



Canada Council
for the Arts

Conseil des arts
du Canada

Getting Started as an Assessor

E-PAS-002

11 June 2025

Bringing the arts to life
L'art au cœur de nos vies

1. Introduction

Objectives

Key Terms and Concepts



Objectives

This guide is designed to provide detailed instructions to help you start your role as an assessor if you've been chosen for an assessment group, following the submission of your Assessor Self-Nomination (refer to guide E-PAS-001 for comprehensive instructions on the Assessor Self-Nomination).

Upon completion, you will be able to:

- Accept or decline your invitation to join an Assessment Group
- Review your Account Information and fill out the Assessor Agreement
- Request Participation and Support Needs (if applicable)

Key Terms and Concepts

The following table explains key terms and acronyms used in this guide.

Key Term	Definition
Assessment Group	Groups of applications assessed within a competition.
Assessor Assignment	A page on the portal where assessors will find all essential information about their Assessment Group, including links to assess applications.
Application Assessment	A page on the portal where assessors can view and score applications.
Context Brief	An article intended to equip assessment committees with essential knowledge relevant to the applications in the Assessment Group.
Assessor Agreement	A form specifying the roles and requirements of assessor participation, including confidentiality and conflicts of interest.
Participation and Support Needs	An assessor can complete this form to specify their participation and access requirements.

2. Assessment Group Invitation

Access Assessor Assignment Page
Assessor Assignment Page Layout
Accept or Decline Invitation



Access Assessor Assignment Page

If you have been selected to become an assessor, you will receive an email inviting you to participate to an assessment committee.

1. Follow the instructions in the email to navigate to your Assessor Assignment page on the portal.
2. The system displays your **Assessor Assignment** page.

The screenshot shows the 'Assessor Assignment' page for the '1012 2715 Test Competition - 000105 - Nicholas Adams'. The page includes a navigation bar with links for HOME, ACCOUNT, BROWSE FUNDING AND PRIZES, ASSESSMENT, and HELP. Below the navigation bar, the page displays the competition title and funding opportunities in both English and French. A section titled 'Assessment Group Specifics' contains a 'Committee Meetings Timeline' for 10 September 2025 and a link to 'Context Briefs' for 'Indigenous arts and cultures'. A 'NEED HELP?' section with a link to log a case is also present. An 'ACTIONS' section includes a button to 'Add Participation/Support Needs'. Below this, a table titled 'Application Assessments (0)' shows a checklist with two items: 'Assessor Agreement' and 'Account Information', both with 'Complete' buttons and 'Not started' status. The footer contains a statement about the Canada Council's location on the unceded, unsundered Territory of the Anishinaabe Algonquin Nation, a link to 'Read the full statement', and a dark blue footer bar with links for ACCESSIBILITY, PUBLIC ACCOUNTABILITY, PRIVACY, CONTACT, and SUBSCRIBE TO THE MAILING LIST.

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HOME ACCOUNT BROWSE FUNDING AND PRIZES ASSESSMENT HELP

Assessor Assignment
1012 2715 Test Competition - 000105 - Nicholas Adams

Funding Opportunity (EN)
Public/Community Outreach - 5006

Funding Opportunity (FR)
Sensibilisation du public et de la communauté - 5006

Score Submission Due Date

Assessment Group Status
Active

Assessment Group Specifics

Committee Meetings Timeline
10 September 2025

Context Briefs
[Indigenous arts and cultures](#)

NEED HELP?
Click [here](#) to log a case

ACTIONS

Add Participation/Support Needs

Application Assessments (0)

Checklist Item	Description	Due Date	Action	Status
Assessor Agreement	Assessor Form	2025-05-25	Complete	Not started
Account Information	Assessor Update Account	2025-05-25	Complete	Not started

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Assessor Assignment Page Layout

The **Assessor Assignment** screen includes the following information:

a) Header:

- Assessor Assignment ID
- Funding Opportunity (EN)
- Funding Opportunity (FR)
- Score Submission Due Date
- Assessment Group Status

b) Assessment Group Specifics:

- Committee Meetings Timeline
- Context Briefs

The screenshot shows the 'Assessor Assignment' page for '1012 2715 Test Competition - 000105 - Nicholas Adams'. The page is divided into several sections. Callout 'a' points to the header section, which includes the Canada Council logo, navigation links (HOME, ACCOUNT, BROWSE FUNDING AND PRIZES, ASSESSMENT, HELP), and assignment details: 'Assessor Assignment 1012 2715 Test Competition - 000105 - Nicholas Adams'. Below this, it shows 'Funding Opportunity (EN) Public/Community Outreach - 5006', 'Funding Opportunity (FR) Sensibilisation du public et de la communauté - 5006', 'Score Submission Due Date', and 'Assessment Group Status Active'. Callout 'b' points to the 'Assessment Group Specifics' section, which contains 'Committee Meetings Timeline' (10 September 2025) and 'Context Briefs' (Indigenous arts and cultures). To the right of this section is a 'NEED HELP?' box with a link to log a case and an 'ACTIONS' box with a button to 'Add Participation/Support Needs'. Below the 'Assessment Group Specifics' is a section for 'Application Assessments (0)' which contains a table with checklist items, descriptions, due dates, actions, and statuses.

Checklist Item	Description	Due Date	Action	Status
Assessor Agreement	Assessor Form	2025-05-25	Complete	Not started
Account Information	Assessor Update Account	2025-05-25	Complete	Not started

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Assessor Assignment Page Layout

- c) **Application Assessments:** list of applications to review once your Assessment Group Status is Ready for Assessment
- d) **Checklist:** forms required for you to complete prior to beginning assessment (e.g. Assessor Update Account, Assessor Agreement)
- e) **Side Panel:**
 - Need Help component with a link to the help screen
 - Add Participation/Support Needs button to add the form to your checklist (if applicable)

The screenshot shows the 'Assessor Assignment' page for the '1012 2715 Test Competition - 000105 - Nicholas Adams'. The page is divided into several sections:

- Header:** Includes the Canada Council logo, navigation links (HOME, ACCOUNT, BROWSE FUNDING AND PRIZES, ASSESSMENT, HELP), and a user profile icon.
- Assignment Details:** Displays the competition name, funding opportunities in English and French, and the assessment group status (Active).
- Assessment Group Specifics:** A section with tabs for 'Committee Meetings Timeline' (10 September 2025) and 'Context Briefs' (Indigenous arts and cultures).
- Application Assessments (0):** A section labeled 'c' containing a table of application assessments.
- Checklist:** A table labeled 'd' listing items to be completed before starting the assessment.
- Side Panel:** A sidebar on the right labeled 'e' containing a 'NEED HELP?' section with a link to log a case, and an 'ACTIONS' section with a button to 'Add Participation/Support Needs'.

Checklist Item	Description	Due Date	Action	Status
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Accept or Decline Invitation

1. Select the **Complete Form** button to open the Assessor Agreement. You will be asked to accept or decline the invitation to join the assessment group:
 - If you **Accept**, continue completing the Assessor Agreement form. It includes the Confidentiality Agreement.
 - If you **Decline**, there are no further steps.

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HOME ACCOUNT BROWSE FUNDING AND PRIZES ASSESSMENT HELP

Assessor Assignment
1012 2715 Test Competition - 000105 - Nicholas Adams

Funding Opportunity (EN)
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Funding Opportunity (FR)
Sensibilisation du public et de la communauté - 5006

Score Submission Due Date

Assessment Group Status
Active

Assessment Group Specifics

Committee Meetings Timeline
10 September 2025

Context Briefs
[Indigenous arts and cultures](#)

NEED HELP?
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ACTIONS

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Application Assessments (0)

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3. Assessor Information and Participation/Support Needs


Verify and update your Account Information
Request Participation/Support Needs (if
applicable)



Verify and update your Account Information

To ensure that we have your most recent account details, please complete the **Assessor Update Account** form. It includes a step to enter your bank details for assessor payments. Review the information we currently have on file and make changes if necessary.

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HOME

ACCOUNT ▾

BROWSE FUNDING AND PRIZES

ASSESSMENT

HELP

Assessor Assignment
1012 2715 Test Competition - 000105 - Nicholas Adams

Funding Opportunity (EN)
Public/Community Outreach -5006

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[Add Participation/Support Needs](#)

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Request Participation/Support Needs

Assessors may identify specific participation requirements. If applicable, select the **Add Participation/Support Needs** button on the side panel to complete the form.

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ACTIONS

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Thank you!

