J4T COMPETENCES EVALUATION TOOL "USER GUIDE"

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Welcome to this J4T Competences Evaluation Tool Guide!

This document will allow you to know the substantiation of this tool, as well as its structure and use.

OBJECTIVE

The **J4T Competences Evaluation Tool** is a web tool that responds to the challenge of measuring the level and development of students competences for employment and entrepreneurship (eg teamwork, creativity, communication, etc.), in order to assess the impact that training in transversal competences has meant for them.

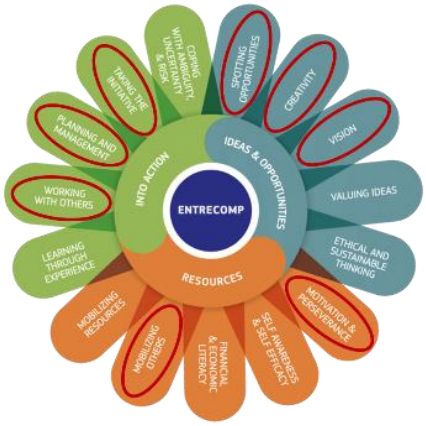
This tool provides a personal report for the student on their competence level, and on their evolution, and allows the teacher to also obtain a group report of the average competences of a group of students/ classroom.

This knowledge about the level and evolution of student's competences will allow teachers to adapt and continuously improve their teaching practice.

CONCEPTUAL FRAMEWORK

The J4t Competence Evaluation Tool is based on the European EntreComp framework (EntreComp: The Entrepreneurship Competence Framework), as a reference framework for the design and creation of the evaluation questionnaire.
Among the 15 competencies that EntreComp collects, the J4T Competence Assessment Tool measures the following 8 competences, which were selected after a study carried out with teachers, companies and professionals, as the most necessary transversal competences in the technology sector:

- Spotting opportunities
- Creativity
- Vision
- Motivation & perseverance
- Mobilising others
- Taking the initiative
- Planning & management
- Working with others



QUESTIONNAIRE DESIGN

The Tool contains a self-assessment questionnaire for students that assesses through their answers, their competence level. The questionnaire consists of 16 real context-based questions, which the student has to solve through the use of a competence.
The questions are multiple answers, considering 4 possible answers, of which only one must be selected. Each answer corresponds to a level of deepening of the competence to evaluate:

- No use of competition
- Initial level
- Intermediate level
- Advanced level

Each question evaluates mainly one competence, but since the competences in practice are interrelated, and it is not possible to understand them independently, the answers have associated in a secondary way the implementation of other competences. The tool will also measure these secondary competencies associated with the answers to the questions.
In addition to the evaluation by the student, given the knowledge of the teachers of the competences of their students, and as a measure of control of the effectiveness of the questions, the tool allows the teacher to directly assess the competences of each student once the questionnaire has been solved by them.

Both evaluations the score resulting from the resolution of the questionnaire by the student, and the score obtained from the direct assessment of the teacher, create the final result, which is visualized by an individual report per student, or a group report of the class.

Summary flow of the questionnaire:

1. The questionnaire is solved by the student.

2. When the student solves the questionnaire, it remains attending review by the teacher.

3. The teacher reviews the questionnaire and gives the student a direct score on each of the competences to be evaluated.

4. Both scores (the results of the questionnaire solved by the student and the teacher's evaluation) make up the final evaluation of the student.

5. This evaluation is reported to the student in a personal report.

6. The teacher, once the process is finished, will be able to access the reports of his students and a group report with the average of the group-class results.

TOOL DESIGN

The tool includes 3 access roles with different functionalities assigned to each of them.

CENTER

View of all the information of teachers and students associated with that center.
Registering as a Center is not an immediate action. After registration, an identity verification is carried out by the administration of the tool, prior to authorization.
A Center not being registered does not prevent the use of the tool by teachers belonging to this Center. Teachers can continue to carry out the evaluation of their students independently, and will visualize only the information of their direct students.

TEACHER

When registering as a teacher you must select your Center in case it is already registered, or indicating it otherwise, and specify the subject and group of students (eg Computer Systems 1ºB).

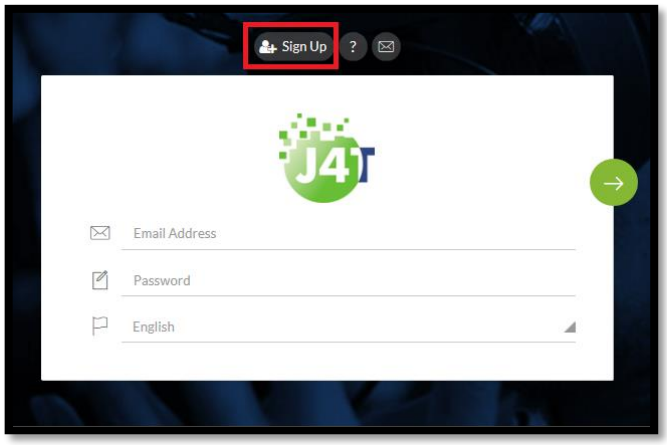
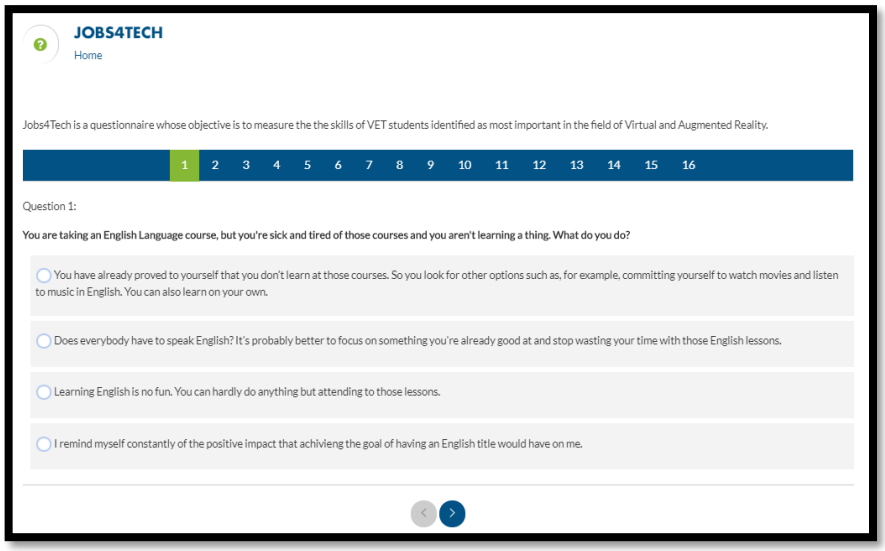
A teacher can manage the evaluation of a group / class of students:

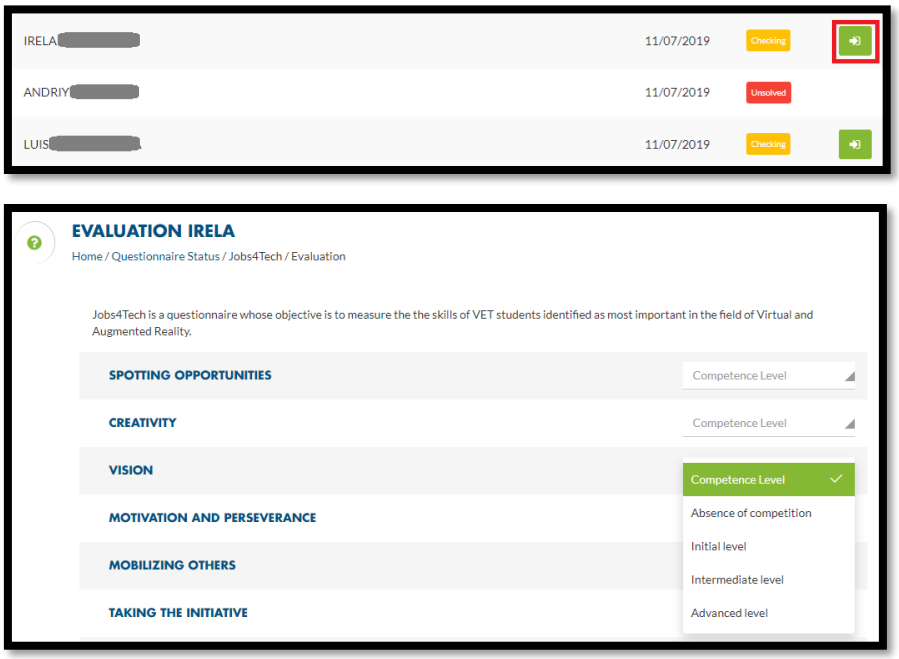
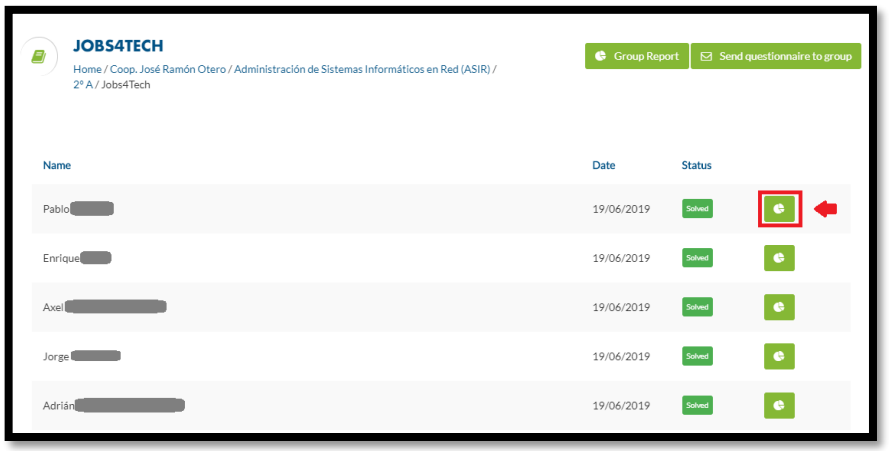
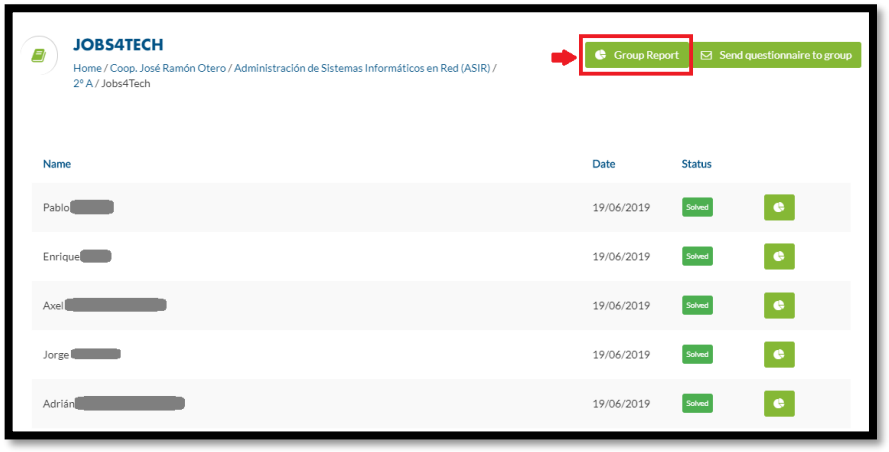
- Create new student groups
- Assign / Create questionnaires
- Evaluate your students
- View the reports of your students
- Create group reports of your students

STUDENT

When registering, the student selects his subject and group, and he will be able to **solve the assigned questionnaires and see his personal reports**. The student will also be able to see the compiled reports of all his/her evaluations

EVALUATION PROCESS

1. Center Registration (optional) 2. Teacher registration 3. Student registration	
4. Selection of pre-defined questionnaire or creation of a new one (teacher)	
5. Assignment of questionnaire to students (teacher)	
6. Student questionnaire resolution	 

7. Teacher evaluation	
8. Visualization of Individual Reports	
9. Visualization of Group reports (teachers)	

10. Report download	
11. Visualization of compiled individual reports	

ACCESS &/ CONTACT

Tool access: https://evaluation.jobs4techproject.eu/sesion/login/

For anything you need you can find us at: jobs4tech@accioncontraelhambre.org