



**IO2/A1: ECVET PROFILE**

**ASSESSMENT PROCEDURE REPORT**



**Q4EDU:  
QUALITY FOR DIGITAL EDUCATION READINESS  
IN VET**

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CENTRE

This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. « Q4EDU- Quality for Digital Education Readiness in VET Project, project number: 2020-1-PL01-KA226-VET-095343.



# TITLE OF THE DELIVERABLE

## PROJECT INFORMATION

**Project acronym:**

Q4EDU

**Project title:**

Quality for Digital Education Readiness in VET Project

**Project Number:**

2020-1-PL01-KA226-VET-095343

**Sub-programme or KA:**

KA2 - Cooperation for innovation and the exchange of good practices

KA226 - Partnerships for Digital Education Readiness

**Website:**

<http://q4edu.eu/>

**CONSORTIUM:**

- Coordinator:
  - UNIWERSYTET LODZKI - UoL (Poland): [www.uni.lodz.pl](http://www.uni.lodz.pl)
- Partners
  - EUROPEAN DIGITAL LEARNING NETWORK (Italy) – [www.dlearn.eu](http://www.dlearn.eu)
  - SIEC BADAWCZA LUKASIEWICZ - Ł-ITeE (Poland):  
<https://www.itee.lukasiewicz.gov.pl/>
  - CITY COLLEGE (Greece): <https://york.citycollege.eu>
  - EMPHASYS CENTRE (Cyprus): [www.emphasyscentre.com](http://www.emphasyscentre.com)
  - ATLANTIS ENGINEERING (Greece): [www.abe.gr](http://www.abe.gr)



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## 1. Introduction

For this IO, among the profile of the 'Q4EDU Expert' and the curriculum of their course, another document needs to be developed. More specifically, a document explaining the assessment procedure should be drafted in order to be clear to partners on how to proceed working and to VET trainers (project's primary target group) on how they can become the "Q4EDU Expert". In the following pages, the assessment procedure and its importance will be explained, the procedure that partners will follow will be presented and the design of the certificate will be shown.



## 2. Assessment procedure

### 2.1. Its importance

In education, the term assessment refers to the wide variety of methods or tools that educators use to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of students as well as educators, since they are also assessed. Assessment can be a scary term for many people, especially students because it can define a grade, a successful semester, a certificate or a degree.

Traditional tests are the most common way to evaluate students' knowledge and learning progress yet, due to technology, new creative ways can be considered as assessment procedures. More specifically, it can take various forms, from an online test to an oral examination, from an essay to a group project, and from a multiple-choice quiz to a written exam in the class. Yet, the type of assessment should be decided wisely, based on the group of people that will be assessed, the duration of the assessment activity, and the knowledge or skills on which the assessment procedure is based on. For example, a test in mathematics for secondary school students should have a different form than a final exam in a History class for an academic degree.

In addition, assessment procedures can be used on many occasions, not only in schools or universities. Adults who wish to enrich their knowledge and skills even after the completion of their academic studies can follow informal learning or short-term courses for personal and/or professional development.

*So, why are assessment procedures important?*

They are important because they:

- Determine whether the goals of education were met or not.
- Affect decisions about grades, placement, advancement, curriculum, and even funding.
- Make trainers reflect on their teaching methods and content
- Make learners reflect on and evaluate their understanding of what was taught to them
- Provide reassurance and a “reward” to teachers and learners (after positive results)
- Can be used as a motivation or obligation for students to learn
- Monitor learners' progress, difficulties and education gaps

Yet, it is fundamental to remember that assessment can be stressful and worrying for some people, especially the ones that are not confident with their capabilities.



## 2.2. The Q4EDU project and its assessment procedure

The Erasmus+ KA2 Q4EDU project aims to transform VET trainers into “Q4EDU Experts”, meaning to acquire key competences, be properly prepared to respond to new challenges, and be able to adapt and act quickly in the digital world that we live in. In order to do so, the consortium will develop the Q4EDU Training Course which will be divided in 7 modules:

<u>Module/unit</u>	<u>Title</u>
Module 1	Leadership & Governance Practices
Module 2	Teaching and Learning Practices
Module 3	Professional Development
Module 4	Assessment practices
Module 5	Content and Curricula
Module 6	Collaboration and Networking
Module 7	Infrastructure

All modules will be uploaded on the project’s website ([www.q4edu.eu](http://www.q4edu.eu)) where learners will be able to read them and learn more about each one of the topics for free and on their own time. The only requirement needed by learners is to register to the platform.

### Assessment procedure

- Partners will need to develop 15 questions in regards to the module that they are responsible to develop content for. *This task will be aligned with IO3/A1: Training course development and a template will be provided at that moment.*
- These questions will be of different forms:
  - Multiple choice questions (one or more correct answers)
  - True/false
  - Fill in the blanks
  - Put in order

*These types of questions will be used due to the desire to maintain the project sustainable. In other words, since these types of questions are close-ended ones, there will not be the need to have an examiner for providing the right answer. Therefore, the course, as well as its assessment, can be valid and be used after the end of the project.*



- Learners will register to the platform and be free to enroll in any module of their preference.
- For the completion of each module, learners will need to answer the 15 assessment questions of each module in order to evaluate their knowledge. In order to pass the assessment of each module, learners need to answer 10 out of the 15 questions correctly.
- Assessment procedure of the “Q4EDU Expert” will be implemented with the use of MS Forms.
- After the completion of the quiz and only if they have answered correctly 10 out of the 15 questions, learners will receive the certificate of the corresponding module.
- Even if learners are free to enroll in any modules of their preference, they need to complete all 7 modules in order to become a “Q4EDU Expert”.
- Once they complete all 7 modules and receive all 7 certificates, they will receive automatically the Q4EDU Expert Certificate.

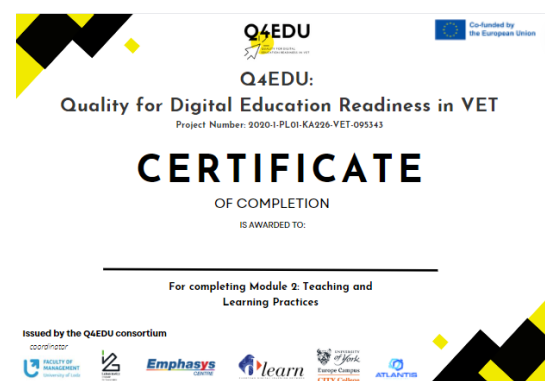
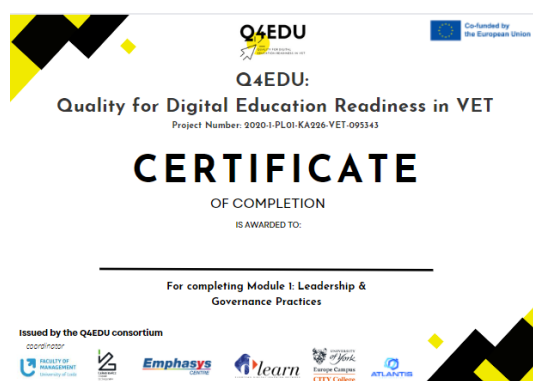
### 2.3. The certificate after each module and the Q4EDU Expert certificate

After the completion of each module, the Q4EDU Training Course in general, and the assessments of all 7 modules, a way of proof for completion was needed for learners. What is used in many Erasmus+ projects are the Open Badges (a digital version of a badge that can be easily shared on social media and online CVs). However, due to the target group of this project (VET trainers), an Open Badge may not have been the most suitable choice since they are more informal and used for younger target groups (school students, youth). Therefore, certificates were decided to be given to learners who will complete the whole Q4EDU Training Course.

These certificates will be used as a “reward” for learners and as proof of the completion of the course. It has been designed by Emphasys Centre (the leader of this IO) but will be issued by the consortium, and more specifically by the coordinator of the Q4EDU project, UoL.

#### Certificates for each module

Each module corresponds to one certificate. The certificates have been designed as followed.





**Q4EDU**  
Quality for Digital Education Readiness in VET  
Project Number: 2020-1-PL01-KA226-VET-095343

**CERTIFICATE**  
OF COMPLETION  
IS AWARDED TO:

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For completing Module 3: Professional Development

Issued by the Q4EDU consortium

coordinator  
FACULTY OF MANAGEMENT  
University of Lodz

Emphasys  
CENTRE

learn  
University of York  
Europe Campus  
CITY College

ATLANTIS

**Q4EDU**  
Quality for Digital Education Readiness in VET  
Project Number: 2020-1-PL01-KA226-VET-095343

**CERTIFICATE**  
OF COMPLETION  
IS AWARDED TO:

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For completing Module 4: Assessment Procedures

Issued by the Q4EDU consortium

coordinator  
FACULTY OF MANAGEMENT  
University of Lodz

Emphasys  
CENTRE

learn  
University of York  
Europe Campus  
CITY College

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**Q4EDU**  
Quality for Digital Education Readiness in VET  
Project Number: 2020-1-PL01-KA226-VET-095343

**CERTIFICATE**  
OF COMPLETION  
IS AWARDED TO:

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For completing Module 5: Content and Curricula

Issued by the Q4EDU consortium

coordinator  
FACULTY OF MANAGEMENT  
University of Lodz

Emphasys  
CENTRE

learn  
University of York  
Europe Campus  
CITY College

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**Q4EDU**  
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Project Number: 2020-1-PL01-KA226-VET-095343

**CERTIFICATE**  
OF COMPLETION  
IS AWARDED TO:

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For completing Module 6: Collaboration and Networking

Issued by the Q4EDU consortium

coordinator  
FACULTY OF MANAGEMENT  
University of Lodz

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**CERTIFICATE**  
OF COMPLETION  
IS AWARDED TO:

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For completing Module 7: Infrastructure

Issued by the Q4EDU consortium

coordinator  
FACULTY OF MANAGEMENT  
University of Lodz

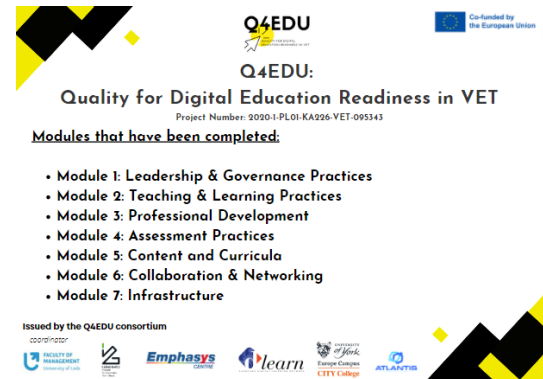
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CENTRE

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ATLANTIS

Final certificate for completing all 7 modules





As it is shown on the certificates, the project name and number is provided as well as the logos both of the Q4EDU project and of Erasmus+. Moreover, the logos of all partners participating in this project are shown at the bottom of the certificate, reinforcing its validity. In addition, adding the name of the learner will make the certificate more personalized. Certificates corresponding to each module differentiate only on the indication of the module (and its title) whereas the final certificate indicates the completion of all modules (the titles of all 7 modules are indicated in the back page of the certificate).

### 3. Conclusion

The assessment procedure of the Q4EDU project has been explained in this document in order to explain to partners the importance of this activity and to help them understand the following steps of the project.



## 4. References

- Certificates: [https://www.canva.com/design/DAE-PBlzpVI/4JVqX68BCBtOQqznL8lw/view?utm\\_content=DAE-PBlzpVI&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAE-PBlzpVI/4JVqX68BCBtOQqznL8lw/view?utm_content=DAE-PBlzpVI&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)
- Q4EDU Proposal: 2020-1-PL01-KA226-VET-095343