Pending review	2024	2024
Product, Material, OER and Course Accreditation	Pending review	2024	2024

For further instructions on the evaluation process, see chapter 7.

6. User actions

In the section of “User actions”, you will find all certificates and submissions that need user action.

Certified/Submissions that need user action:

Type	Status	Created at	Last update
There are no submissions that need user action or are certified.			

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Here you can also change the order of certificates and submissions by clicking on Type/Status/Created at/Last update.

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For further instructions for changing the order of items, please see chapter 5 a-d.

7. Evaluation process

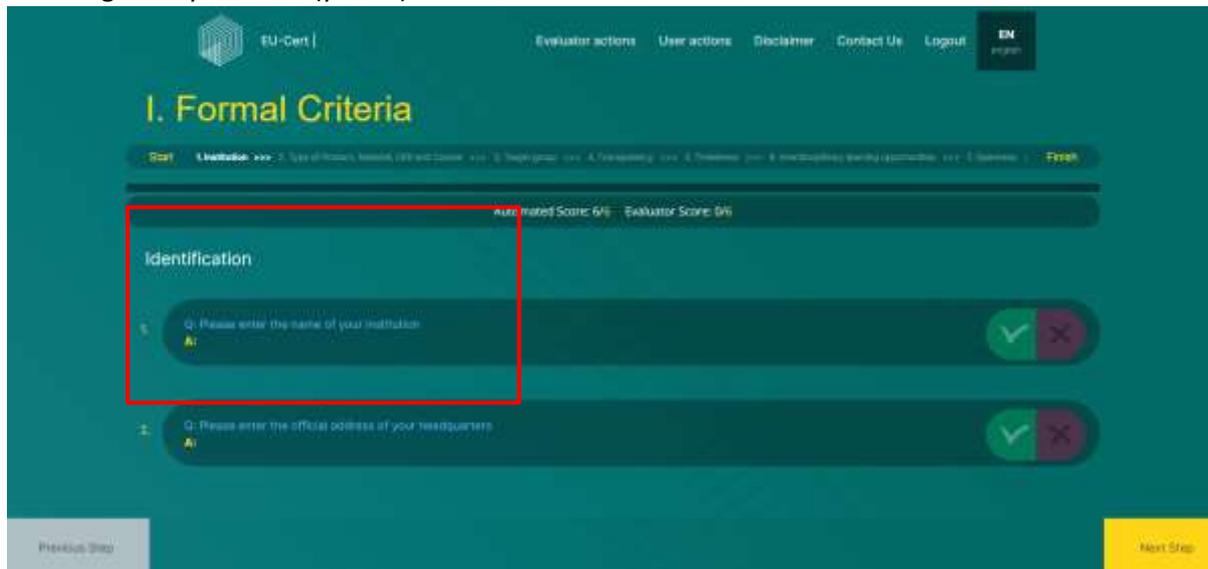
If you start the evaluation process, you will see this page. You will start with the Formal Criteria, just like the User filled out the questionnaire. After that, you will go through the Subject-/content-related Criteria.

The screenshot shows the 'I. Formal Criteria' section of the evaluation interface. At the top, there is a navigation bar with 'EU-CERT' logo, 'Evaluator actions', 'User actions', 'Disclaimer', 'Contact Us', 'Logout', and 'EM program'. Below the navigation bar, the title 'I. Formal Criteria' is displayed in yellow. A progress bar is shown with 'Automated Score: 6%' and 'Evaluator Score: 6%'. Underneath, the 'Identification' section contains two questions: 'Q: Please enter the name of your institution' and 'Q: Please enter the official address of your headquarters'. Each question has a green checkmark and a red 'X' icon. At the bottom, there are 'Previous Step' and 'Next Step' buttons.

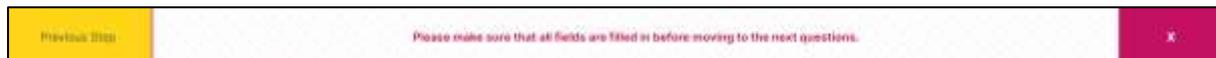
During the evaluation process, you can see two progress bars, which show you your current status of the evaluation.

This screenshot is identical to the one above, but with a red rectangular box highlighting the progress bar area. The progress bar shows 'Automated Score: 6%' and 'Evaluator Score: 6%'. The rest of the interface, including the navigation bar, title, and identification questions, remains the same.

In the center of the page, you can see the questions of the questionnaire (blue) and the connected answer given by the user (yellow).



On the bottom of the page, you have the chance to move further or go back to the previous step. If you have not finished the evaluation on this page, the program won't let you go further until you have filled everything in.



The main part of the evaluation process is to evaluate the answers of the questions given by the user who submitted the questionnaire and would like to gain a certificate.

After you have read the question and the connected answer of the user, you can either mark the answer as okay, as you can see here:



Or you can mark the answer as not okay. In this case, you can comment and give a feedback to why you evaluate this answer as not okay. You should say, what exactly is missing, is incorrect or ask to explain the issue.



After you have gone through all questions and evaluated the questionnaire, you end the evaluation process. An additional window pops up and gives you the information about this evaluation. It shows you the total score of the automated feedback, the total score of your feedback and the total

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number of questions, which you decided were not okay and need attention of the user. Even if you have found some issues, you can now decide whether you certify the submission directly, or you request the attention from the user and decide another time. Either way, the user will get the notification, that there is still some attention needed.

With problems (call for action):



Ending Evaluation

Automated Score: 116/162 | Evaluator Score: 116/162

Number of questions with problems: 24

Certify this submissionRequest attention from user

Without problems:



Ending Evaluation

Automated Score: 116/162 | Evaluator Score: 116/162

Number of questions with problems: 0

Certify this submissionRequest attention from user

After the evaluation process and the ending of the evaluation, the status of the submissions change in the “User actions” section.

The submission can then be either marked as “Certified”:

Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Certified	2024	2024
Product, Material, OER and Course Accreditation	Needs attention	2024	2024

Or as “Needs attention”:

Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Certified	2024	2024
Product, Material, OER and Course Accreditation	Needs attention	2024	2024

In case of “Certified”, you can download the certificate and download the accreditation report.

Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Certified	2024	2024
Product, Material, OER and Course Accreditation	Needs attention	2024	2024

Download Certificate
Download Accreditation Report

In case of “Needs attention”, you can download the automated feedback PDF.

Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Certified	2024	2024
Product, Material, OER and Course Accreditation	Needs attention	2024	2024
Product, Material, OER and Course Accreditation	Certified	2024	2024

Download Automated Feedback PDF

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a. Certificate

On the certificate, you have information about the certification association, certificate serial number, type of certification, name of the institution, certificate validation period, date of certification, signature of EU-CERT coordinator and the disclaimer of the European Union.

b. Accreditation Report

The accreditation report includes information about the institution of submission, an overview of the Formal Criteria and its sections, an overview of the Subject-/content-related Criteria and its sections and an overview of automated points given by the system as well as points given by the evaluator for each section. There will be the total number of points for the Formal Criteria given by the system and by the evaluator as well as the total number of points for the Subject-/content-related Criteria given by the system and the evaluator. At the end there will be an overview of the total score.

c. Automated Feedback

The automated feedback is made by the system. It will give you an orientation of how the submission has been scored. You can see an overview of the Formal and Subject-/content-related Criteria and its sections and how many points the system has given the user for their answers.