The Assessor's Checklist

Before the presentation

T-2

- Put your availability on the OpenClassrooms platform.
- Students receive a message when they are assigned an assessor. You can then write to them confirming the time and date. Also, encourage them to check their internet connection and ensure that they will not be disturbed during their presentation. Then remind them to upload their deliverables to the platform 48 hours before the project defense.
- Go over the student's deliverables 48 hours before the project defense. Using the mentor guide, check that:
  - All the deliverables are there.
  - The deliverables are in the correct format.
  - The necessary skills have been used correctly.
- Take notes while reading the deliverables (areas that require further clarification, questions, etc.).

The day of the presentation

Day Of

- Connect to the video conference with your camera on.

- Provide a warm welcome. Remember that a project defense can be stressful for students, so try to make them feel comfortable.
- Remind the student of the context of the project defense: the duration, the role-play scenario (if there is one).
- Make sure that there are no technical difficulties.
- Actively listen to the student's presentation and take notes. Stay in your role and avoid interrupting the student during their presentation.
- Ask the student a few questions to be sure that they understood how to use the target skills.
- Debrief with the student. They will want to hear your feedback. Let them know if they have passed or failed. Most importantly, discuss their strengths and the areas they need to work on to keep moving forward.
- Ask the student if they have any questions. If not, say goodbye and wish them good luck in the rest of the training!
- Make a decision:
  - Accept the student's project.
  - Ask the student to rework their deliverables and resubmit them on the platform within 48 hours. Ask them to send an email when they do. If the student does this, they will not have to retake the project defense.
  - Refuse the student's project: they will have to retake the project defense later.

After the presentation

T+1

- Put together an in-depth, personalized evaluation summary.
- In case of disagreement, tactfully respond to any questions from the student or mentor. If the situation gets worse, email OpenClassrooms for guidance.