Evaluation Module

Streamline internal reviews, assessments and exercises

This highly flexible module allows organisations to create custom workflows for the capture of information for review, evaluation and reporting. By utilising Elements as a central hub for all your research information and faculty activity data, the Evaluation Module streamlines assessment processes and minimises the burden placed on faculty members. The Evaluation Module supports a wide range of processes, including internal reviews, annual activity reviews and applications,and formal submissions for government research assessment exercises such as REF(UK) and PBRF(NZ).

How does it work?

Users can easily leverage the outputs and activities that already exist in
Elements and add these to a pre-configured Exercise form at the click of a button. Access to the Exercise is provided to reviewers as it moves
through different stages of the process, allowing reviewers to provide comments, scores and attachments.

Single-response vs multi-response

This module supports two type of Exercise:

- 'Single-response' type Exercises allow the user to complete one form. These are used for large, annual review and research assessment processes.

- 'Multi-response' type Exercises allow the user to complete multiple forms as part of an Exercise. These are used for continuous processes, like applications and requests, which can take place at any point.

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The University measures the individual research activity of academic staff. This Measure of Research Activity requires the collection of publication data from faculty. Symplectic Elements supports this beautifully."

Floris van der Leest, *Senior Systems Analyst, Victoria University*

Configure
An Exercise is configured before it is made available to users. All configuration options, including the Exercise form itself, are set as part of the 'Exercise definition'.
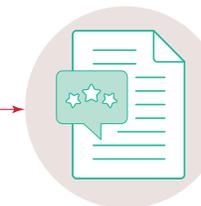
Stages
An Exercise can consist of multiple stages that are designed to provide different levels of access and permissions for researchers and reviewers.

User Input
Users are guided to complete the Exercise form, adding the information required and 'submitting' the Exercise form to move it to another stage.

Review and Approval
Reviewers can be granted access to the Exercise form and can add review, scores and attachments, accordingto the form's configuration.

Complete
The Exercise form can be moved to a final stage, where it can remain visible to researchers, or can be hidden.

Reporting
Stock and custom reports can be configured to return the information collected in the Exercise form, and about the Exercise itself.

Manage
Managers have oversight of the progress of all users of an Exercise and can perform certain administrative tasks such as carrying out stage transitions.