

# USER GUIDE

## PROFFORMANCE Self and Peer Assessment

Coordinators:



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This handbook is intended for university lecturers and provides a step-by-step guide to using the PROFFORMANCE assessment system for the assessment and peer assessment process.

It is designed to assist you from registration to the submission of the completed questionnaire. This manual includes interface screenshots and explanatory text to help you navigate and use the system's features effectively.



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# I. LOGIN TO THE SYSTEM

1. Once you have set up your user rights, PROFFORMANCE will automatically send the **login link** to the e-mail address provided at registration. The message will appear in your university inbox.

New Role in Network

 Profformance Assessment Tool <ehea@tpf.hu>  
Címzett  Microsoft Edge

  Válasz  Válasz mindenkinek  Továbbítás  

2024. 02. 05. 15:02

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**Profformance Assessment Tool**

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Dear **Beáta Papula Orsi**!

You are invited to be a member of the Network of PROFFORMANCE Institutional Ambassadors network in the PROFFORMANCE Assessment tool system.

You have been added to the **PROFFORMANCE**\_tesztelés as teacher / administrator.

If you are not a member yet, please register by clicking on the following link: <https://tool.profformance.eu/login/registration/ou=INSTITUTIONAL%20AMBASSADORS>

After activating your registration, you may start to use the system.

If your email address is already registered, please log in at <https://tool.profformance.eu/login> and you may start the assessment.

We kindly advise you to visit the Guide if you face any technical issue.

Kind regards,  
PROFFORMANCE Team

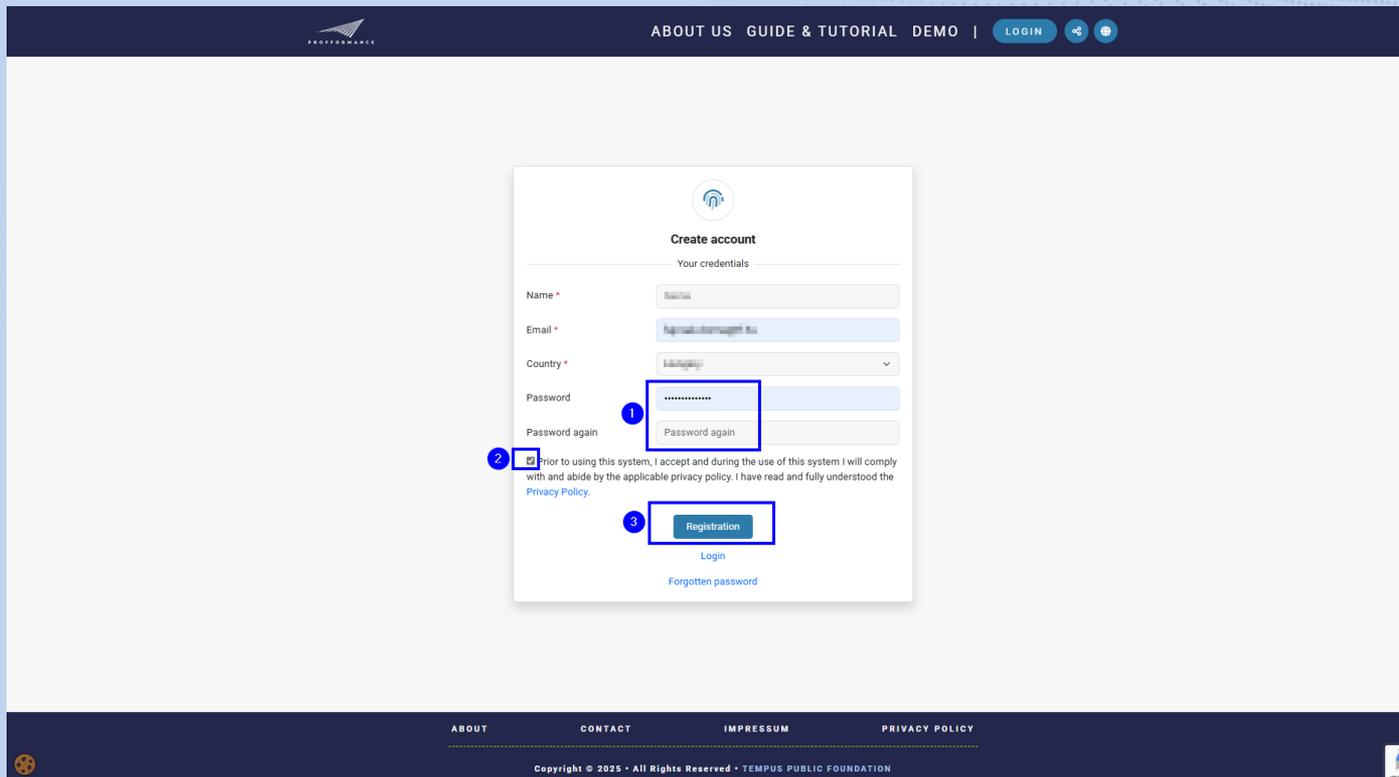
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This is a generated email, please do not reply!



# I. LOGIN TO THE SYSTEM

2. Use the provided link to register in the system.



The screenshot shows a web page with a dark blue header containing the PROFFORMANCE logo and navigation links: ABOUT US, GUIDE & TUTORIAL, DEMO, and a LOGIN button. The main content area is white and features a central 'Create account' form. The form has a title 'Create account' and a subtitle 'Your credentials'. It includes input fields for Name, Email, Country, Password, and Password again. A checkbox is located below the password fields, and a 'Registration' button is at the bottom of the form. Three blue callout boxes with numbers 1, 2, and 3 are overlaid on the form: callout 1 points to the Password field, callout 2 points to the checkbox, and callout 3 points to the Registration button. Below the form, there are links for 'Login' and 'Forgotten password'. The footer of the page is dark blue and contains links for ABOUT, CONTACT, IMPRESSUM, and PRIVACY POLICY, along with a copyright notice: Copyright © 2025 - All Rights Reserved - TEMPUS PUBLIC FOUNDATION.

ABOUT US | GUIDE & TUTORIAL | DEMO | LOGIN

### Create account

Your credentials

Name \*

Email \*

Country \*

Password

Password again

Prior to using this system, I accept and during the use of this system I will comply with and abide by the applicable privacy policy. I have read and fully understood the [Privacy Policy](#).

[Login](#)

[Forgotten password](#)

ABOUT CONTACT IMPRESSUM PRIVACY POLICY

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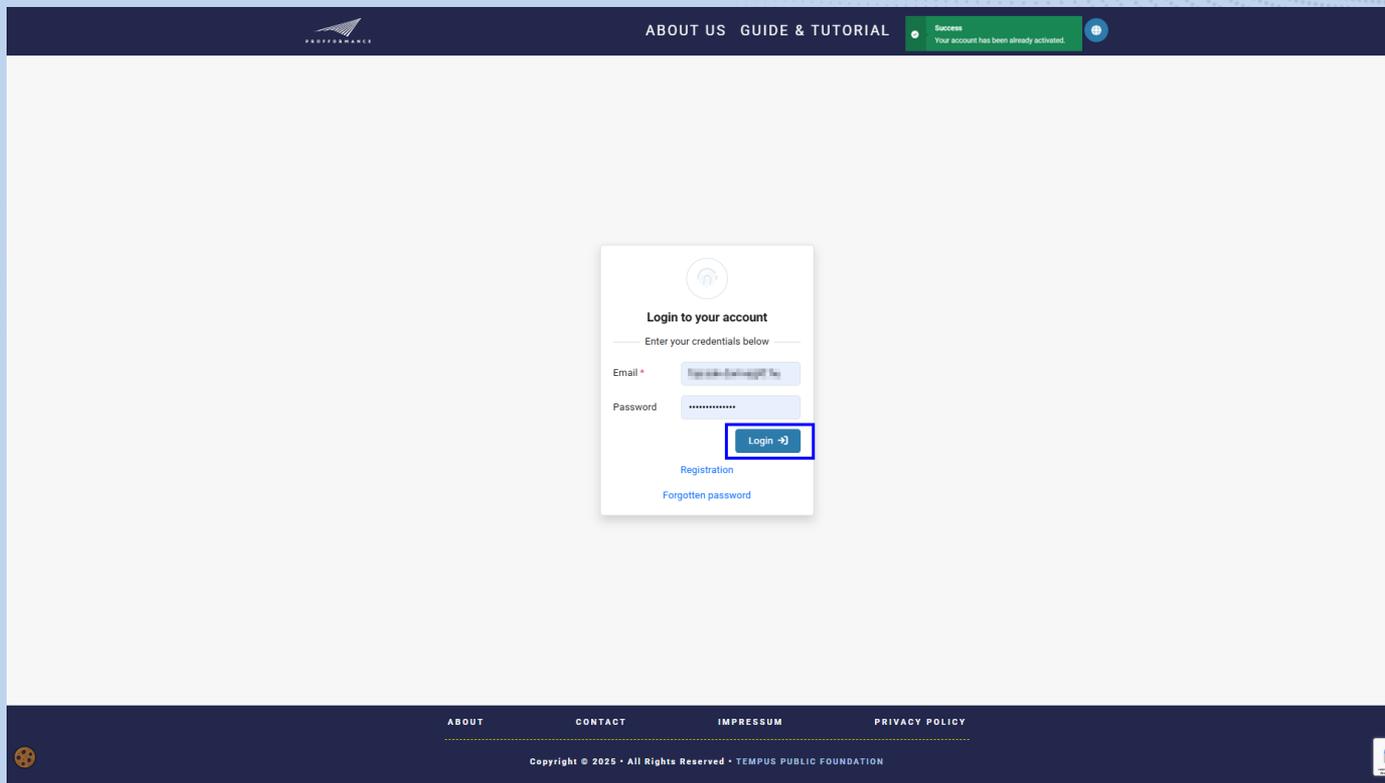
award.profformance.eu





# I. LOGIN TO THE SYSTEM

4. You can then log in to the PROFFORMANCE system.



The screenshot shows the PROFFORMANCE website's login interface. At the top, there is a dark blue header with the PROFFORMANCE logo on the left, navigation links "ABOUT US" and "GUIDE & TUTORIAL" in the center, and a green success message on the right: "Success Your account has been already activated." Below the header is a large white area containing a central login form. The form is titled "Login to your account" and includes the instruction "Enter your credentials below". It features two input fields: "Email" and "Password". Below the password field is a blue "Login" button with a right-pointing arrow, which is highlighted with a blue rectangular box. Underneath the login button are two links: "Registration" and "Forgotten password". At the bottom of the page, there is a dark blue footer with navigation links "ABOUT", "CONTACT", "IMPRESSUM", and "PRIVACY POLICY". In the bottom right corner of the footer, there is a small logo and the text "Copyright © 2025 · All Rights Reserved · TEMPUS PUBLIC FOUNDATION".



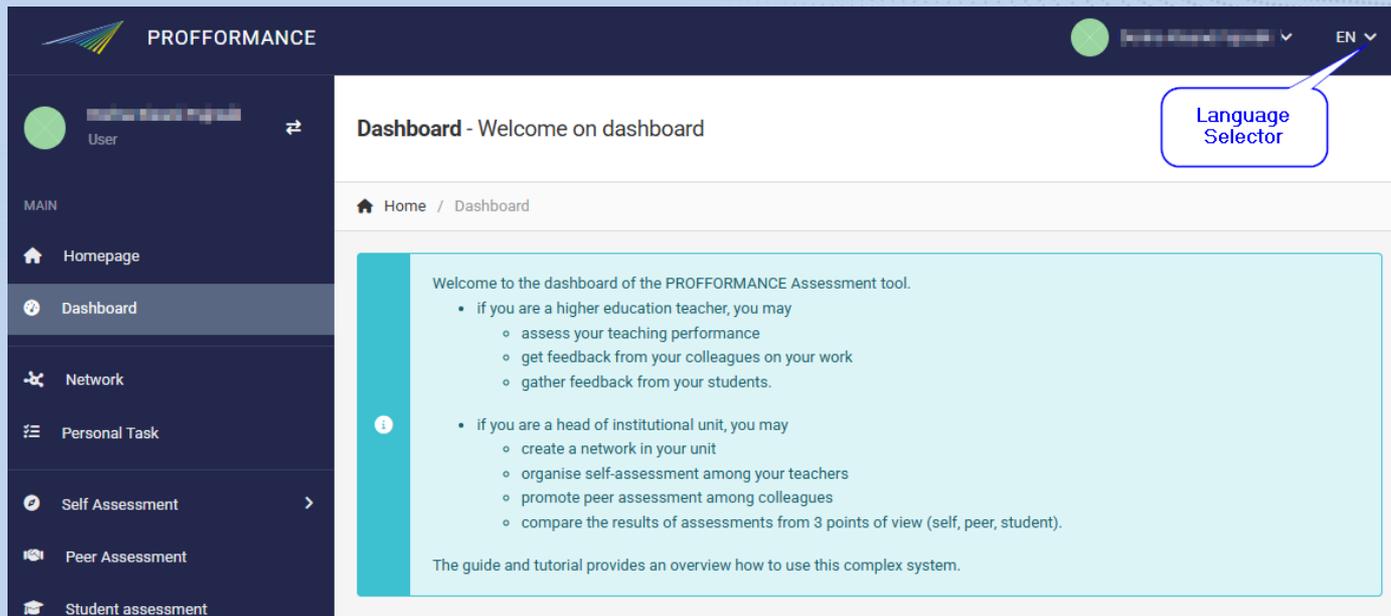
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## II. USING THE CONTROL PANEL

1. After logging in, the **Control Panel** will appear. Use the **Language Selector** in the top right corner to change the system language.



**PROFFORMANCE**

Dashboard - Welcome on dashboard

Language Selector

Home / Dashboard

Welcome to the dashboard of the PROFFORMANCE Assessment tool.

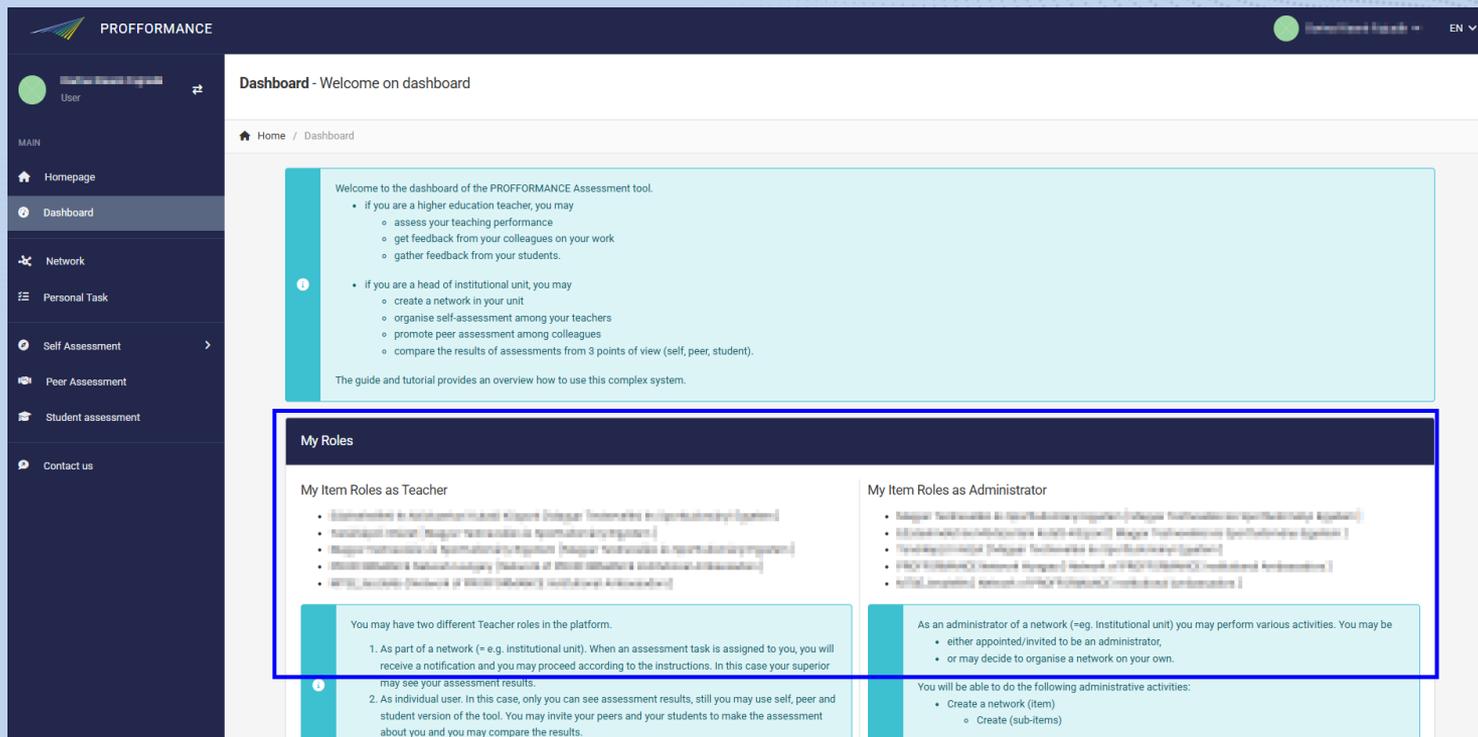
- if you are a higher education teacher, you may
  - assess your teaching performance
  - get feedback from your colleagues on your work
  - gather feedback from your students.
- if you are a head of institutional unit, you may
  - create a network in your unit
  - organise self-assessment among your teachers
  - promote peer assessment among colleagues
  - compare the results of assessments from 3 points of view (self, peer, student).

The guide and tutorial provides an overview how to use this complex system.



# II. USING THE CONTROL PANEL

2. In the **My Roles** section, you can view your assigned role(s) within the system.



The screenshot shows the PROFFORMANCE dashboard interface. On the left is a dark sidebar with navigation options: Home, Dashboard, Network, Personal Task, Self Assessment, Peer Assessment, Student assessment, and Contact us. The main content area is titled 'Dashboard - Welcome on dashboard' and contains a welcome message with instructions for teachers and heads of institutional units. Below this, the 'My Roles' section is highlighted with a blue border. It is divided into two columns: 'My Item Roles as Teacher' and 'My Item Roles as Administrator'. The 'My Item Roles as Teacher' column lists several roles and includes a text box explaining that users can have two different Teacher roles: one as part of a network (receiving notifications) and one as an individual user (viewing results). The 'My Item Roles as Administrator' column lists administrative roles and includes a text box explaining that administrators can perform various activities, such as being appointed, organizing a network, or creating sub-items.

**My Roles**

**My Item Roles as Teacher**

- [Role 1]
- [Role 2]
- [Role 3]
- [Role 4]
- [Role 5]

You may have two different Teacher roles in the platform.

- As part of a network (= e.g. institutional unit). When an assessment task is assigned to you, you will receive a notification and you may proceed according to the instructions. In this case your superior may see your assessment results.
- As individual user. In this case, only you can see assessment results, still you may use self, peer and student version of the tool. You may invite your peers and your students to make the assessment about you and you may compare the results.

**My Item Roles as Administrator**

- [Role 1]
- [Role 2]
- [Role 3]
- [Role 4]
- [Role 5]

As an administrator of a network (=eg. institutional unit) you may perform various activities. You may be

- either appointed/invited to be an administrator,
- or may decide to organise a network on your own.

You will be able to do the following administrative activities:

- Create a network (item)
  - Create (sub-items)



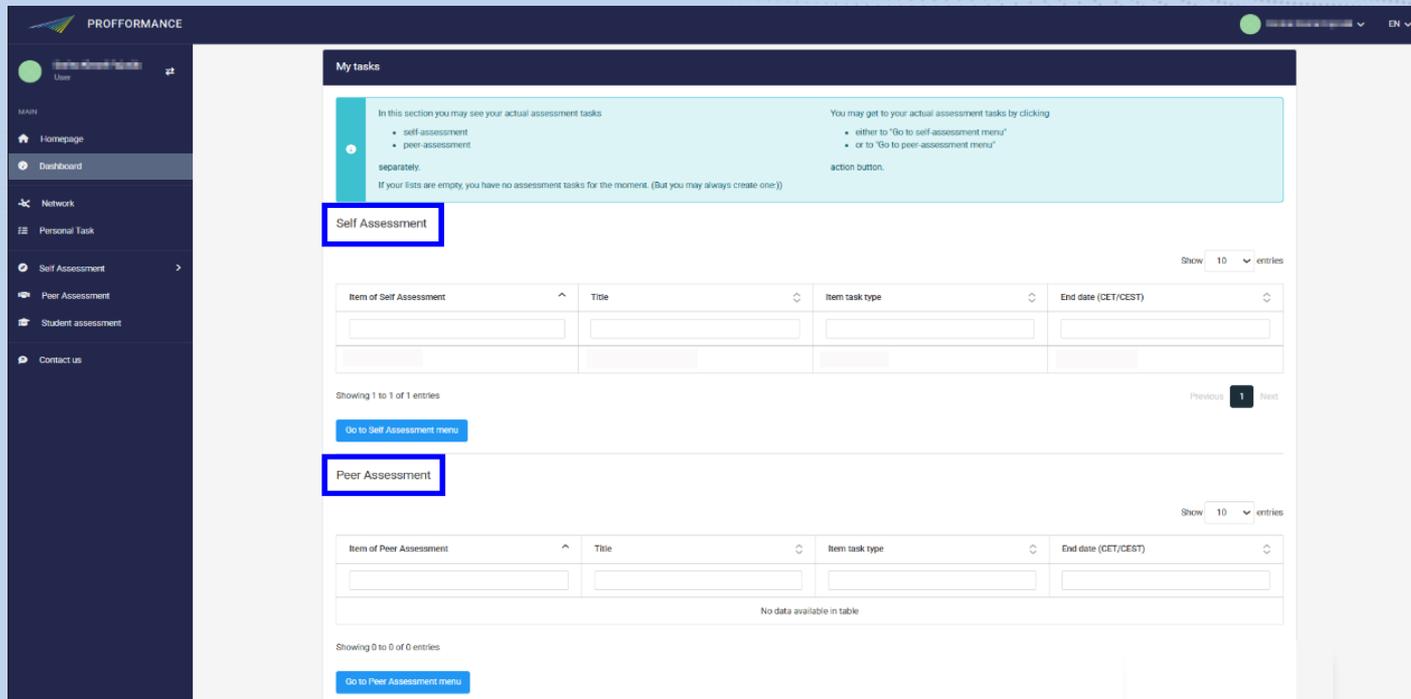
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## II. USING THE CONTROL PANEL

3. Scroll down to **My Tasks** to see your current assessment tasks (Self-Assessment and Peer-Assessment). **Tasks will appear only if an assessment task is assigned to you and you have received an email.**

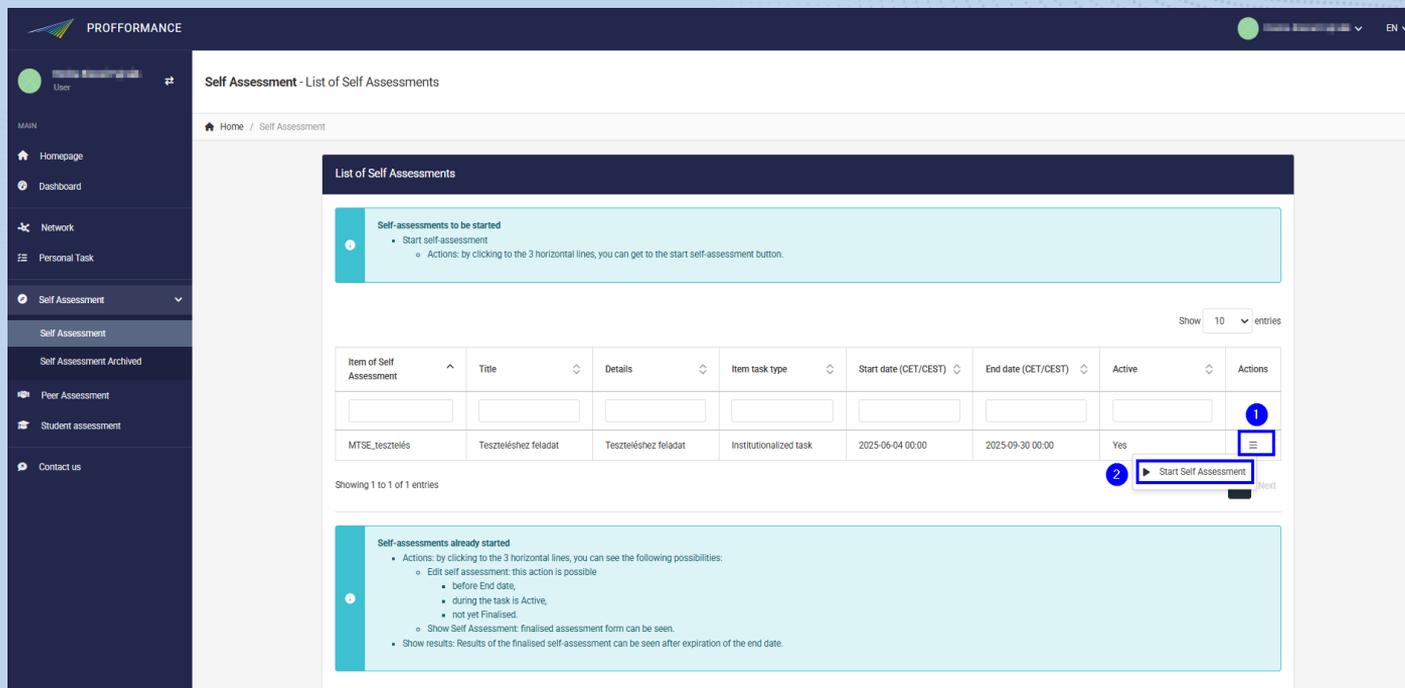


The screenshot shows the 'My tasks' section of the PROFFORMANCE control panel. The interface includes a sidebar with navigation options: Home page, Dashboard, Network, Personal Task, Self Assessment, Peer Assessment, Student assessment, and Contact us. The main content area is titled 'My tasks' and contains an introductory text box explaining that users can see their actual assessment tasks by clicking on 'self-assessment' or 'peer-assessment' buttons. Below this, there are two sections: 'Self Assessment' and 'Peer Assessment', both highlighted with blue boxes. Each section features a table with columns for 'Item of Self Assessment', 'Title', 'Item task type', and 'End date (CET/CEST)'. The 'Self Assessment' table shows one entry, while the 'Peer Assessment' table shows 'No data available in table'. Navigation buttons like 'Go to Self Assessment menu' and 'Go to Peer Assessment menu' are also visible.



# III. COMPLETING THE SELF-ASSESSMENT

- The Self-Assessment questionnaire is available in the Self-Assessment submenu of the **Self Assessment** menu. To begin, click the hamburger menu icon and select **Start Self-Assessment**. At least one question should be chosen per topic.



The screenshot shows the 'Self Assessment - List of Self Assessments' page. The left sidebar contains a navigation menu with 'Self Assessment' selected. The main content area features a 'List of Self Assessments' table with one entry: 'MTSE\_tesztelés'. A blue callout box with a '1' points to the hamburger menu icon in the 'Actions' column. A second blue callout box with a '2' points to the 'Start Self Assessment' button that appears after clicking the menu icon. Below the table, there are two informational sections: 'Self-assessments to be started' and 'Self-assessments already started', both providing instructions on how to interact with the assessment items.

Item of Self Assessment	Title	Details	Item task type	Start date (CET/CEST)	End date (CET/CEST)	Active	Actions
MTSE_tesztelés	Teszteléshez feladat	Teszteléshez feladat	Institutionalized task	2025-06-04 00:00	2025-09-30 00:00	Yes	 

Showing 1 to 1 of 1 entries

**Self-assessments to be started**

- Start self-assessment
  - Actions: by clicking to the 3 horizontal lines, you can get to the start self-assessment button.

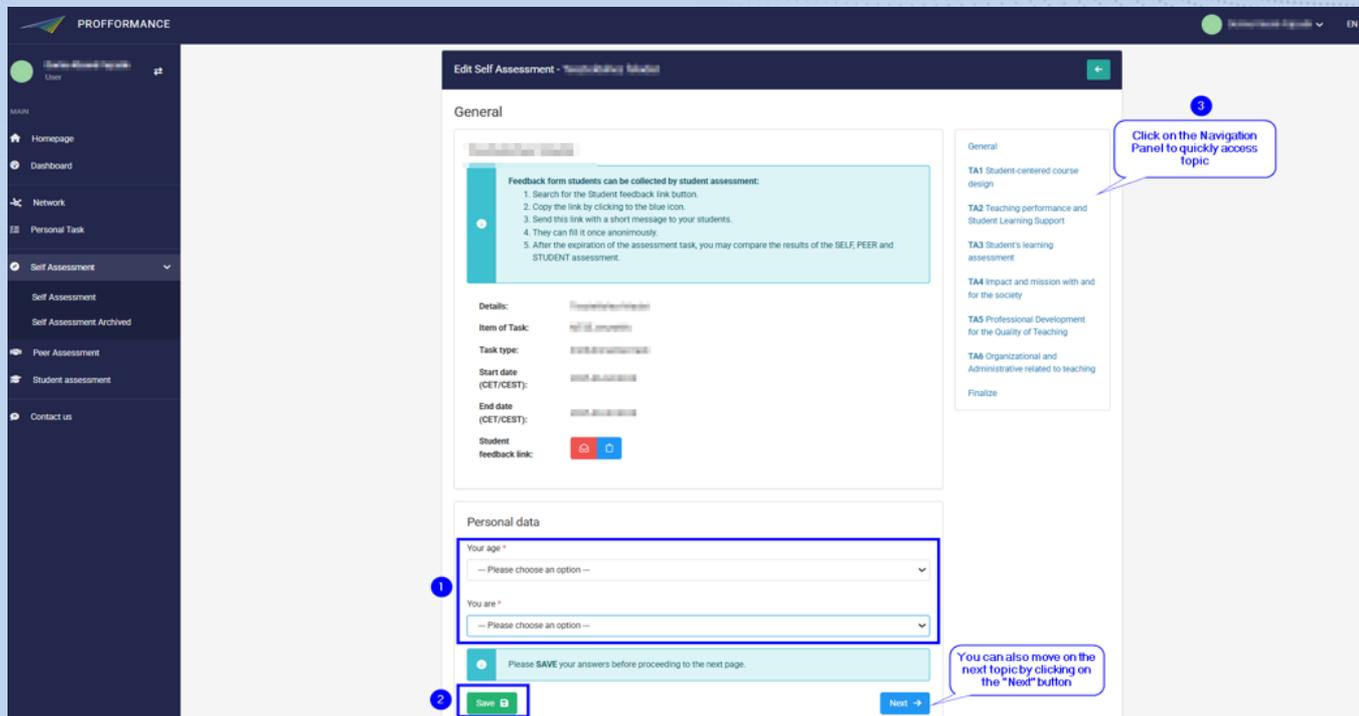
**Self-assessments already started**

- Actions: by clicking to the 3 horizontal lines, you can see the following possibilities:
  - Edit self-assessment: this action is possible
    - before End date,
    - during the task is Active,
    - not yet Finalised.
  - Show Self Assessment: finalised assessment form can be seen.
  - Show results: Results of the finalised self-assessment can be seen after expiration of the end date.



# III. COMPLETING THE SELF-ASSESSMENT

2. You will then be taken to the first page of the Self-Assessment questionnaire, where first you will be asked to **enter your personal details**. Once you have entered your details, click **Save** and then **Next**.



**PROFFORMANCE**

Home | My Account | Logout

MAIN

- Homepage
- Dashboard
- Network
- Personal Task
- Self Assessment**
  - Self Assessment
  - Self Assessment Archived
- Peer Assessment
- Student assessment
- Contact us

**Edit Self Assessment - Teaching Ability Situation**

**General**

Feedback form students can be collected by student assessment:

1. Search for the Student feedback link button.
2. Copy the link by clicking to the blue icon.
3. Send this link with a short message to your students.
4. They can fill it once anonymously.
5. After the expiration of the assessment task, you may compare the results of the SELF, PEER and STUDENT assessment.

Details:

Item of Task: **Self Assessment**

Task type: **Self Assessment**

Start date (CET/CEST): **2023-01-01**

End date (CET/CEST): **2023-01-31**

Student feedback link: **Feedback link**

**Personal data**

Your age \*  
 -- Please choose an option --

You are \*  
 -- Please choose an option --

Please SAVE your answers before proceeding to the next page.

**Save** **Next**

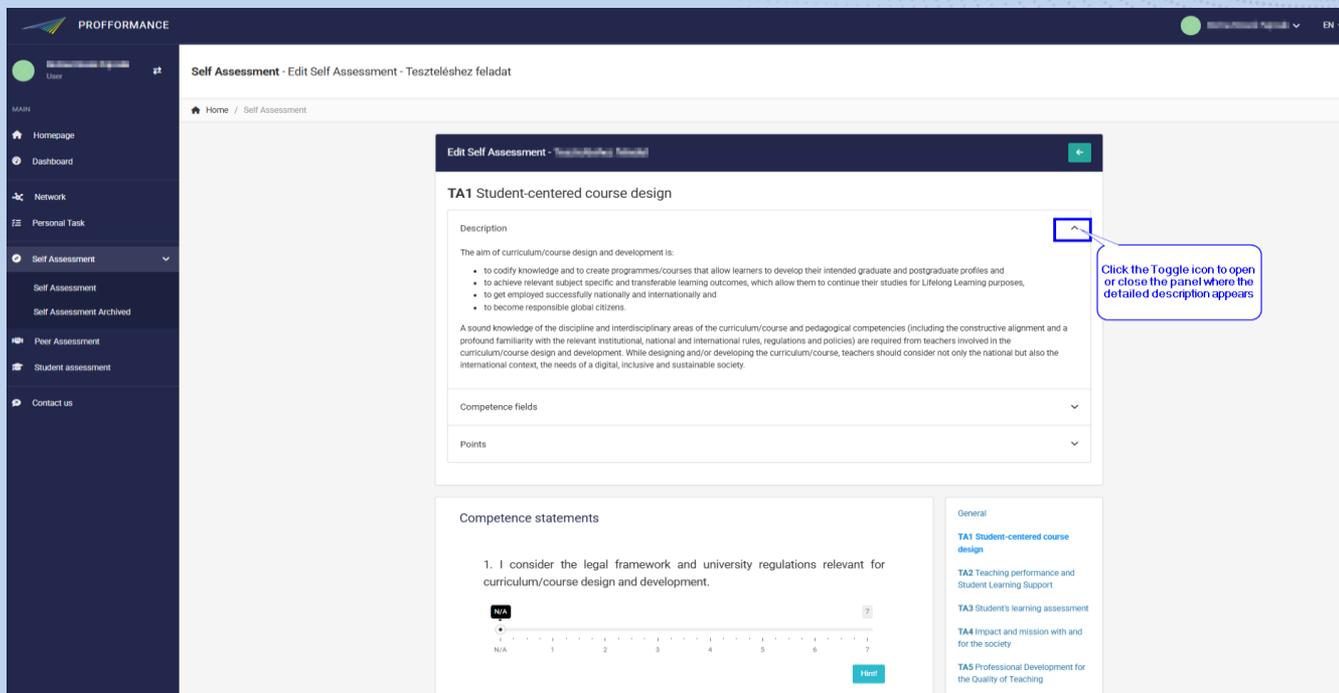
Click on the Navigation Panel to quickly access topic

You can also move on the next topic by clicking on the "Next" button



# III. COMPLETING THE SELF-ASSESSMENT

3. On the next page you will find questions related to the thematic area. For each topic, click on the **toggle icon** to access a **brief description of the topic, the explanation of the associated competency areas** and a **scoring guide**. These explanations will help you understand the content of the questions and the scoring criteria.

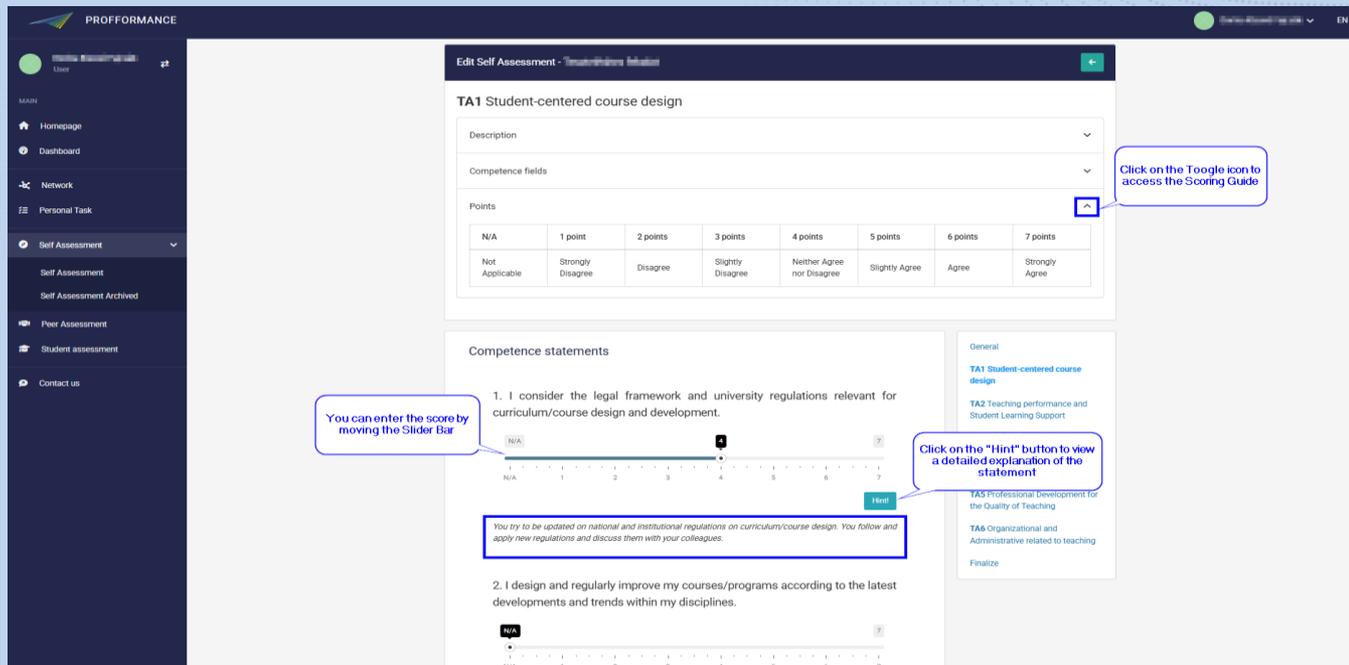


The screenshot shows the PROFFORMANCE user interface. On the left is a dark sidebar with navigation options: Homepage, Dashboard, Network, Personal Task, Self Assessment (selected), Peer Assessment, Student assessment, and Contact us. The main content area is titled 'Self Assessment - Edit Self Assessment - Teszteléshez feladat'. It displays a task titled 'TA1 Student-centered course design'. The task has a 'Description' section with a toggle icon (a small upward-pointing arrow) that is highlighted by a blue box. A callout bubble points to this icon with the text: 'Click the Toggle icon to open or close the panel where the detailed description appears'. Below the description are sections for 'Competence fields' and 'Points', both with dropdown menus. At the bottom, there is a 'Competence statements' section with a list of statements and a scoring scale from 1 to 7. The first statement is '1. I consider the legal framework and university regulations relevant for curriculum/course design and development.' The scale shows 'N/A' at the start and '7' at the end. A 'Hint!' button is located at the bottom right of the scale.



# III. COMPLETING THE SELF-ASSESSMENT

4. You can use a slider to score your answers to the questions. If you need further help, click on the **Hint!** button where you will find detailed information on how to interpret the question. You must answer at least one question in each thematic area. If you do not wish to answer a question, you can skip and move on to the next question.



The screenshot shows the 'Edit Self Assessment' interface for 'TA1 Student-centered course design'. The interface includes a sidebar menu, a main content area with a description and competence fields, and a table of points. The 'Points' table is as follows:

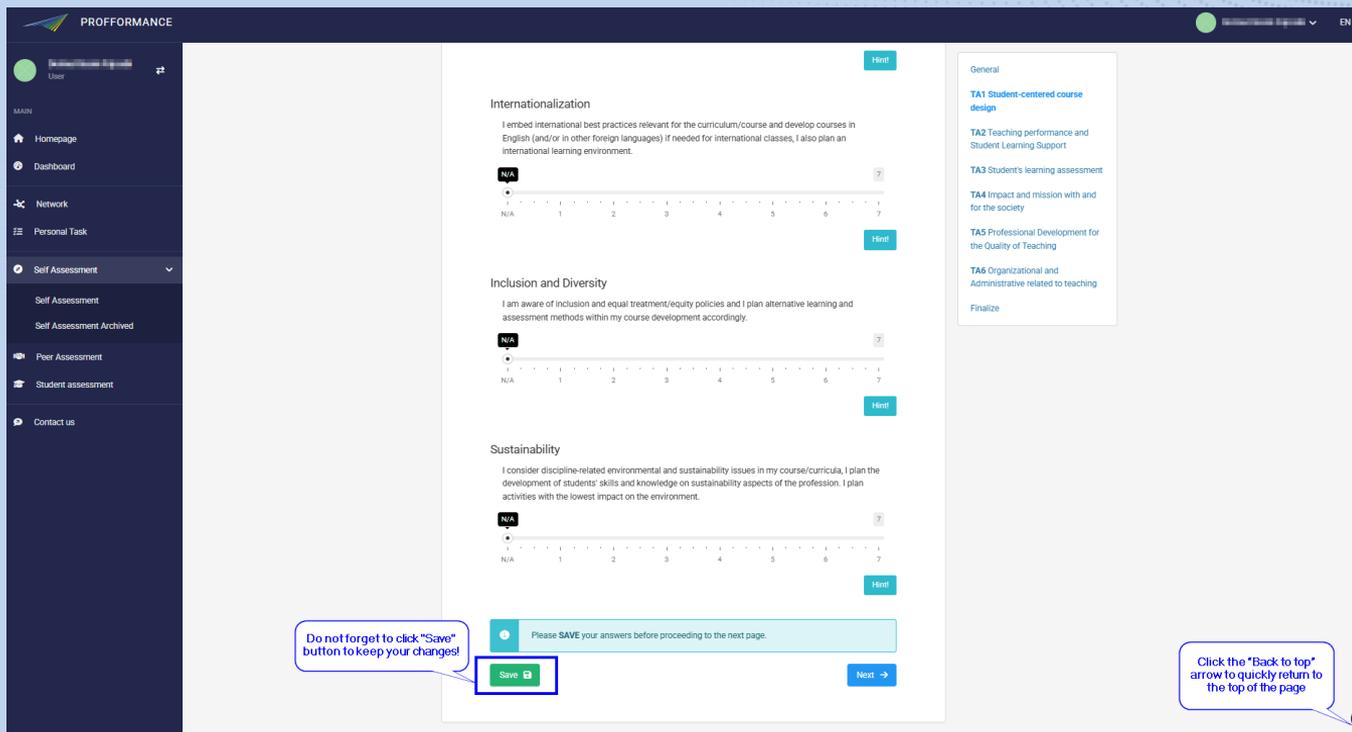
N/A	1 point	2 points	3 points	4 points	5 points	6 points	7 points
Not Applicable	Strongly Disagree	Disagree	Slightly Disagree	Neither Agree nor Disagree	Slightly Agree	Agree	Strongly Agree

Below the table, there are 'Competence statements' with a slider for each. The first statement is: '1. I consider the legal framework and university regulations relevant for curriculum/course design and development.' The slider is currently set to 4. A callout box points to the slider with the text: 'You can enter the score by moving the Slider Bar'. Another callout box points to the 'Hint!' button with the text: 'Click on the "Hint" button to view a detailed explanation of the statement'. A third callout box points to the 'Hint!' button with the text: 'Click on the Toogle icon to access the Scoring Guide'. A fourth callout box points to the 'Hint!' button with the text: 'You try to be updated on national and institutional regulations on curriculums/course design. You follow and apply new regulations and discuss them with your colleagues.' The interface also includes a sidebar menu with options like 'Home page', 'Dashboard', 'Network', 'Personal Task', 'Self Assessment', 'Peer Assessment', 'Student assessment', and 'Contact us'. The bottom of the page shows the URL 'profformance.eu' and 'award.profformance.eu'.



# III. COMPLETING THE SELF-ASSESSMENT

5. You will find a **Save** button on each page. In all cases, please save your answers before proceeding.

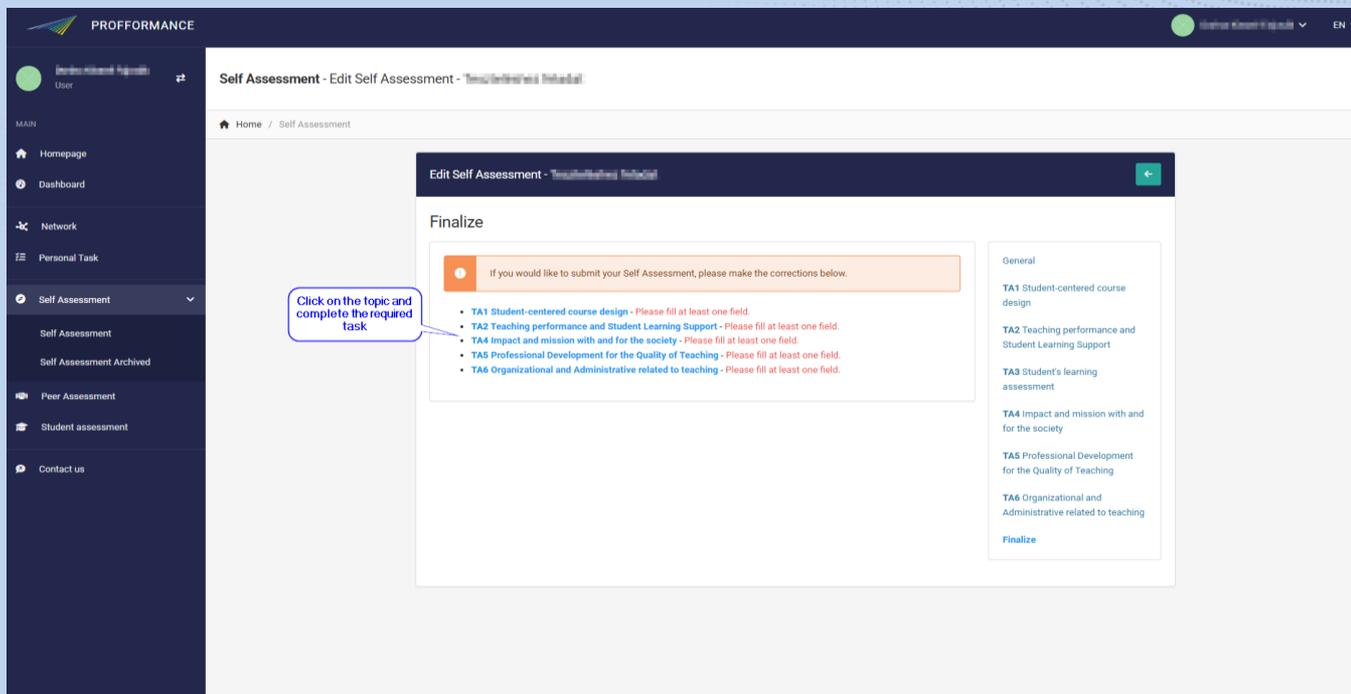


The screenshot shows the PROFFORMANCE self-assessment interface. The left sidebar contains a navigation menu with options: Homepage, Dashboard, Network, Personal Task, Self Assessment (selected), Peer Assessment, Student assessment, and Contact us. The main content area displays three assessment sections: Internationalization, Inclusion and Diversity, and Sustainability. Each section includes a text prompt, a radio button for 'N/A', a horizontal scale from 1 to 7, and a 'Next' button. A light blue banner at the bottom of the main content area reads: 'Please SAVE your answers before proceeding to the next page.' Below this banner is a green 'Save' button with a floppy disk icon, which is highlighted by a blue callout box containing the text: 'Do not forget to click "Save" button to keep your changes!'. On the right side, there is a 'General' sidebar with a list of assessment items (TA1 to TA6) and a 'Finalize' button. A blue callout box at the bottom right points to a small upward-pointing arrow icon, with the text: 'Click the "Back to top" arrow to quickly return to the top of the page'.



# III. COMPLETING THE SELF-ASSESSMENT

6. If at least one field is not completed in a given topic, the system will display an error message on the **Finalize** tab. In this case, please complete the missing task, as the Self-Assessment can only be submitted if it is complete.

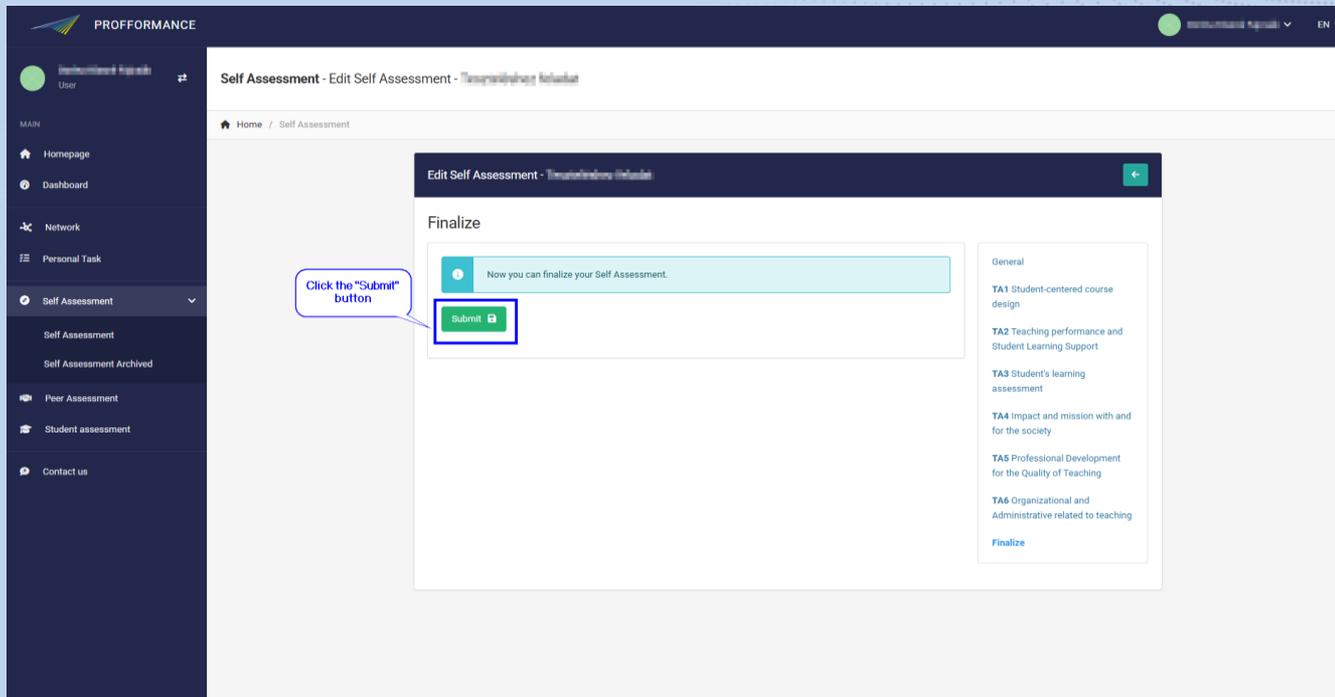


The screenshot shows the 'PROFFORMANCE' dashboard with a sidebar menu on the left. The main content area is titled 'Self Assessment - Edit Self Assessment'. A modal window titled 'Edit Self Assessment' is open, displaying the 'Finalize' tab. An orange error message box at the top of the modal reads: 'If you would like to submit your Self Assessment, please make the corrections below.' Below this, a list of tasks is shown, each with a red error message: 'TA1 Student-centered course design - Please fill at least one field.', 'TA2 Teaching performance and Student Learning Support - Please fill at least one field.', 'TA4 Impact and mission with and for the society - Please fill at least one field.', 'TA5 Professional Development for the Quality of Teaching - Please fill at least one field.', and 'TA6 Organizational and Administrative related to teaching - Please fill at least one field.' A blue callout box points to the 'TA1' task with the text: 'Click on the topic and complete the required task'. On the right side of the modal, there is a 'General' section with a list of tasks: 'TA1 Student-centered course design', 'TA2 Teaching performance and Student Learning Support', 'TA3 Student's learning assessment', 'TA4 Impact and mission with and for the society', 'TA5 Professional Development for the Quality of Teaching', and 'TA6 Organizational and Administrative related to teaching'. At the bottom of this section is a 'Finalize' button.



# III. COMPLETING THE SELF-ASSESSMENT

7. Once completed, the Self-Assessment questionnaire can be finalized and submitted. **Please note that after submission, responses cannot be modified.**

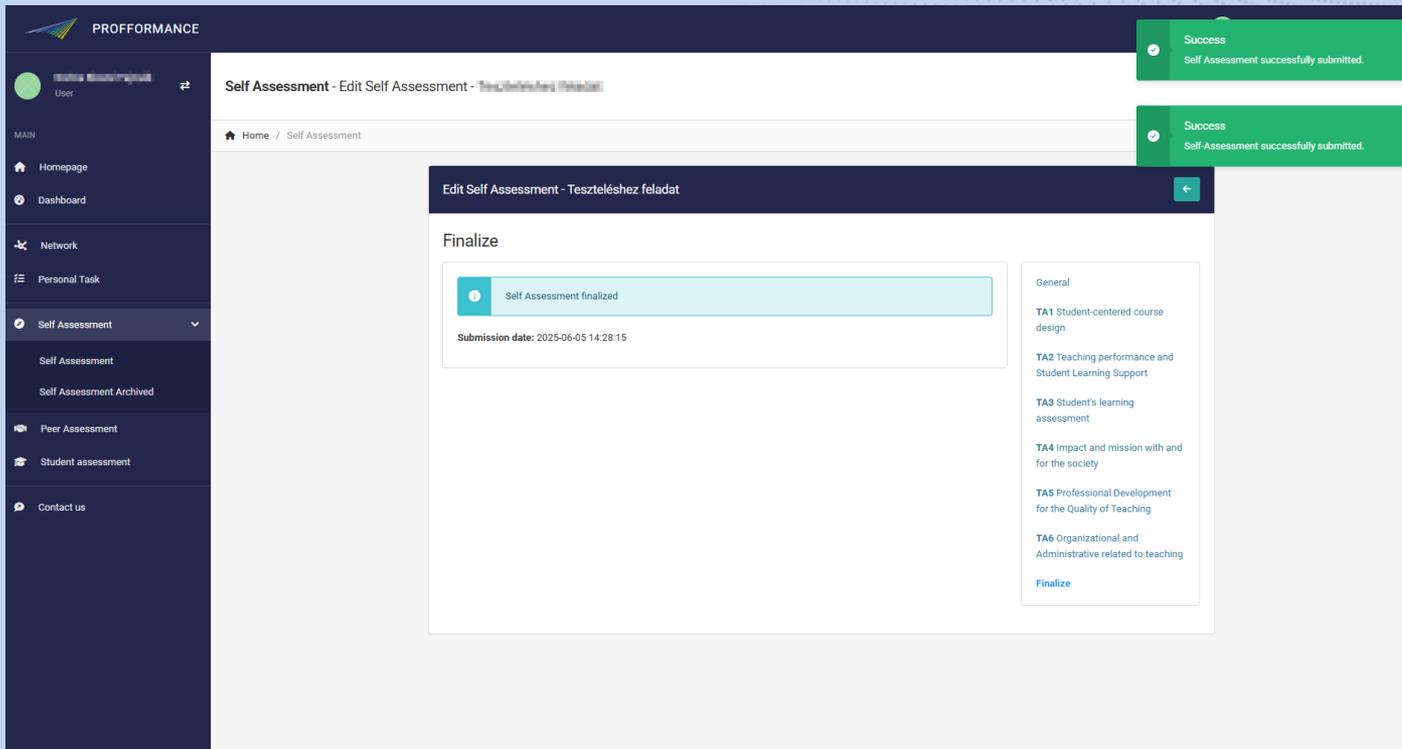


The screenshot displays the 'Self Assessment - Edit Self Assessment' interface. A modal window titled 'Edit Self Assessment' is open, showing a 'Finalize' section. A light blue box contains the text 'Now you can finalize your Self Assessment.' Below this, a green 'Submit' button with a lock icon is highlighted by a blue box. A callout bubble points to this button with the text 'Click the "Submit" button'. On the right side of the modal, there is a 'General' section with a list of assessment items: TA1 Student-centered course design, TA2 Teaching performance and Student Learning Support, TA3 Student's learning assessment, TA4 Impact and mission with and for the society, TA5 Professional Development for the Quality of Teaching, and TA6 Organizational and Administrative related to teaching. A 'Finalize' link is visible at the bottom of this list.



# III. COMPLETING THE SELF-ASSESSMENT

8. After successful submission, the Self-Assessment is considered complete.

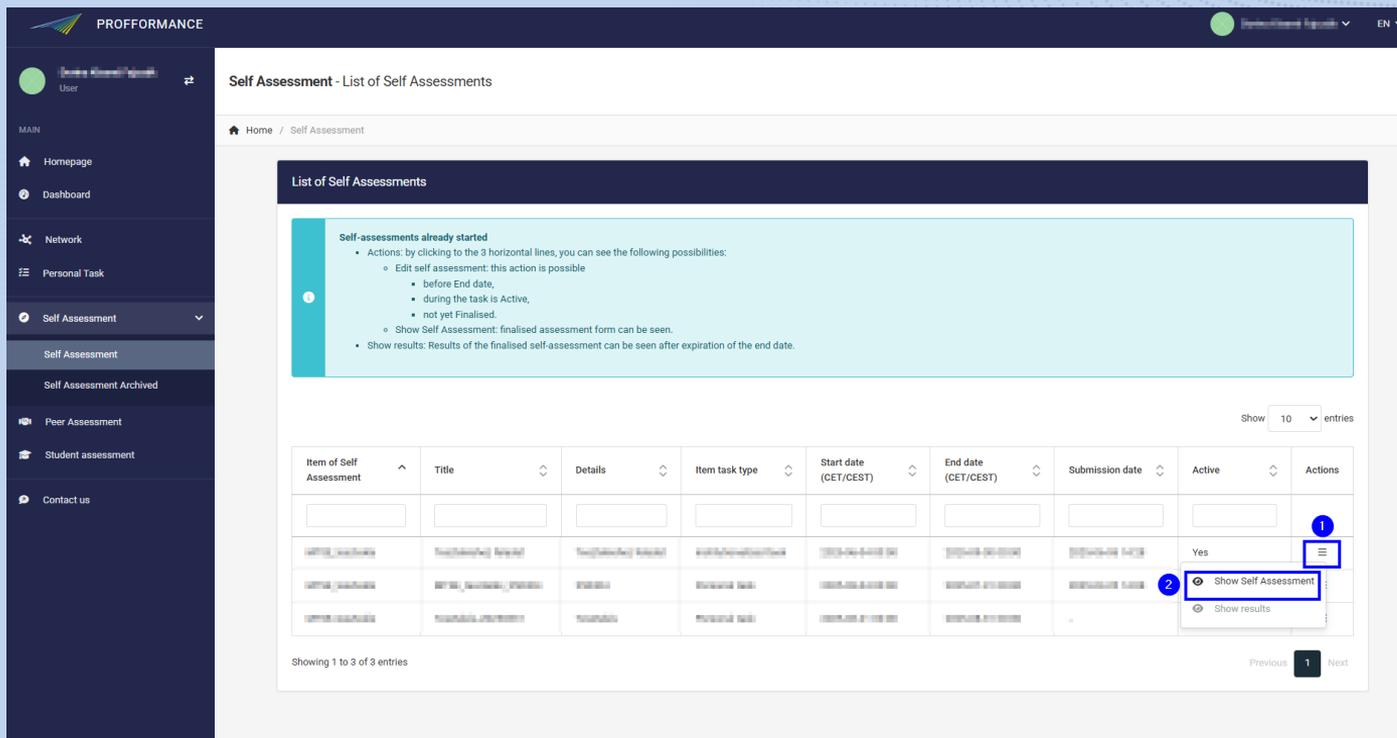


The screenshot displays the PROFFORMANCE user interface. On the left is a dark sidebar with navigation options: User, MAIN (Homepage, Dashboard, Network, Personal Task, Self Assessment), and Peer Assessment (Peer Assessment, Student assessment, Contact us). The main content area shows a breadcrumb trail: Home / Self Assessment. A modal window titled "Edit Self Assessment - Teszteléshez feladat" is open, displaying a "Finalize" section with a light blue bar indicating "Self Assessment finalized" and a submission date of 2025-06-05 14:28:15. To the right of the modal, a "General" section lists six teaching quality indicators (TA1 to TA6) and a "Finalize" button. Two green success messages are visible at the top right of the page: "Success Self Assessment successfully submitted."



# III. COMPLETING THE SELF-ASSESSMENT

9. After successful submission, the Self-Assessment is considered closed. You will have the opportunity to view your answers at a later stage.



The screenshot displays the 'Self Assessment - List of Self Assessments' page. A sidebar on the left contains navigation options: Homepage, Dashboard, Network, Personal Task, Self Assessment (selected), Self Assessment Archived, Peer Assessment, Student assessment, and Contact us. The main content area features a 'List of Self Assessments' section with a light blue box containing instructions:

**Self-assessments already started**

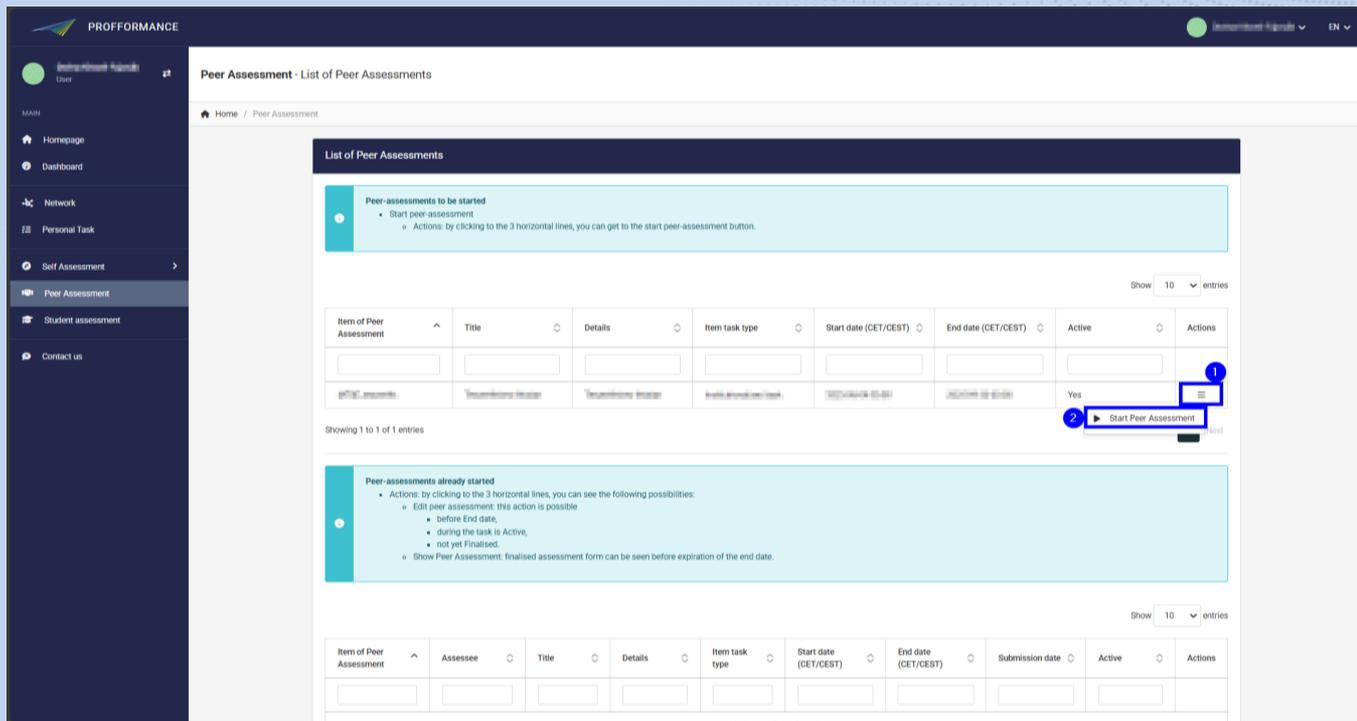
- Actions: by clicking to the 3 horizontal lines, you can see the following possibilities:
  - Edit self assessment: this action is possible
    - before End date,
    - during the task is Active,
    - not yet Finalised.
  - Show Self Assessment: finalised assessment form can be seen.
- Show results: Results of the finalised self-assessment can be seen after expiration of the end date.

Below this is a table with columns: Item of Self Assessment, Title, Details, Item task type, Start date (CET/CEST), End date (CET/CEST), Submission date, Active, and Actions. The first row is highlighted, and a dropdown menu is open in the 'Actions' column, showing 'Show Self Assessment' and 'Show results'. A blue box highlights the 'Show Self Assessment' option, and a red circle with the number '2' is next to it. Another red circle with the number '1' is next to the menu icon in the 'Actions' column. The page footer indicates 'Showing 1 to 3 of 3 entries' and includes 'Previous' and 'Next' navigation buttons.



# IV. COMPLETING THE PEER-ASSESSMENT

1. You can find the Peer Assessment questionnaire under the **Peer-Assessment** menu. To start the Peer-Assessment, click on the hamburger menu icon and select **Start Peer-Assessment**.



The screenshot shows the 'Peer Assessment - List of Peer Assessments' page in the PROFFORMANCE system. The interface includes a sidebar menu with options like Home, Dashboard, Network, Personal Task, Self Assessment, Peer Assessment, Student assessment, and Contact us. The main content area is titled 'List of Peer Assessments' and contains two informational sections and a table.

**Peer-assessments to be started**

- Start peer-assessment
  - Actions: by clicking to the 3 horizontal lines, you can get to the start peer-assessment button.

Showing 1 to 1 of 1 entries

Item of Peer Assessment	Title	Details	Item task type	Start date (CET/CEST)	End date (CET/CEST)	Active	Actions
2024 assessments	Teamworking design	Teamworking design	task assessment task	2024-04-24 00:00	2024-05-01 00:00	Yes	<div style="border: 1px solid blue; padding: 2px;"> <span style="border: 1px solid blue; padding: 2px;">☰</span> <span style="border: 1px solid blue; padding: 2px; margin-left: 5px;">▶ Start Peer Assessment</span> </div>

Showing 1 to 1 of 1 entries

**Peer-assessments already started**

- Actions: by clicking to the 3 horizontal lines, you can see the following possibilities:
  - Edit peer assessment: this action is possible
    - before End date,
    - during the task is Active,
    - not yet Finalised.
  - Show Peer Assessment: finalised assessment form can be seen before expiration of the end date.

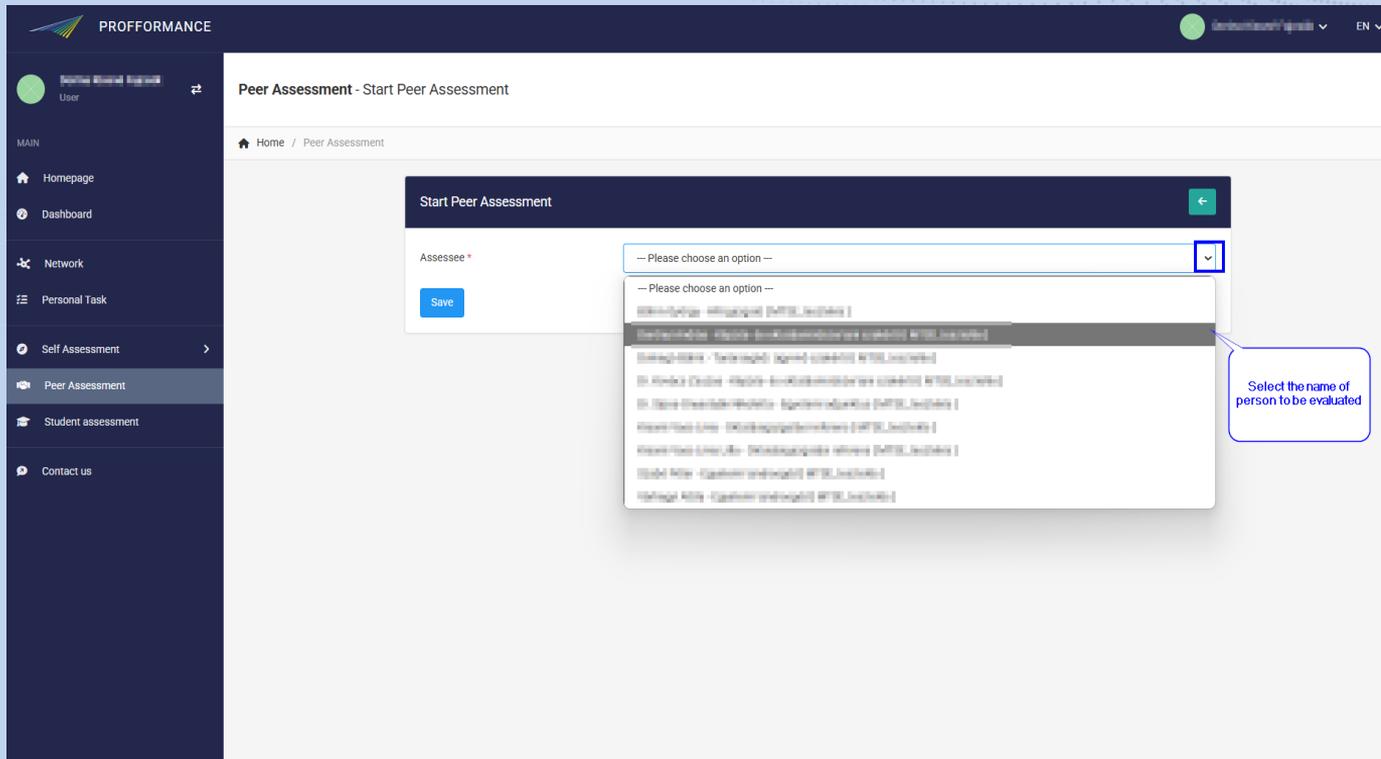
Showing 1 to 1 of 1 entries

Item of Peer Assessment	Assessee	Title	Details	Item task type	Start date (CET/CEST)	End date (CET/CEST)	Submission date	Active	Actions



# IV. COMPLETING THE PEER-ASSESSMENT

2. From the drop-down menu, select the colleague you wish to assess, then click **Save**.

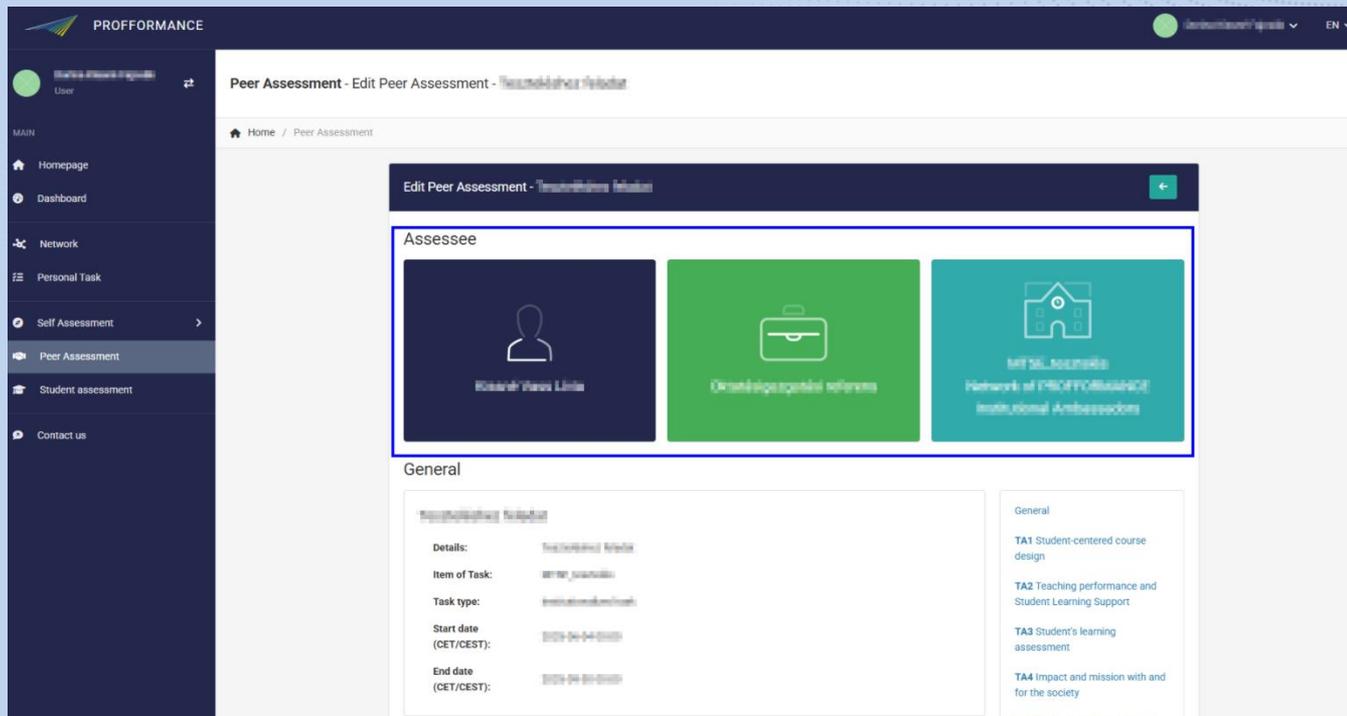


The screenshot shows the 'Peer Assessment - Start Peer Assessment' page. On the left is a dark sidebar with navigation options: Home, Dashboard, Network, Personal Task, Self Assessment, Peer Assessment (highlighted), Student assessment, and Contact us. The main content area has a breadcrumb 'Home / Peer Assessment' and a 'Start Peer Assessment' modal window. Inside the modal, there is a form with a label 'Assessee \*' and a blue 'Save' button. A dropdown menu is open, showing a list of names with their email addresses in parentheses. A blue callout box points to the dropdown with the text 'Select the name of person to be evaluated'.



# IV. COMPLETING THE PEER-ASSESSMENT

- You will then see the name, title and department of the teacher you want to assess. For the purposes of testing, testing, this will be **Institution name\_testing** for all colleagues.



The screenshot shows the PROFFORMANCE web application interface. The top navigation bar includes the PROFFORMANCE logo, a user profile icon, and a language dropdown set to EN. A dark sidebar on the left contains a menu with items: User, MAIN, Homepage, Dashboard, Network, Personal Task, Self Assessment, Peer Assessment (highlighted), Student assessment, and Contact us.

The main content area is titled "Peer Assessment - Edit Peer Assessment - Institution name\_testing". Below the title is a breadcrumb "Home / Peer Assessment". A secondary header "Edit Peer Assessment - Institution name\_testing" includes a back arrow. The "Assessee" section, highlighted with a blue border, contains three selectable options:

- Institution name\_testing** (represented by a person icon)
- Organization name\_testing** (represented by a briefcase icon)
- Network of PROFFORMANCE Institutional Ambassadors** (represented by a house icon)

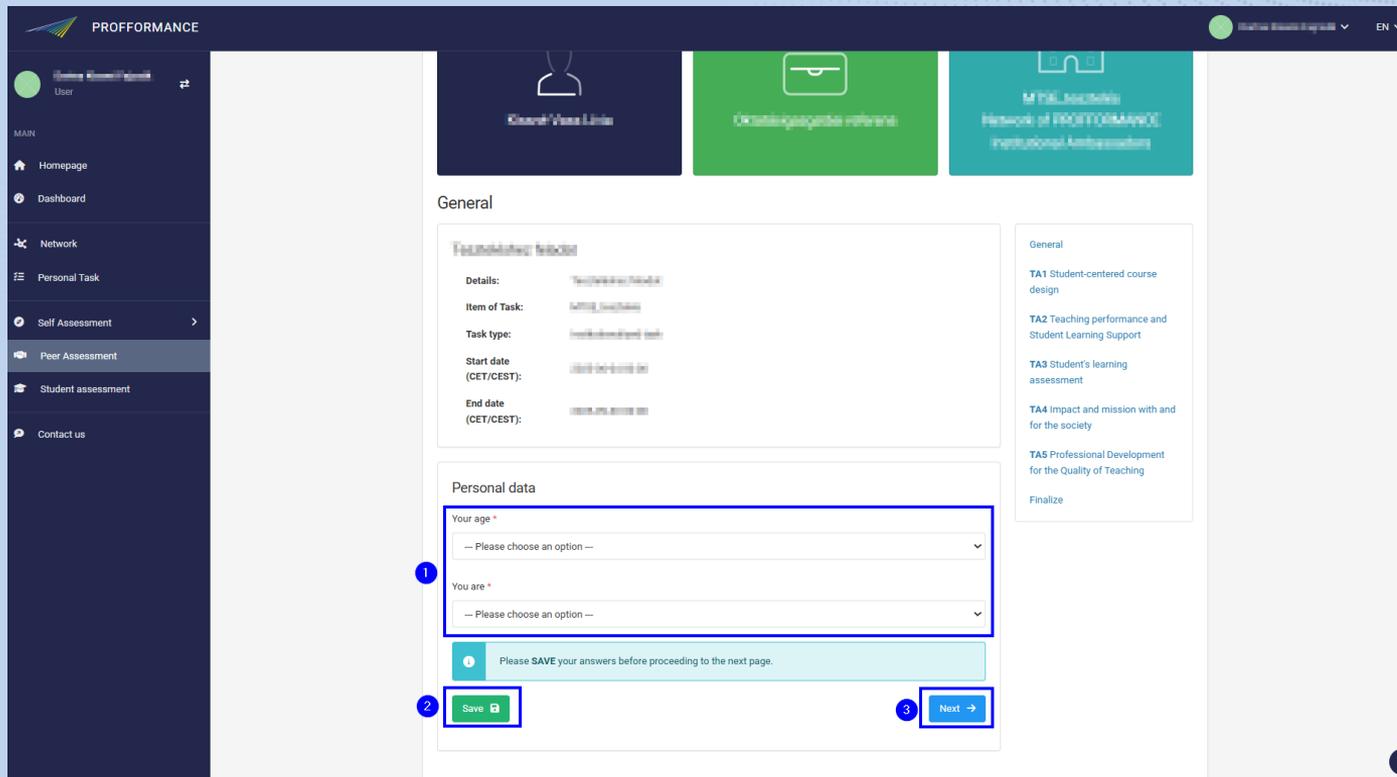
Below the Assessee section is a "General" information panel. It is divided into two columns:

- Left Column (Institution name\_testing):**
  - Details: Institution name\_testing
  - Item of Task: Institution name\_testing
  - Task type: Institution name\_testing
  - Start date (CET/CEST): 2023-04-01 00:00
  - End date (CET/CEST): 2023-04-30 23:59
- Right Column (General):**
  - TA1 Student-centered course design
  - TA2 Teaching performance and Student Learning Support
  - TA3 Student's learning assessment
  - TA4 Impact and mission with and for the society



# IV. COMPLETING THE PEER-ASSESSMENT

4. Enter your personal details, then click **Save** and then, **Next**.



**PROFFORMANCE**

MAIN

- Homepage
- Dashboard
- Network
- Personal Task
- Self Assessment
- Peer Assessment**
- Student assessment
- Contact us

**General**

**Foundational: details**

Details: [Details]

Item of Task: [Details]

Task type: [Details]

Start date (CET/CEST): [Details]

End date (CET/CEST): [Details]

**Personal data**

Your age \*

— Please choose an option —

You are \*

— Please choose an option —

Please **SAVE** your answers before proceeding to the next page.

**Save** **Next**

**General**

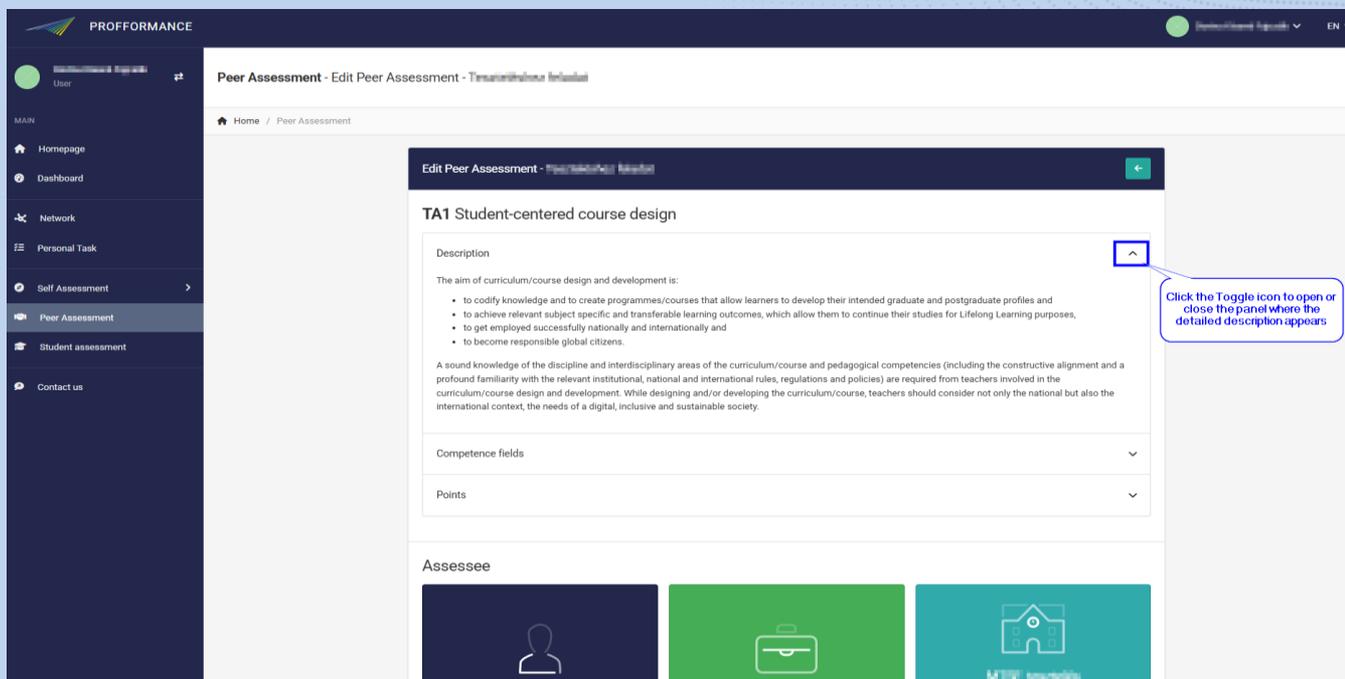
- TA1 Student-centered course design
- TA2 Teaching performance and Student Learning Support
- TA3 Student's learning assessment
- TA4 Impact and mission with and for the society
- TA5 Professional Development for the Quality of Teaching

Finalize



# IV. COMPLETING THE PEER-ASSESSMENT

- The Peer-Assessment questionnaire follows the same structure as the Self-Assessment: questions are organized by thematic area on the next page. Click on the arrow icon to access the explanation of the topic and the competency areas, as well as the scoring guide.

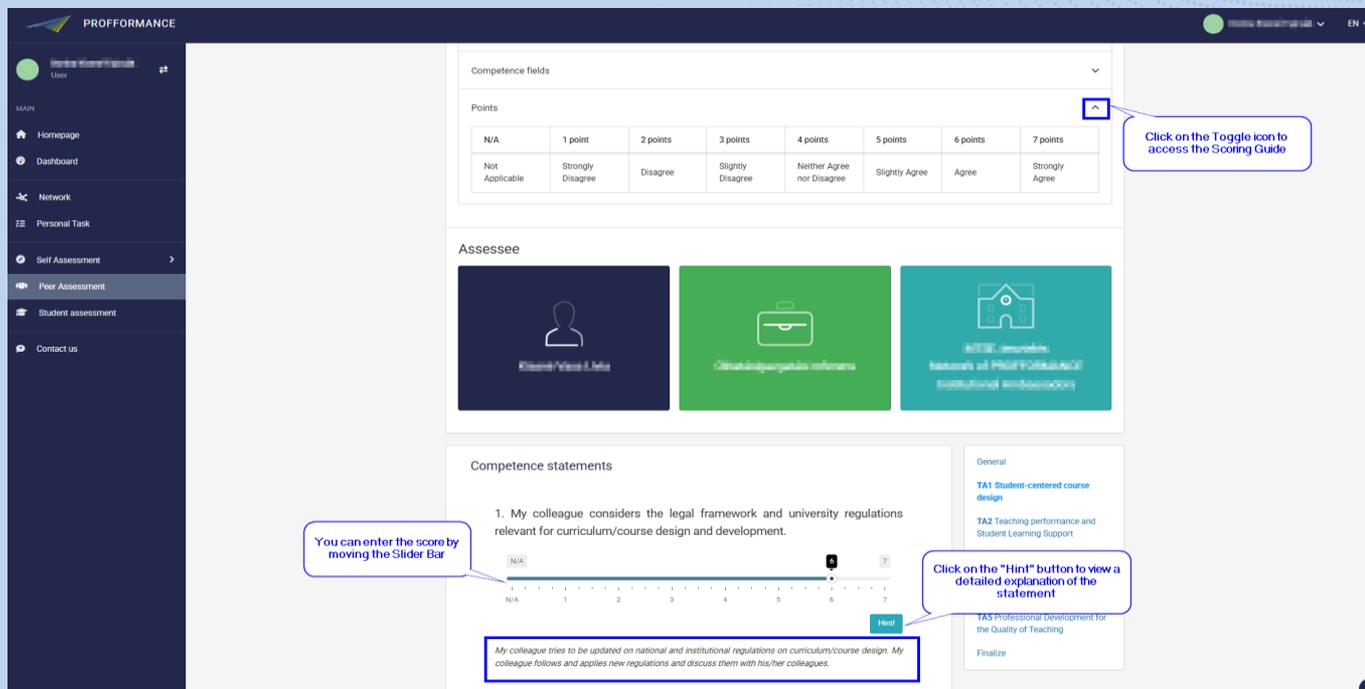


The screenshot displays the 'PROFFORMANCE' web application interface. On the left is a dark navigation sidebar with options like 'Homepage', 'Dashboard', 'Network', 'Personal Task', 'Self Assessment', 'Peer Assessment', 'Student assessment', and 'Contact us'. The main content area is titled 'Peer Assessment - Edit Peer Assessment - Transnational Institute'. Below this is a breadcrumb 'Home / Peer Assessment' and a sub-header 'Edit Peer Assessment - Transnational Institute'. The main section is 'TA1 Student-centered course design'. It contains a 'Description' field with a toggle icon (an upward-pointing arrow) in its top right corner. A callout box points to this icon with the text: 'Click the Toggle icon to open or close the panel where the detailed description appears'. Below the description are sections for 'Competence fields' and 'Points', each with a dropdown arrow. At the bottom, there is an 'Assessee' section with three colored buttons: a dark blue button with a person icon, a green button with a briefcase icon, and a teal button with a house icon and the text 'MTH Transnational Institute'.



# IV. COMPLETING THE PEER-ASSESSMENT

6. Answers are recorded in the same way, i.e: using a **slider**. The **Hint** button is also there to help you interpret each question. You must answer at least one question per topic. You may skip any questions you do not wish to answer.



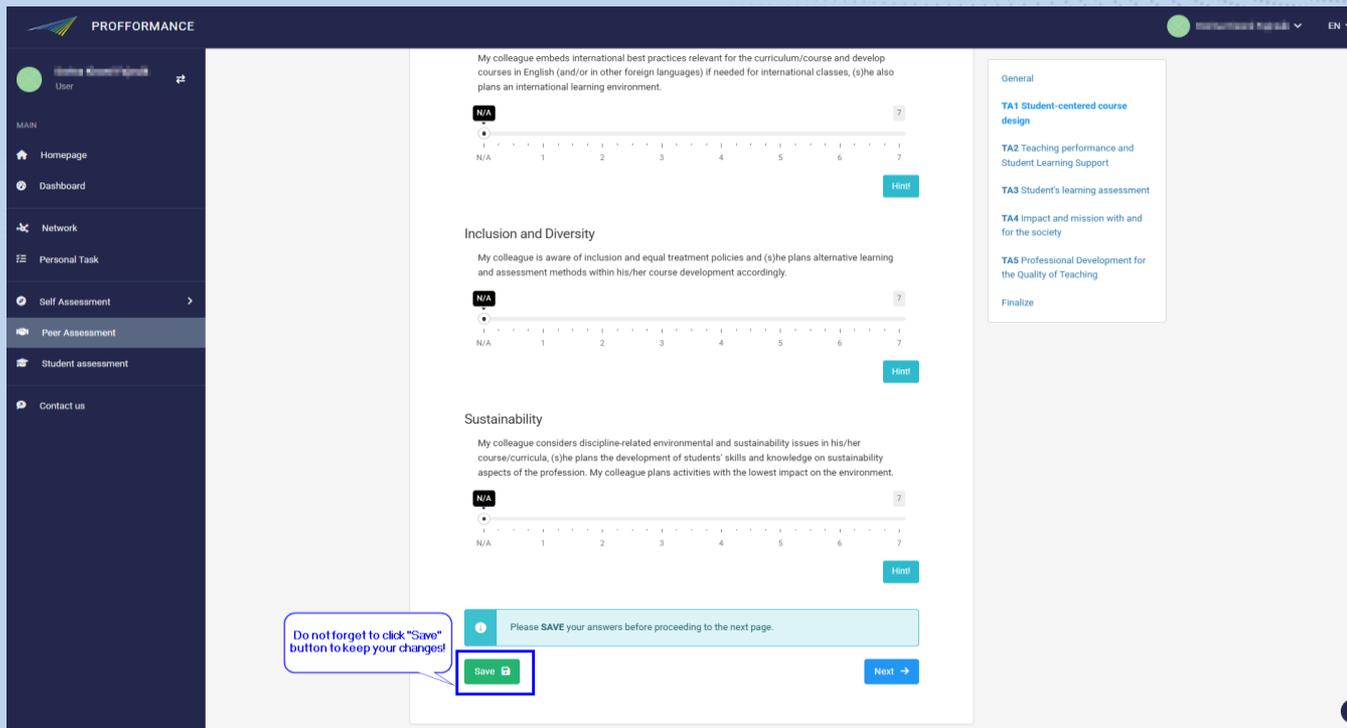
The screenshot shows the PROFFORMANCE interface for a peer assessment. On the left is a dark sidebar with navigation options: Home, Dashboard, Network, Personal Task, Self Assessment, Peer Assessment (selected), Student assessment, and Contact us. The main content area is divided into sections:

- Competence fields:** A dropdown menu showing a list of points: N/A, 1 point, 2 points, 3 points, 4 points, 5 points, 6 points, 7 points. Below this is a table with corresponding labels: Not Applicable, Strongly Disagree, Disagree, Slightly Disagree, Neither Agree nor Disagree, Slightly Agree, Agree, Strongly Agree. A blue callout bubble points to a small square icon with an upward arrow in the top right corner of this section, with the text: "Click on the Toggle icon to access the Scoring Guide".
- Assessee:** Three colored cards representing different entities: "Person's name & role" (dark blue), "Competence fields" (green), and "Institution" (teal).
- Competence statements:** A list of statements for evaluation. The first statement is: "1. My colleague considers the legal framework and university regulations relevant for curriculum/course design and development." Below the statement is a slider bar with a score of 4. A blue callout bubble points to the slider bar with the text: "You can enter the score by moving the Slider Bar". To the right of the slider is a "Hint" button. A blue callout bubble points to the "Hint" button with the text: "Click on the 'Hint' button to view a detailed explanation of the statement". Below the slider is a text box containing the hint: "My colleague tries to be updated on national and institutional regulations on curriculum/course design. My colleague follows and applies new regulations and discuss them with his/her colleagues." To the right of the statements is a "General" sidebar with categories: TA1 Student-centered course design, TA2 Teaching performance and Student Learning Support, and TAS Professional Development for the Quality of Teaching. A "Finalize" button is at the bottom of this sidebar.



# IV. COMPLETING THE PEER-ASSESSMENT

7. You will find a **Save** button on each page. In all cases, please save your answers before proceeding.



The screenshot displays the PROFFORMANCE interface for a peer assessment. The left sidebar contains navigation options: User, Home, Main, Homepage, Dashboard, Network, Personal Task, Self Assessment, Peer Assessment (highlighted), Student assessment, and Contact us. The main content area shows three assessment questions, each with a rating scale from 1 to 7 and a 'Hint' button. The questions are:

- International Learning Environment:** My colleague embeds international best practices relevant for the curriculum/course and develop courses in English (and/or in other foreign languages) if needed for international classes, (s)he also plans an international learning environment. Rating: N/A.
- Inclusion and Diversity:** My colleague is aware of inclusion and equal treatment policies and (s)he plans alternative learning and assessment methods within his/her course development accordingly. Rating: N/A.
- Sustainability:** My colleague considers discipline-related environmental and sustainability issues in his/her course/curricula, (s)he plans the development of students' skills and knowledge on sustainability aspects of the profession. My colleague plans activities with the lowest impact on the environment. Rating: N/A.

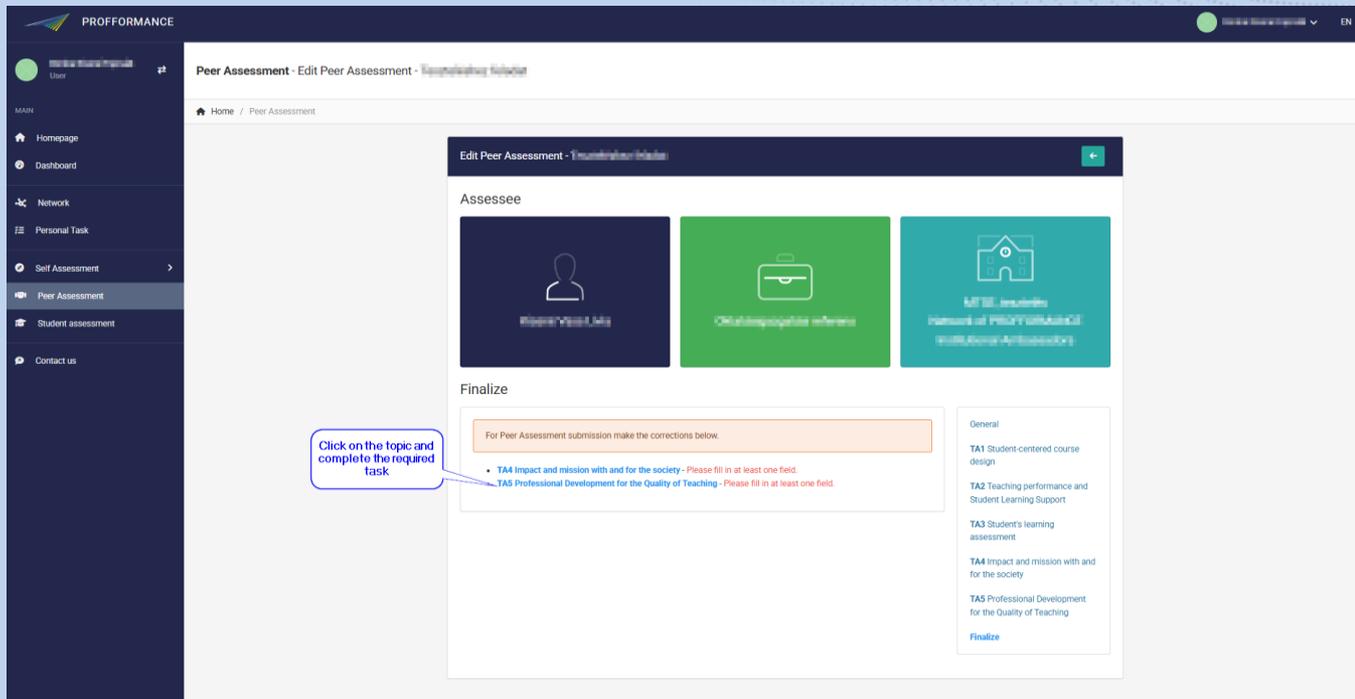
At the bottom of the page, a light blue banner contains the text: "Please SAVE your answers before proceeding to the next page." Below this banner, a green "Save" button with a save icon is highlighted with a blue box. A blue speech bubble points to this button with the text: "Do not forget to click 'Save' button to keep your changes!". To the right of the "Save" button is a blue "Next" button with a right arrow.

On the right side of the interface, there is a sidebar with a "General" section containing a list of tasks: TA1 Student-centered course design, TA2 Teaching performance and Student Learning Support, TA3 Student's learning assessment, TA4 Impact and mission with and for the society, and TA5 Professional Development for the Quality of Teaching. Below this list is a "Finalize" button.



# IV. COMPLETING THE PEER-ASSESSMENT

8. If at least one field is not completed in a given topic, the system will display an error message on the **Finalize** tab. In this case, please complete the missing task, as the Peer-Assessment can only be submitted if it is complete.



The screenshot shows the 'Peer Assessment - Edit Peer Assessment - Finalizing tab' interface. The left sidebar contains navigation options: Home, Dashboard, Network, Personal Task, Self Assessment, Peer Assessment (selected), Student assessment, and Contact us. The main content area is divided into two sections: 'Asessee' and 'Finalize'.

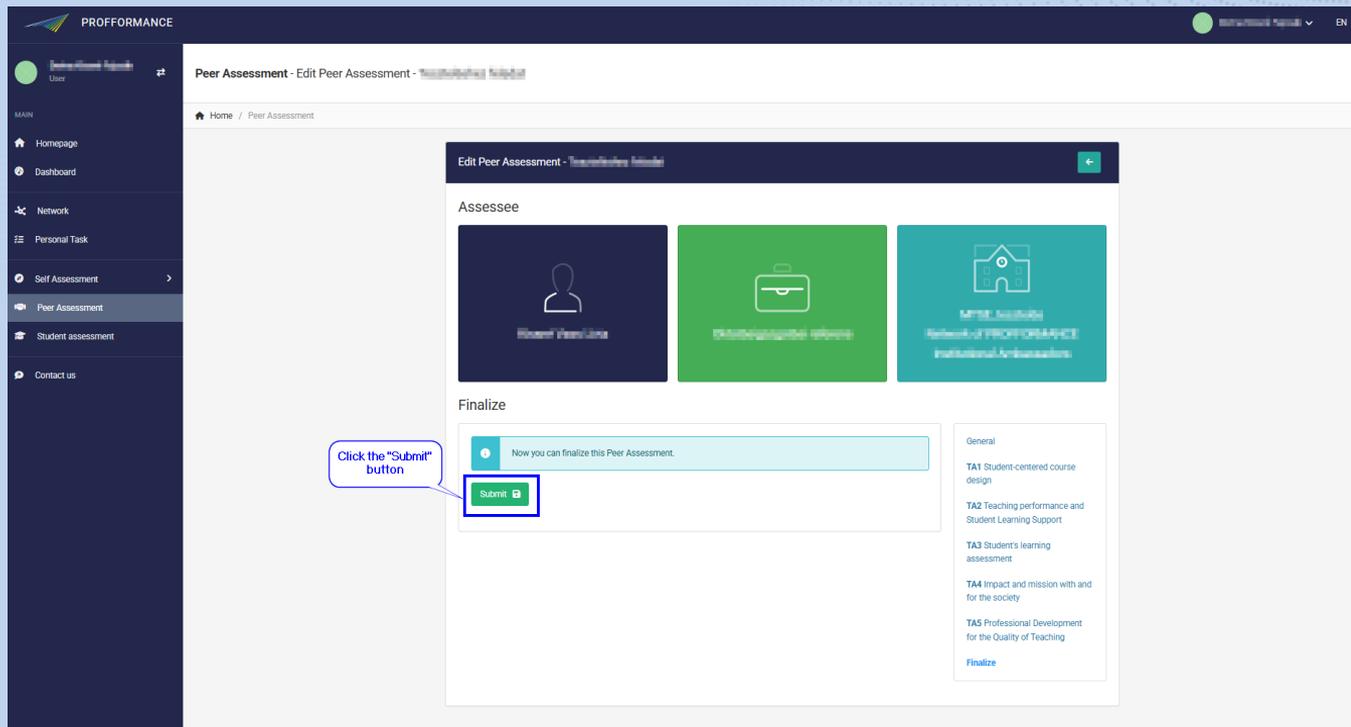
The 'Asessee' section displays three cards: 'Impact of the Learning', 'Outstanding reference', and 'Impact of PROFFORMANCE (with Home Assessment)'. The 'Finalize' section contains an orange error message box stating: 'For Peer Assessment submission make the corrections below.' Below this, two red error messages are listed: 'TA4 Impact and mission with and for the society - Please fill in at least one field.' and 'TA5 Professional Development for the Quality of Teaching - Please fill in at least one field.'

A blue callout box with a white border and a blue arrow points to the 'Impact of the Learning' card, containing the text: 'Click on the topic and complete the required task'. To the right of the error messages is a 'General' sidebar with a list of assessment topics: TA1 Student-centered course design, TA2 Teaching performance and Student Learning Support, TA3 Student's learning assessment, TA4 Impact and mission with and for the society, and TA5 Professional Development for the Quality of Teaching. At the bottom of this sidebar is a 'Finalize' button.



# IV. COMPLETING THE PEER-ASSESSMENT

9. When you have finished filling in the questionnaire, please **submit** your Peer-Assessment. **Once submitted, the questionnaire cannot be edited.**

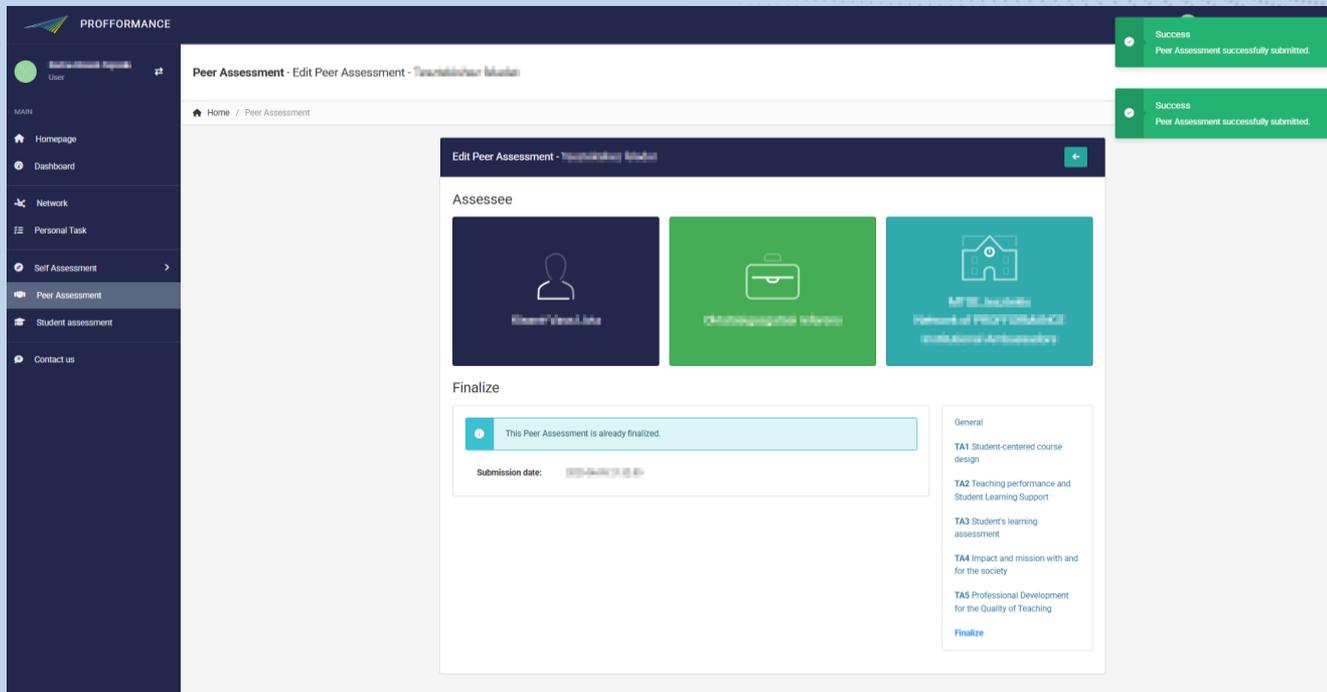


The screenshot shows the 'Edit Peer Assessment' interface in the PROFFORMANCE system. The page title is 'Peer Assessment - Edit Peer Assessment - [Assessee Name]'. The main content area is titled 'Edit Peer Assessment - [Assessee Name]' and includes a back arrow. Below this, there is a section for 'Assessee' with three cards: 'Assessee Profile', 'Assessee Information', and 'Assessee Details'. The 'Finalize' section contains a message: 'Now you can finalize this Peer Assessment.' and a prominent green 'Submit' button with a lock icon. A blue callout box points to the 'Submit' button with the text 'Click the "Submit" button'. On the right side, there is a 'General' section with a list of assessment items: TA1 Student-centered course design, TA2 Teaching performance and Student Learning Support, TA3 Student's learning assessment, TA4 Impact and mission with and for the society, and TA5 Professional Development for the Quality of Teaching. At the bottom of this list is a 'Finalize' link.



# IV. COMPLETING THE PEER-ASSESSMENT

10. After successful submission, the Peer-Assessment is considered complete.



The screenshot displays the 'Edit Peer Assessment' page in the PROFFORMANCE system. The page is titled 'Peer Assessment - Edit Peer Assessment' and shows a confirmation message: 'This Peer Assessment is already finalized.' Below this, the submission date is listed as 2024-04-23 10:00. The 'Assessee' section features three cards: 'Robert Vlasák', 'Management of Learning', and 'MFE - Institute of Professional Approaching'. The 'Finalize' section includes a 'General' tab with a list of teaching standards: TA1 Student-centered course design, TA2 Teaching performance and Student Learning Support, TA3 Students learning assessment, TA4 Impact and mission with and for the society, and TA5 Professional Development for the Quality of Teaching. A 'Finalize' button is visible at the bottom of the standards list. Two green success notifications are visible in the top right corner: 'Success Peer Assessment successfully submitted.'

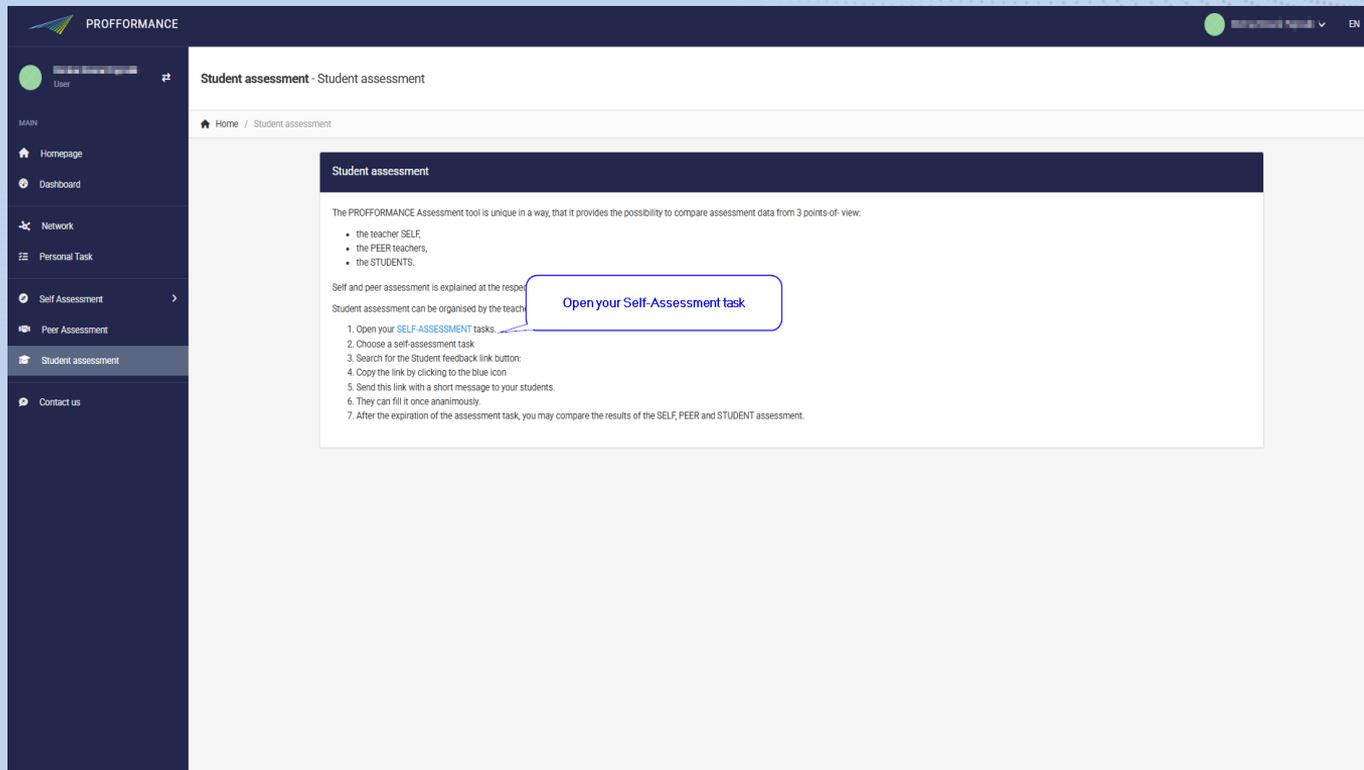
**Important:** The Peer-Assessment is only valid if both parties complete the evaluation for each other.

**Note:** Each teacher can only be Peer-Assessed once.



# V. THE STUDENT ASSESSMENT

1. Student assessment can be organised by the teacher. Click the **Self-Assessment** link button.



PROFFORMANCE

User

Student assessment - Student assessment

Home / Student assessment

Student assessment

The PROFFORMANCE Assessment tool is unique in a way, that it provides the possibility to compare assessment data from 3 points-of-view:

- the teacher SELF,
- the PEER teachers,
- the STUDENTS.

Self and peer assessment is explained at the respective pages.

Student assessment can be organised by the teacher.

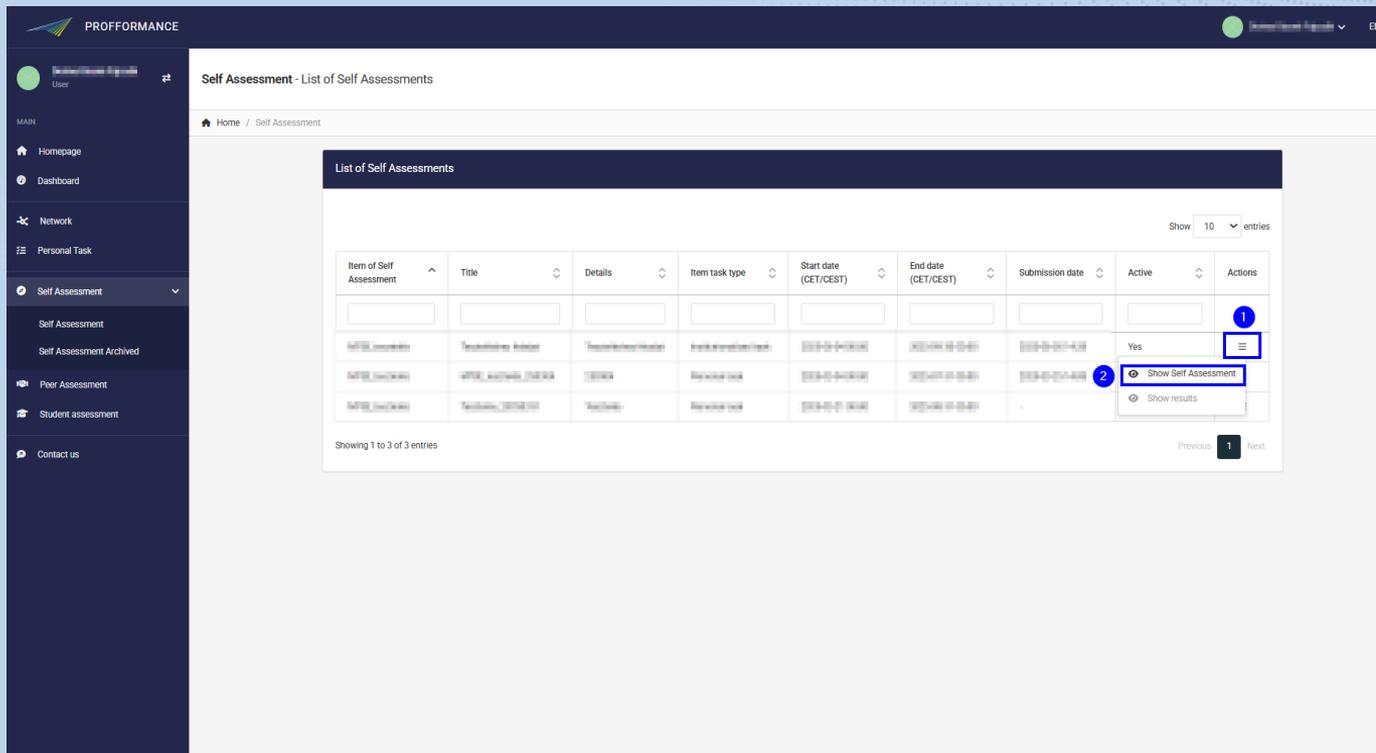
[Open your Self-Assessment task](#)

1. Open your [SELF-ASSESSMENT](#) tasks.
2. Choose a self-assessment task.
3. Search for the Student feedback link button.
4. Copy the link by clicking to the blue icon.
5. Send this link with a short message to your students.
6. They can fill it once unanimously.
7. After the expiration of the assessment task, you may compare the results of the SELF, PEER and STUDENT assessment.



# V. THE STUDENT ASSESSMENT

2. Click the hamburger menu icon and select **Show Self-Assessment**.



**Self Assessment - List of Self Assessments**

Home / Self Assessment

List of Self Assessments

Show 10 entries

Item of Self Assessment	Title	Details	Item task type	Start date (CET/CEST)	End date (CET/CEST)	Submission date	Active	Actions
								<input type="checkbox"/> Yes <input type="checkbox"/> No <span>1</span>  <span>2</span> <b>Show Self Assessment</b> Show results
Self Assessment	Technical drawing	Technical drawing	Technical drawing	2023-09-01 00:00:00	2023-09-30 00:00:00	2023-09-30 00:00:00		
Self Assessment	Self Assessment	Self Assessment	Self Assessment	2023-09-01 00:00:00	2023-09-30 00:00:00	2023-09-30 00:00:00		
Self Assessment	Technical drawing	Technical drawing	Technical drawing	2023-09-01 00:00:00	2023-09-30 00:00:00			

Showing 1 to 3 of 3 entries

Previous **1** Next



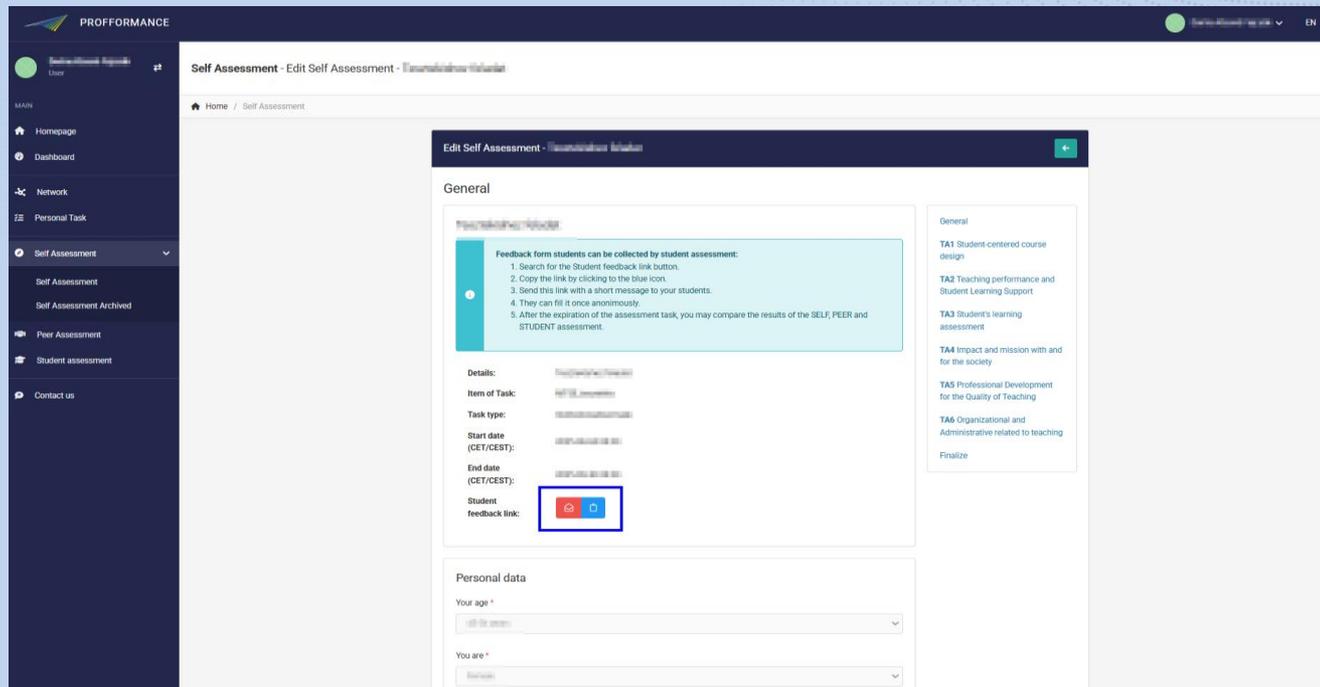
profformance.eu

tool.profformance.eu

award.profformance.eu

# V. THE STUDENT ASSESSMENT

- To send the student feedback link, you can either click the red **Send as E-mail** button to send it directly or click the blue icon to **copy the link** and share it with the student in a short message. They can fill it once anonymously. After the expiration of the assessment task, you may compare the results of the SELF, PEER and STUDENT assessment.



The screenshot displays the 'Edit Self Assessment' interface. On the left is a dark sidebar with the 'PROFFORMANCE' logo and a navigation menu. The main content area has a white background and a dark header. The 'General' section contains a light blue box with instructions for students. Below this is a 'Details' section with several form fields. The 'Student feedback link' field contains two icons: a red envelope icon and a blue square icon with a white link symbol. The 'Personal data' section at the bottom has two dropdown menus.

**General**

Feedback form students can be collected by student assessment:

1. Search for the Student feedback link button.
2. Copy the link by clicking to the blue icon.
3. Send this link with a short message to your students.
4. They can fill it once anonymously.
5. After the expiration of the assessment task, you may compare the results of the SELF, PEER and STUDENT assessment.

**Details:**

Item of Task:

Task type:

Start date (CET/CEST):

End date (CET/CEST):

Student feedback link:   

**Personal data**

Your age \*

You are \*

