Addressing the current and Future skIll needs for sustainability, digitalization and the bio-Economy in agricuLture: European skills agenDa and Strategy

Deliverable 6.2 - Assessment Grid	
Document description	The evaluation grid will set-up a clear framework for quality assessment.
Work package title	Quality assurance, M1-M48
Task title	Quality Plan, M1-M6
Status*	F
Partner responsible	INFOR
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Date	30/06/2020

*_*F: final; D: draft; RD: revised draft_*

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1   Introduction

As an integral part of the Project Quality Plan, the Assessment Grid is meant to provide the solid ground for successful, timely, and quality production of project deliverables. It forms a common standard to be enforced and followed throughout the entire project life. For that purpose, it defines the set of scores to be applied in the deliverable validation procedures to be followed in order to secure that:

1. Quality assurance requirements and conditions have been fully applied and followed by all partners,
2. All rights and obligations defined in the Partnership Agreements are fulfilled;
3. All project activities are realized in accordance with the plan outlined in the Project Application.

2   Evaluators

Each deliverable will be validated according to the procedure described in the Quality Plan (Deliverable 6.1). In particular, the Deliverable evaluation process is internally carried out, during the project implementation, by the High Steering Committee (HSC), composed by the WP leaders (ISEKI - CONFAGRICOLTURA – UNITO – AERES – ICOS – CERTH – ACTIA), acting as Quality Committee.

The learning material, prior to its formal validation and conveniently to the educational material development process, will be submitted for external evaluation by the High Advisory Board (HAB), composed by the following external high profiles experts:

- •   Dr. Oana Neagu from Copa Cogeca Head of R&I and Envi Department
- •   Prof. Gert Meyer from Nestlé - Chair of ETP Food For Life
- •   Dr. Kjell Ivarsson from Copa Cogeca - DG of Swedish Federation of Farmers
- •   Dr. Robert Hamer from Unilever - Chair of Food Nexus
- •   Prof. Jochen Weiss from Hohenheim University - V. Chair of EIT Food Kic
- •   Prof. Rafael Morieugo from University of Catalunya - P. Chair EU Sustainability Committee
- •   Prof. Andras Sebok from Campden UK - Hun - Chair of Food Drink Europe R&I Committee

The expertise of the reviewers involved in the Quality assurance process will allow the deliverables to reach the highest quality standards, supplying accurate and comprehensive indications on how to improve each deliverable from eventual lacks.

3   Deliverable assessment process

All deliverables, in draft version, shall be uploaded in the CMS (Content Management System), shared among all partners with reasonable advance to their deadline. Each task leader should upload the

deliverable in the CMS at least four weeks before the official deadline in order to allow all responsible partners to review its content within one week, at the latest. Indicatively, the use of CMS (Intranet) will help the partners to make any amendments to the deliverables. Once the final draft of a deliverable is ready, its WP leader shall control the revised draft version and send the final one to the HSC at least two weeks before the official deadline. The status of the deliverable will be then changed to "Deliverable Completed". At this point HSC members shall complete their assessment within one week, allowing one-week interval for the authors' revision of the deliverable prior to its deadline.

Each Task Leader is responsible for the end result of the deliverable. Nevertheless, the deliverable assessment process shows that the deliverable finalization encompasses:

- Any Partner involved in the Task implementation;
- The WP Leader, who shall supervise the Task implementation;
- The HSC, who shall provide, during the assessment, a relevant revision of the deliverable.

3.1 Type of Deliverable

In the Fields project, two types of deliverables can be distinguished:

- **Documents**: refer to any type of original textual report that is produced in the context of the Fields project and that related to deliverables defined in the project description. For example, the Apprenticeship scheme report constitutes a document deliverable.
- **Technological/Service outputs**: refer to virtual platform/services developed and provided to target beneficiaries in the context of the Fields project. For example, the Learning Platform for the educational program.

Since they are quite different in nature, a different validation procedure is necessary for the validation of Technological outputs.

In particular, the Technological/Service deliverable will be validated based on the document drafted to describe the features of the technological output. Based on that document, acceptance criteria will be defined and will serve as a point of reference for its evaluation. As in the case of document deliverables, the validation of technological deliverables requires that each evaluator has got access to the technology, checking that the explanatory document description is comprehensive and coherent with the deliverable. After the testing phase and remediation of all issues, the technology is ready to be delivered.

3.2 Document and Data Control

Each deliverable will be evaluated through the Quality assurance policy. Every Deliverable should be carefully composed with rich content, a clear and unified structure, and a professional presentation. In order to achieve this, the report should be based on the following criteria:

1. **Content**: The content of each deliverable report depends on the type of deliverable itself. It should cover all the information relevant to the activity that it results from. As a general principle, this is the responsibility of its author(s). Nevertheless, the reports should meet a set of requirements, based on the following aspects:
   a. **Relevance**: Presented information should be relevant to the achievement of the project goals.
   b. **Completeness**: Information provided in the deliverable must address all task requirements.
   c. **Accuracy**: Information presented should be focused on key issues.
   d. **Reliability**: Information provided in the deliverable shall be reliable and supported by relevant references.
2. **Appearance and structure**: The deliverable reports should have a uniform appearance, structure and referencing scheme.
   e. **Standardization**: To allow for a uniform appearance of project deliverable, it is necessary to use document referencing and template developed in the reference Tasks.
   f. **Language**: The EU protects and safeguards the use of national languages, nevertheless, in the context of a multi-national consortium, the use of English is necessary to allow the widest understanding of the deliverable. For this reason, it is important that the Deliverable is written in good English.
   g. **Deadline**: The project implementation is affected by the smooth chronological development of each task. In order to guarantee an effective flow of information amongst Partners, necessary to trigger the implementation of consequential and interrelated actions, it is mandatory that the deliverable is finalized by its competent authors in due time, Nevertheless, the delivery date did not imply lateness in the project activities.

The overall assessment shall sum up all previous evaluations by reporting the final and general Score. The completed acceptance criteria checklists will accompany the deliverable as proof that the quality assurance process has taken place.
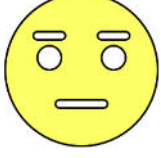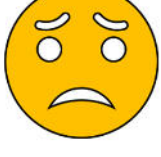
4 The grading system

The grading system included in the Evaluation Grid template (Annex I) provides a quick overview of the main conclusions at the level of each assessment question. A five-grade scale is adopted using the following categories (Table 1):

- ✔ Deep Green – **I completely agree**, with value 5;
- ✔ Light Green – **I agree**, with value 4;
- ✔ Yellow – **Neutral**, with value 3
- ✔ Orange – **I slightly agree,** with value 2
- ✔ Red – **I disagree**, with value 1

The justification of grades is clearly deduced from the reviewer analysis and therefore must be coherent with findings provided in relation to each of the assessment questions and with the conclusions provided at the level of each criterion. To define each score, a grading reference table has been developed using a graphic-visual, which is illustrated below:

Table 1. Grading reference table.

Score	Grading reference table for assessing and monitoring questions
	I completely agree = 5: The Deliverable quality goes beyond the expected quality standards reported in the Quality assurance procedure, leading to an outstanding standard. Authors did not confine the activity implementation to the proposal description, but they have contingently approached the task by considering any additional information arising during the project development. The delivery deadline has been met.
	I agree = 4: All issues within the scope of the project have been fairly addressed. Authors have answered any requirement stated in the Task description, reaching the intended objectives. There is no request for further improvements gathered in the evaluation process.
	Neutral = 3: The situation is considered satisfactory, but there may be room for improvement. Recommendations are useful, but not vital to the project or programme.
	I slightly disagree = 2: There are issues which need to be addressed. Necessary improvements do not, however, require a major revision of the intervention logic and implementation arrangements.
	I disagree = 1: There are deficiencies which are serious. If not addressed, they may lead to failure of the Deliverable. Major adjustments and revision of the intervention logic and/or implementation arrangements are necessary.

Each reviewer makes his/her assessment by ticking the box associated to the score. If an HSC or HAB member does not deliver the judgement within one week of the assessment procedure triggering, his/her evaluation will be automatically set as "**Satisfactory**" and no further amendments will be requested to its Authors.

The final judgement will consider the overall grades collected from the evaluation procedure. If a Deliverable gathers only values 5, 4, and 3 scores, it will be considered as "Fully Accepted" having as a final score the prevailing one. If a Deliverable gather at least one value "2 – I slightly disagree" score, its state will be set as "Revisions Required". The Author will have one week to re-submit the deliverable, or disregard, by opportune defence, comments received, obtaining the "Fully Accepted" score. If a Deliverable gathers at

least one value "1 -I disagree" evaluation, it will be rejected because off track or serious deficiencies have been found. Non-conformance plan needs to be applied; the deliverable shall return to its author for main revision. The rejection requires that the HSC members clearly report the revisions required allowing for smooth action by its author. In the case of a very scarce deliverable, the HSC shall decide if its Authors can still address the Deliverable or if a new Task Leader shall be assigned. In case of rejection, additional time may be granted to finalize the deliverable consistently with the Fields' Quality System.

5 Learning material validation

The learning material plays a crucial role in the success of Fields project, ensuring the achievement of learning outcomes defined in Work Package 3. For this reason, a dedicated evaluation form has been created.

To allow for the appropriate development of learning material and its opportune validation, it is important that during the Curricula Design (WP3) any factor affecting learning material validation is properly described. The assessment of the learning material is indeed a process that shall be taken into account since the designing steps. Furthermore, the opportune learning material development requires that the teaching-learning process and time required for covering the curricular modules are clearly defined and appropriate. For this reason, reviewers shall have a comprehensive approach to the WP3 deliverables assessment to allow content provider partners the smooth development of the learning material. Considering the importance of the task, it is important that the external validation of the created learning content is ongoing carried out.

Since the material is developed by following the outline set in each curricular unit, the validation procedure should mainly be based on the curricular unit, as showed in Annex II.

Main elements to be considered for the reaching of high-quality learning material are:

- ✔ **Outcomes**: Are the learning outcome set in the curricular unit achieved after using the material?
- ✔ **Contents**: Are the contents set in the curricular unit relevant to Fields learners' context and needs?
- ✔ **Language and text**: Are the words used in the material appropriate to the learners' literacy level? Are language and text in the material easily understood by the learners in terms of length, grammar, and vocabulary?
- ✔ **Visuals**: Were the visuals used in the material accurate for conveying messages?
- ✔ **Formats**: Was the format of the material appropriate or convenient enough to achieve the objectives?

Considering the premise, in order to allow the delivery of the highest learning material quality, it is fundamental that the abovementioned assessment elements are fully defined and described in the Curricula Design. The purpose is to supply the guidelines for a meaningful reviewer validation, while content providers have a clear vision of goals to reach.

6 ANNEX I: Deliverable Assessment Grid

Deliverable (Title)	DX.X			Date	dd/mm/yyyy
WP				Task Leader	
Author(s)					
Quality assurance Reviewer				Partner	

The Deliverable comply with the description stated in the application form

Comments/Remarks[1]

☐	☐	☐	☐	☐

The Deliverable comply with all Task requirements

Comments/Remarks

☐	☐	☐	☐	☐

The information addressed the key issues

Comments/Remarks

☐	☐	☐	☐	☐

The information provided in the Deliverable are reliable[2]

Comments/Remarks

☐	☐	☐	☐	☐

The Deliverable presented is using the project's format

Comments/Remarks

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[1] In case of NOT ENOUGH & POOR grades the reporting of comments/remarks is mandatory, otherwise the assessment will be invalidated. Reviewer comments must be accurate, comprehensive and fully articulated.

[2] In case of Technological Output, the Reviewer shall consider if the Deliverable description is comprehensive and coherent with the Technological Output.

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Erasmus+ Programme
of the European Union

☐	☐	☐	☐	☐
🔴	🟠	🟡	🟢	🟢

| **The Deliverable is written in good English** | | | Comments/Remarks | |

☐	☐	☐	☐	☐
🔴	🟠	🟡	🟢	🟢

| **The Deliverable has been released by its due date** | | | Comments/Remarks | |

☐	☐	☐	☐	☐
🔴	🟠	🟡	🟢	🟢

| **Overall assessment** | Suggestions for improvements: | | | |

☐	☐	☐	☐	☐
🔴	🟠	🟡	🟢	🟢

Date of Quality Assurance review	dd/mm/yyyy
Signature:	

fields

ADDRESSING THE CURRENT AND FUTURE SKILL NEEDS FOR SUSTAINABILITY, DIGITALIZATION
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7 Annex II: Learning material assessment grid

Module XX		
Unit	**Learning Outcomes**	**Assessment**
XX.xx	LO1 LO2 LO3 LO4 ….	**Outcomes**: Are the learning outcome set in the curricular unit achieved after using the material? ☐ YES ☐ NO
		If no, could you explain, please:
		Contents: Are the contents set in the curricular unit relevant to Fields learners' context and needs? ☐ YES ☐ NO
		If no, could you explain, please:
		Language and text: Are the words used in the material appropriate to the learners' literacy level? Are language and text in the material easily understood by the learners in terms of length, grammar, and vocabulary? ☐ YES ☐ NO
		If no, could you explain, please:
		Visual: Is the visual arrangement compliant with the Fields graphic standards? ☐ YES ☐ NO
		If no, could you explain, please
		Formats: Was the format of the material appropriate or convenient enough to achieve the objectives? ☐ YES ☐ NO
		If no, could you explain, please:
Additional comments:		