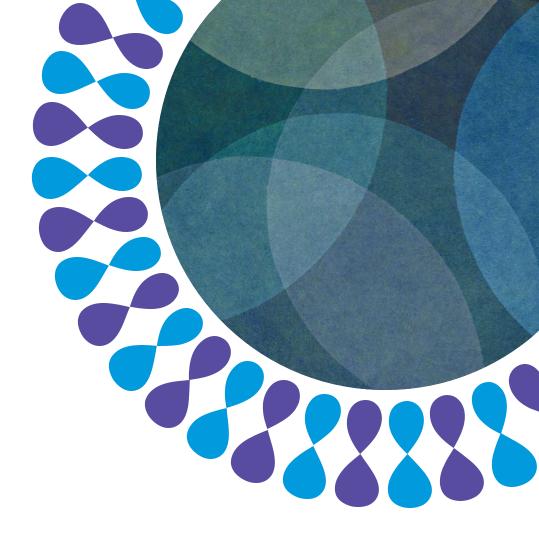


Getting Started as an Assessor

E-PAS-002

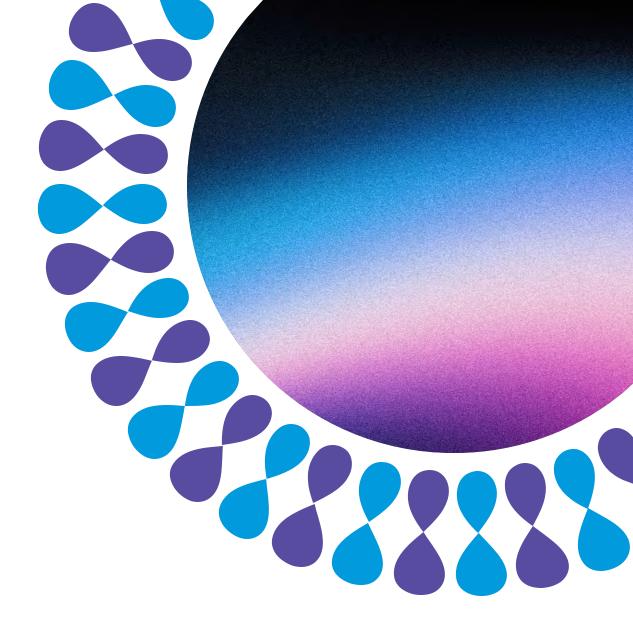
11 June 2025



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)

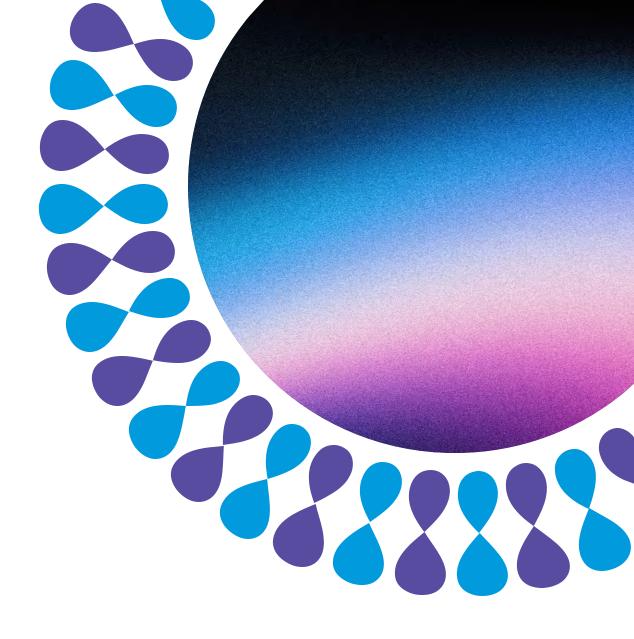
Key Terms and Concepts

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

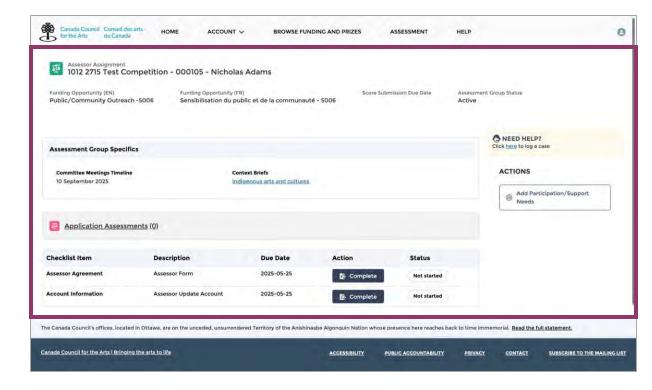
Access Assessor Assignment Page Assessor Assignment Page Layout Accept or Decline Invitation



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.
- The system displays your Assessor Assignment page.



Assessor Assignment Page Layout

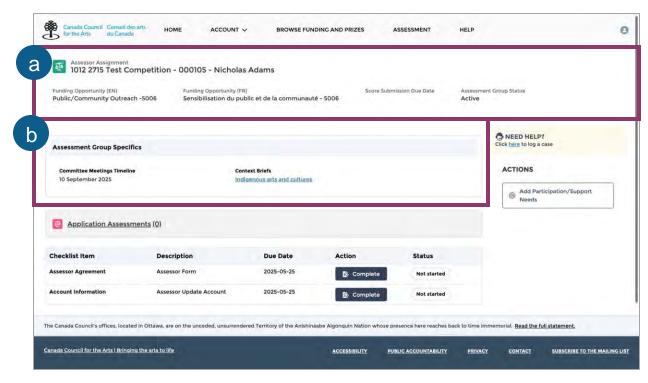
The **Assessor Assignment** screen includes the following information:

a) Header:

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

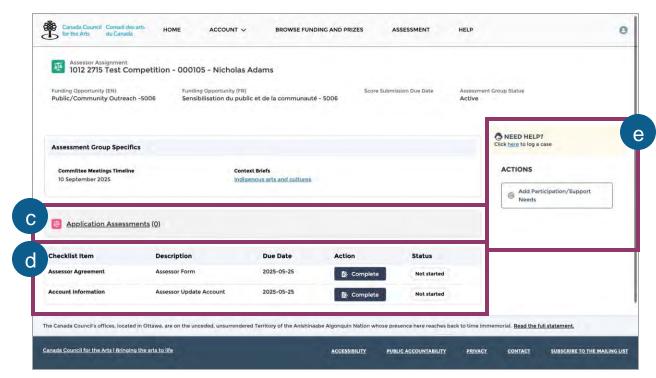
b) Assessment Group Specifics:

- Committee Meetings Timeline
- Context Briefs



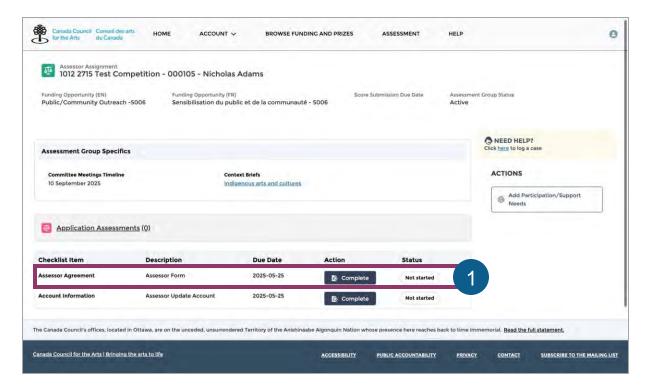
Assessor Assignment Page Layout

- 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)



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.



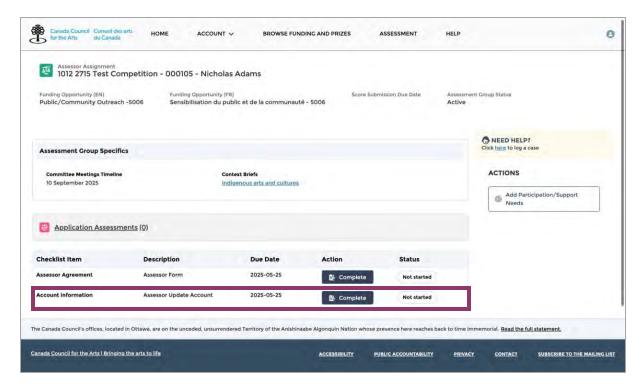
3. Assessor Information and Participation/Support Needs

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



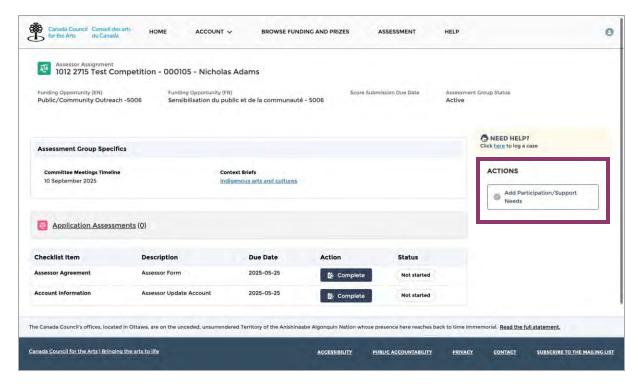
Verify and update your Account Information

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.



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.





Thank you!

