

# Submissions, Reviews and Evaluations: The evolution of the Assessment Module

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# Introducing the Elements Assessment Module

The **Assessment Module** enables organisations to create review and evaluation exercises for annual faculty reviews, promotions, reporting exercises, and more.



## Save time and improve data quality by maximising data reuse

The Assessment module reduces the burden on researchers and minimises the need for manual entry by presenting them with relevant data from Elements to include in their submission. This can then be enriched with supporting information and attachments.



## Reduce stress by making workflows clear and intuitive

The Assessment Module is designed to guide researchers (or their proxies) through each exercise, with clear overviews, configurable guidance and submission validation to help to make the process as intuitive and as stress-free as possible.



## Capture submissions and reviews privately and securely

Data captured within the Assessment is private by default, and our robust roles-based permission model, ensures your administrators can effectively control permissions for faculty, reviewers and managers both during and after the exercise.

# Guiding Researchers through their submissions

Introduction section and configurable guidance throughout make it easy to provide helpful information.

Forms can be tailored using custom sections, lists, fields and attachment controls to capture exactly the data you need

Researchers can easily download a copy of their submission via configurable reports

Submit function with validation to help researcher check their submission is complete.

Overview section allows researchers to easily see what they need to complete their submission

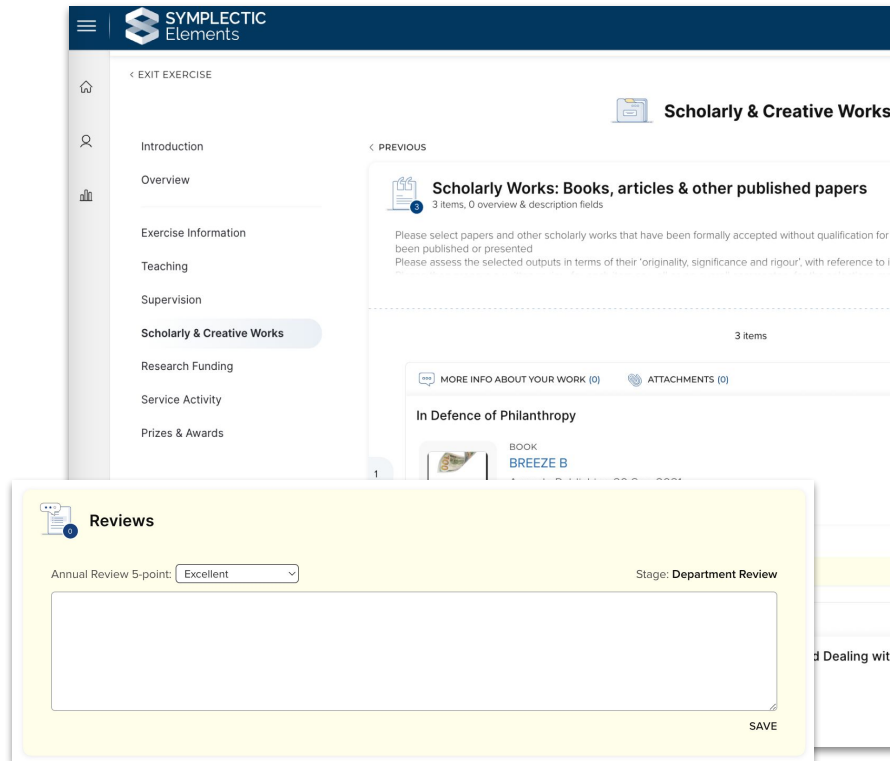
Completed reviews can be seen alongside the relevant data, making it easy for researchers to see feedback.

# Easily capture reviews with comments and scoresets

The Reviewer user experience in the Assessment Module has been aligned with the researcher experience to ensure researchers know exactly how their work will be seen by reviewers.

Reviews can be requested across multiple layers: on the exercise as a whole, on a specific section, and even at individual item level, whilst configurable guidance text helps ensure your reviewers know what they need to do.

Reviewers can navigate through the form reviewing the submission, adding review comments and (if desired) selecting from a configurable scoreset.

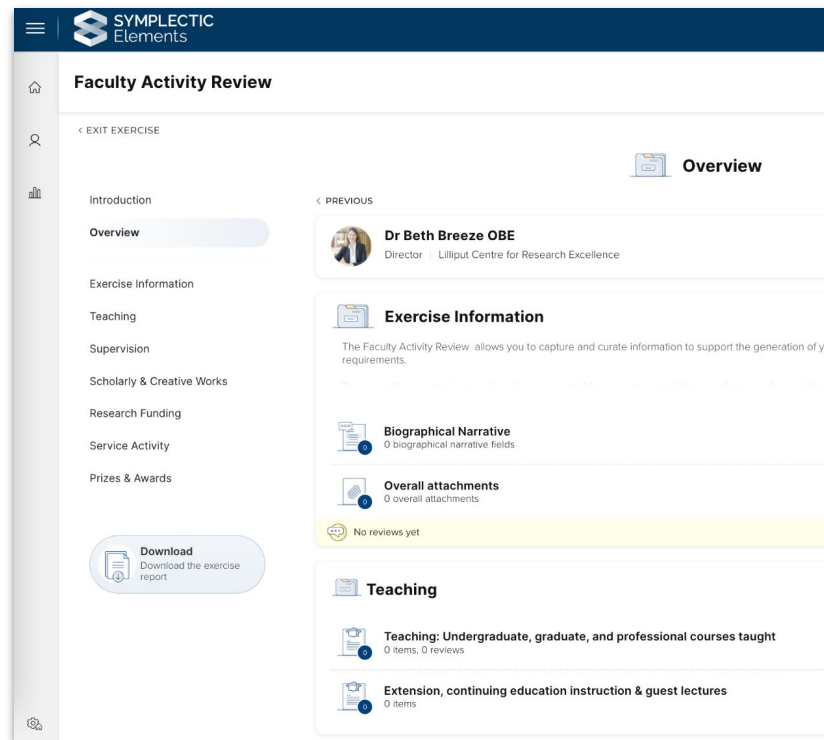


The screenshot displays the SYMPLECTIC Elements interface. On the left, a sidebar lists navigation options: Introduction, Overview, Exercise Information, Teaching, Supervision, **Scholarly & Creative Works** (highlighted), Research Funding, Service Activity, and Prizes & Awards. The main content area shows the 'Scholarly & Creative Works' section with a title 'Scholarly Works: Books, articles & other published papers' and a description: 'Please select papers and other scholarly works that have been formally accepted without qualification for publication or presentation. Please assess the selected outputs in terms of their "originality, significance and rigour", with reference to the criteria provided.' Below this, there are sections for 'MORE INFO ABOUT YOUR WORK (0)' and 'ATTACHMENTS (0)'. A specific item, 'In Defence of Philanthropy' by BREEZE B, is visible. Overlaid on the bottom right is a 'Reviews' form. This form includes a dropdown for 'Annual Review 5-point' set to 'Excellent', a 'Stage: Department Review' label, a large text area for comments, and a 'SAVE' button at the bottom right.

# Tailor exercise forms and workflows to your needs

Specifically designed for researcher-centric review exercises, the Assessment Module offers **a wide range of configuration options** that allows you to tailor exercises by configuring:

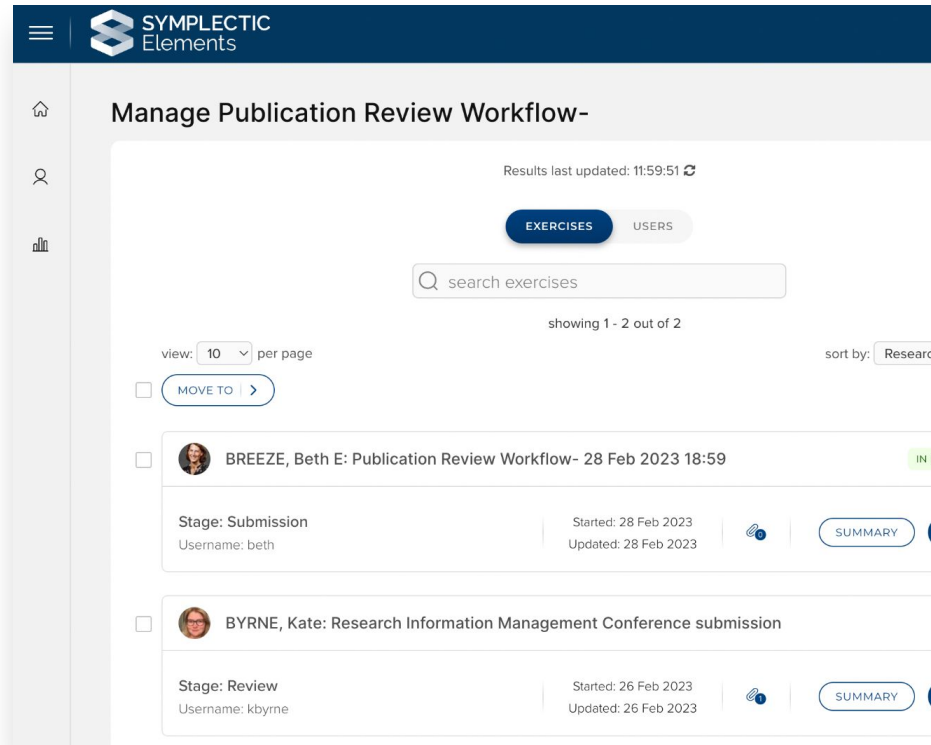
- **Exercise forms:** Adding custom sections, lists, fields, and attachment controls
- **Submission and review workflows:** Configuring multiple stages and setting stage transitions to control how submissions flow through the exercise.
- **Roles and permissions:** Setting who can access submissions at each stage and assigning roles to reviewers and managers.
- **Guidance and overview text:** Providing help and context for researchers and reviewers.



# Ensure managers can easily monitor progress

The Exercise management page makes it easy for Assessment managers to oversee each exercise, monitoring submissions to ensure that the process is completed on schedule. It includes;

- Clear summary indicators to oversee the user and workflow status of each exercise
- Options to bi-directionally transition exercises between stages (e.g to move a submission forward to the next stage of review or return it to the researcher if adjustments are needed)
- Ability to lock and unlock individual responses
- Extra options to download reports or bulk update selections and review scores.

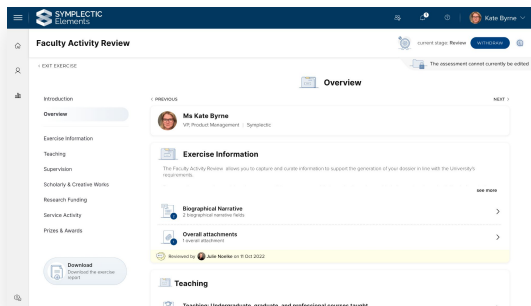


The screenshot displays the SYMPLECTIC Elements interface for managing a publication review workflow. The header shows the SYMPLECTIC Elements logo and a navigation menu. The main title is 'Manage Publication Review Workflow-'. Below the title, it indicates 'Results last updated: 11:59:51'. There are two tabs: 'EXERCISES' (selected) and 'USERS'. A search bar labeled 'search exercises' is present. Below the search bar, it says 'showing 1 - 2 out of 2'. There are filters for 'view: 10 per page' and 'sort by: Researcher'. A 'MOVE TO' button is also visible. The list of exercises includes:

- ☐ BREEZE, Beth E: Publication Review Workflow- 28 Feb 2023 18:59. Stage: Submission, Username: beth. Started: 28 Feb 2023, Updated: 28 Feb 2023. A 'SUMMARY' button is available.
- ☐ BYRNE, Kate: Research Information Management Conference submission. Stage: Review, Username: kbyrne. Started: 26 Feb 2023, Updated: 26 Feb 2023. A 'SUMMARY' button is available.

# Supporting different kinds of review processes

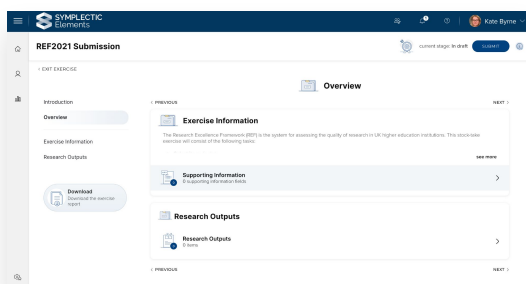
Manage annual activity reporting, promotion rounds or other staff evaluation processes



The Assessment Module provides you with the ability to securely manage faculty reporting submissions and reviews.

It can support both simple submissions or more complex multi-stage reviews and allows you to tailor each assessment to align with each faculty group's needs.

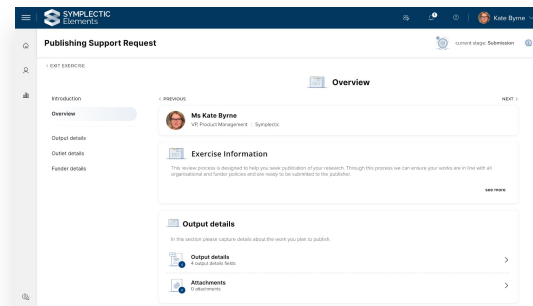
Nominate, curate and review data for government reporting activities (eg. REF and PBRF)



You can use the Assessment Module to complete researcher-centric national assessments including both the REF in the UK and the PBRF in New Zealand.

It can support researchers to select and submit their works and administrators to review and optimise the data for inclusion.

Track requests, undertake surveys or build documents easily all within one place



The Assessment module also offers options to support service requests, surveys or acknowledgement requests.

It can also be used in conjunction with Element's custom reporting capabilities to help build documents and reports to support accreditation and other exercises.

# Recent additions to the Assessment Module

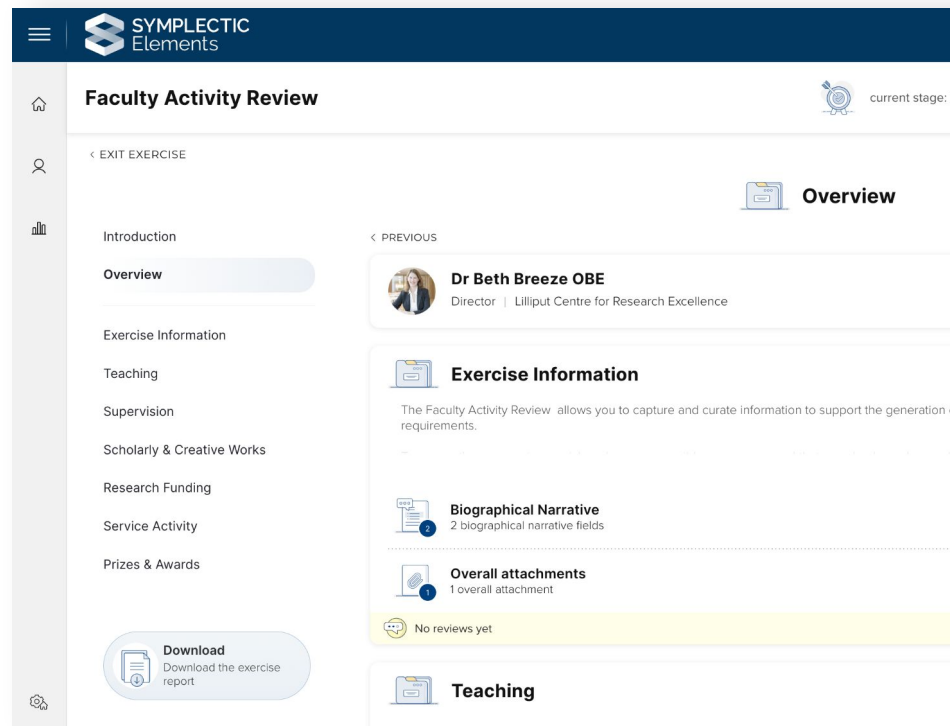


# Enhancing the Assessment Module

The workflows supported by the Assessment Module are often vital to a researcher's career pathway. We want to make the experience as easy as possible to remove uncertainty and stress.

Building on our review of the Assessment Module last year, we have continued to enhance this module to further streamline reporting workflows and save both researchers and reviewers time.

We also have introduced new capabilities to support a wide range of review and approval processes, making the module an even more flexible toolkit for administrators and organisations.

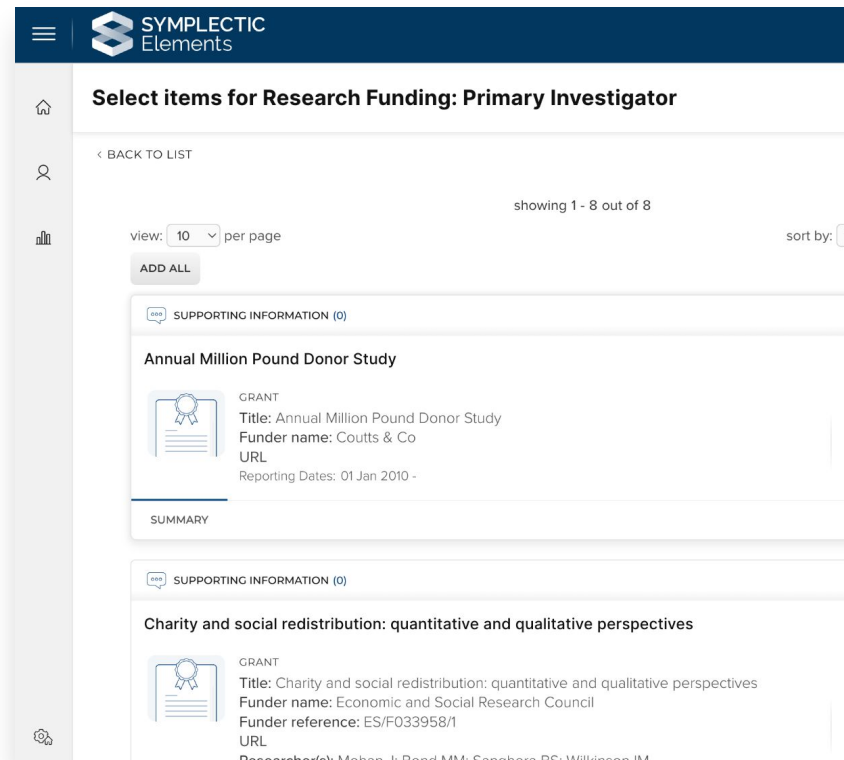


# Pre-populate exercises with eligible works

Save time and make it even easier for researchers to complete exercises with new functionality to automatically pre-populate lists with eligible works and activities.

We plan to introduce new configuration options for the Assessment Module to automatically pre-populate lists within each submission with all eligible items.

This new functionality will save researchers' time, automatically populating each submission as the researcher begins their exercise, ensuring data included is as up-to-date as possible. Researchers will then be able to review, modify and reorder the items as needed.

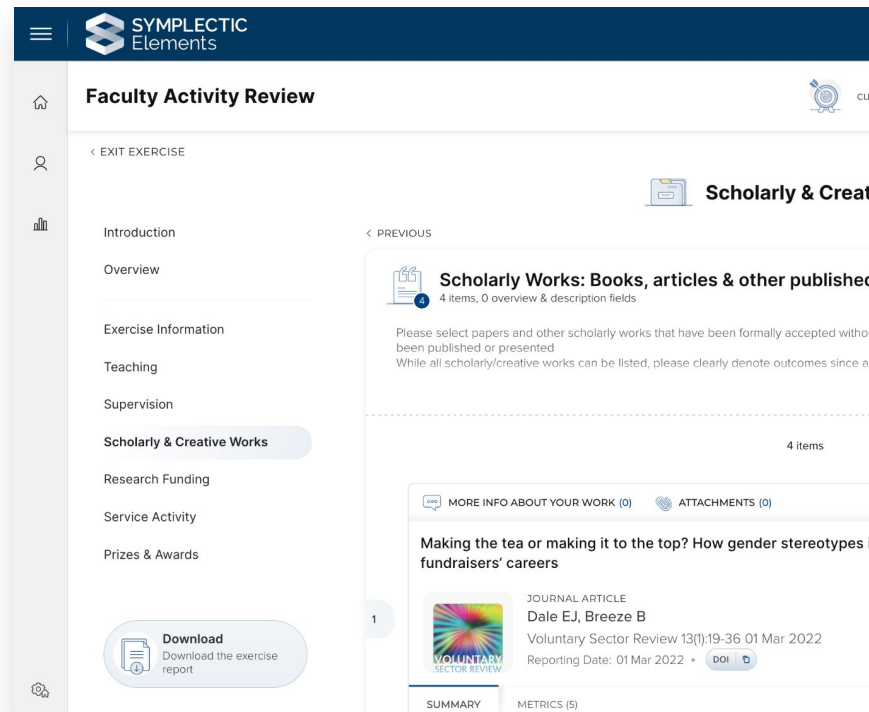


# Add new works within an exercise

Simplify faculty reporting workflows & save time with new options to add missing objects within an Assessment exercise.

We plan to introduce the ability for researchers to add missing research outputs or activities from within an Assessment Exercise, simplify reporting workflows and reducing the need for researchers to move in and out of their exercise to complete their submission.

This new functionality will maximise the amount of reusable metadata captured and will feature clear information about privacy settings to ensure that users understand how the data captured may be made available elsewhere.

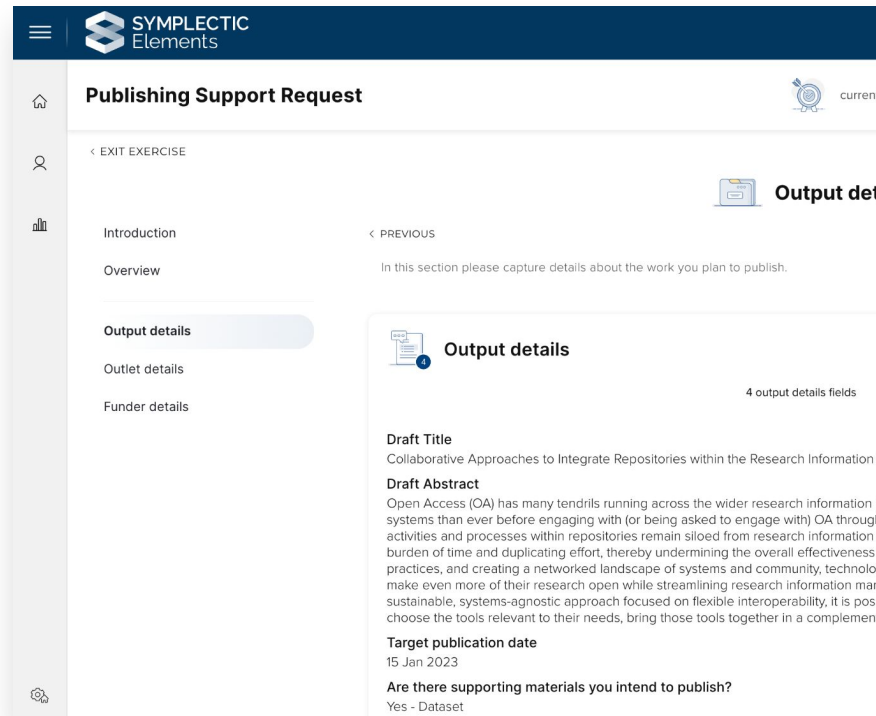


# Support multi-submission review processes

Many organisations are seeking to support different kinds of review & approval processes which require multiple targeted submissions.

To date, the Assessment Module has supported stand-alone exercises which allow researchers to make a single submission. We plan to introduce a new set of configuration options which support different kinds of exercises which allow researchers to submit multiple submissions for review & approval.

This new functionality will allow organisations to use the Assessment Module to support other kinds of review processes such as publishing support requests or activity approval processes.



**Publishing Support Request**

← EXIT EXERCISE

Introduction Overview **Output details** Outlet details Funder details

← PREVIOUS

In this section please capture details about the work you plan to publish.

**Output details**

4 output details fields

**Draft Title**  
Collaborative Approaches to Integrate Repositories within the Research Information

**Draft Abstract**  
Open Access (OA) has many tendrils running across the wider research information systems than ever before engaging with (or being asked to engage with) OA through activities and processes within repositories remain siloed from research information burden of time and duplicating effort, thereby undermining the overall effectiveness practices, and creating a networked landscape of systems and community, technology make even more of their research open while streamlining research information management sustainable, systems-agnostic approach focused on flexible interoperability, it is possible choose the tools relevant to their needs, bring those tools together in a complementary

**Target publication date**  
15 Jan 2023

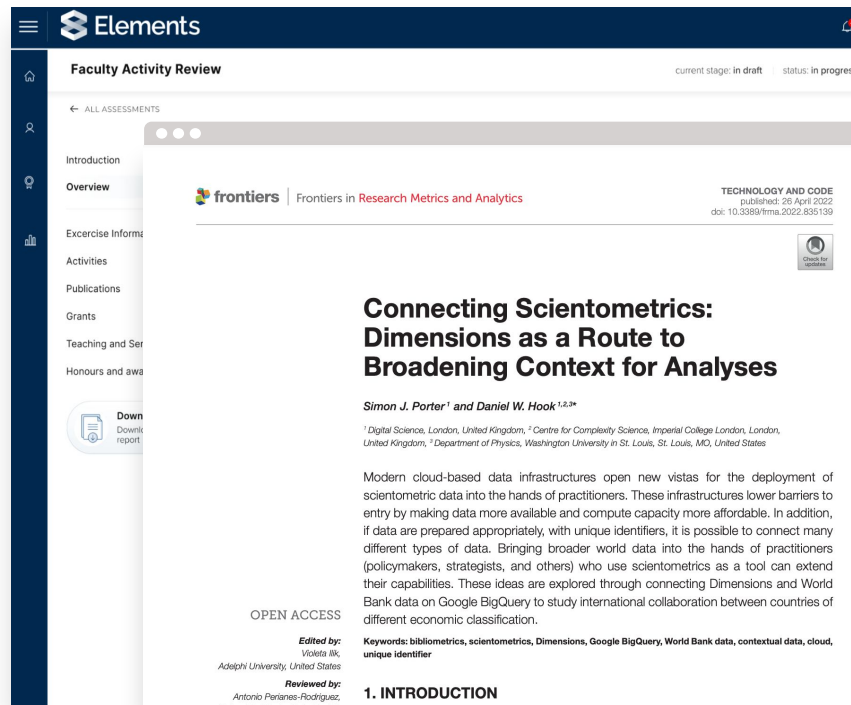
**Are there supporting materials you intend to publish?**  
Yes - Dataset

# Streamline reviews with pdf viewing

Reduce workflow interruptions for your researchers & reviewers by removing the need to download attachments via a new in-browser PDF viewing experience.

To help streamline review and approval workflows, we plan to introduce the ability for researchers and reviewers to view PDFs within an Assessment exercise.

This new configuration option will allow administrators to determine whether PDF downloads are permitted from each exercise as well as offering researchers and reviewers the option to view files within their browser, saving them time and reducing the need to download data unnecessarily.

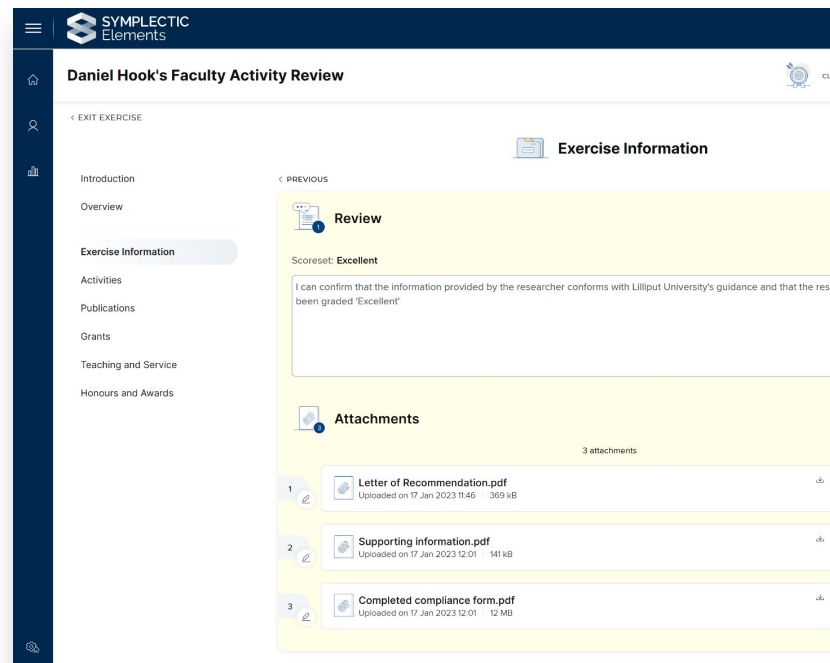


# Capture attachments within reviews

Increase the breadth of information captured as part of the review process by allowing reviewers to add attachments.

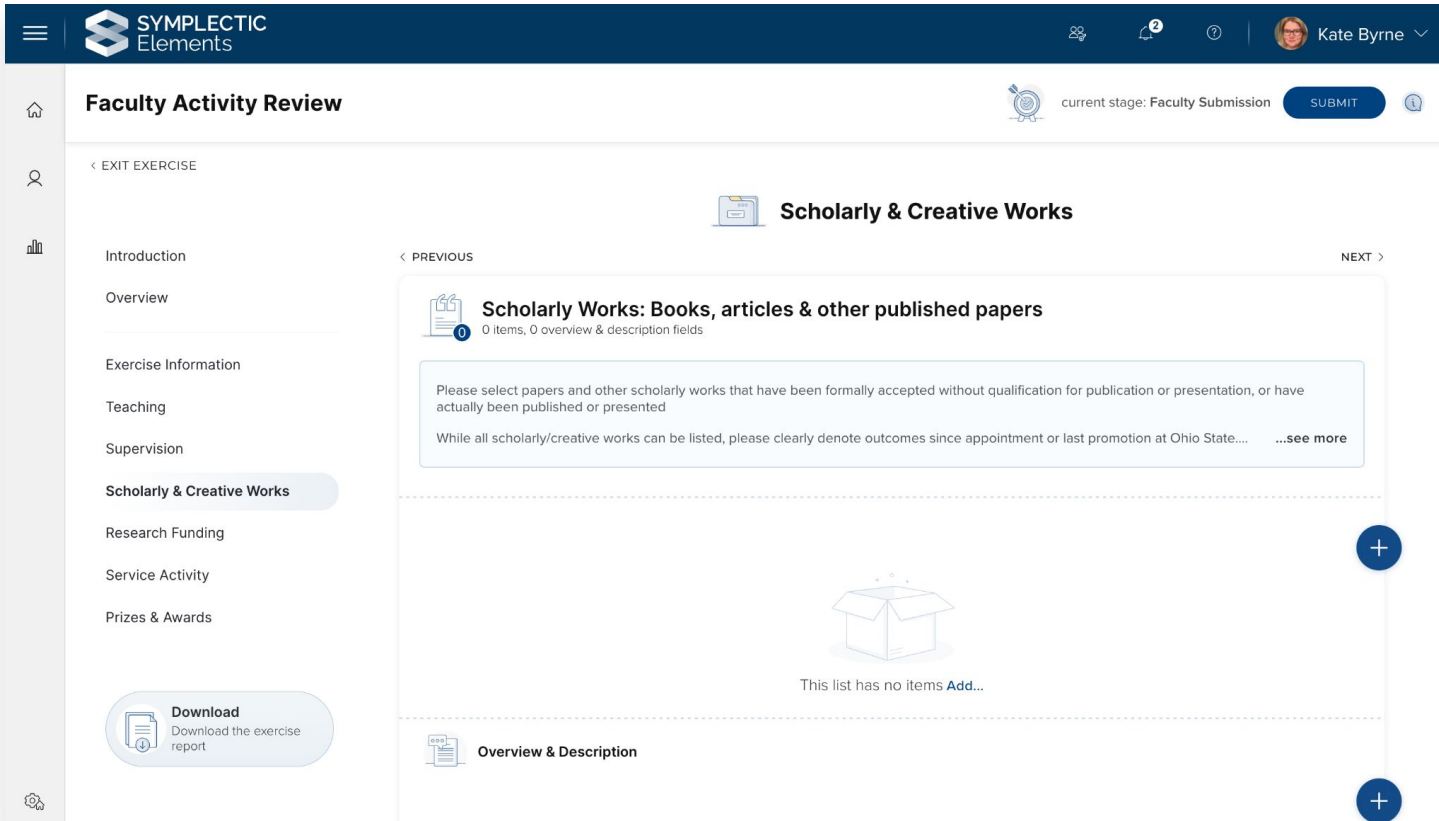
To extend the range of information that can be captured from reviewers, we will introduce the ability for reviewers to add attachments to reviews, allowing for easy capture of letters of recommendation and other supporting information.

Review attachments will have the same visibility as the review itself and can be reordered and include descriptions if required. This functionality will be configurable, allowing Administrators to decide which reviews should also include attachments.



# Example use cases

# Use case 1: Annual Reviews

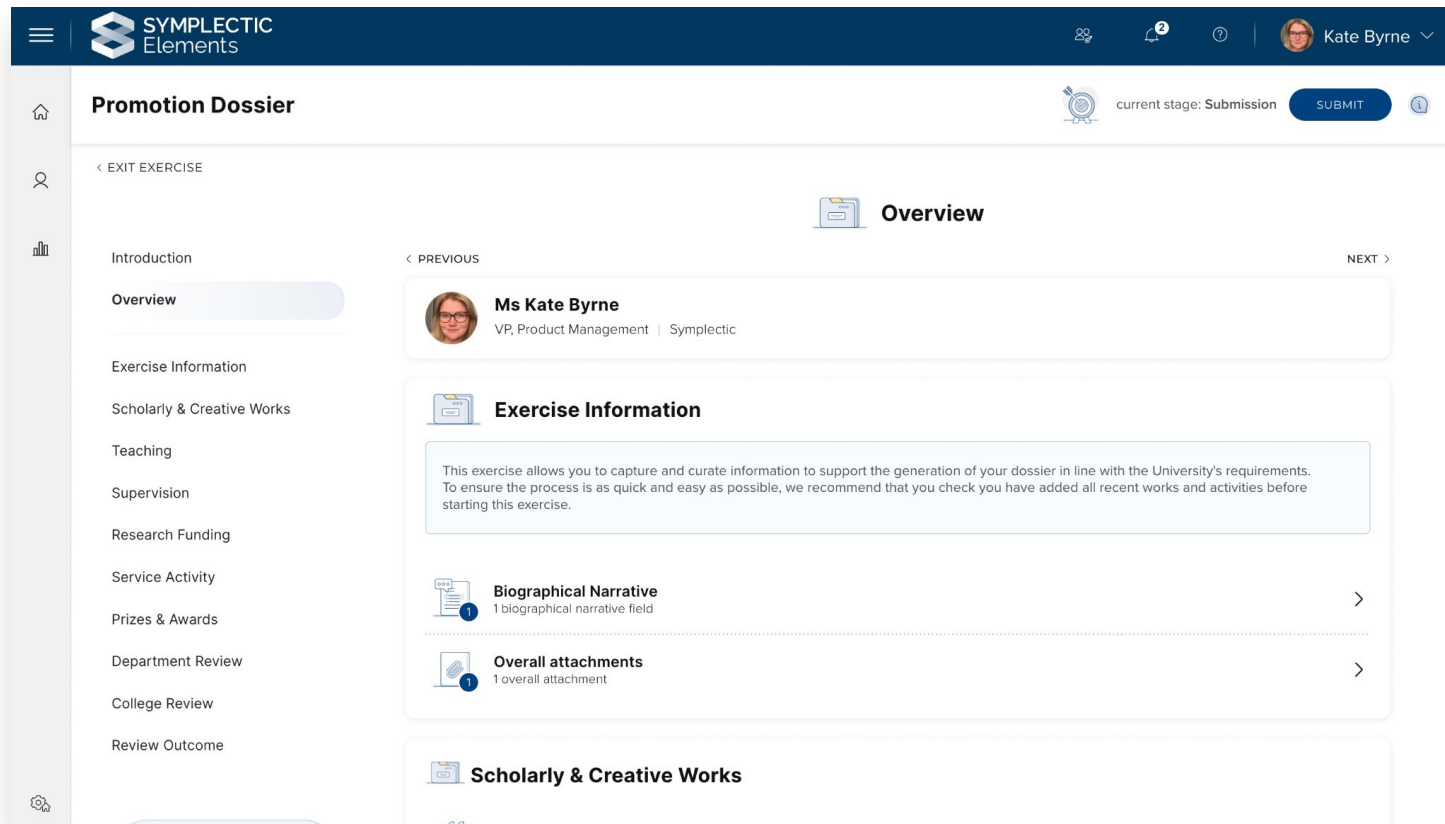


The screenshot displays the SYMPLECTIC Elements web application interface for a 'Faculty Activity Review'. The top navigation bar is dark blue, featuring the SYMPLECTIC Elements logo on the left and user information (Kate Byrne) on the right. A sidebar on the left contains a list of navigation items: Introduction, Overview, Exercise Information, Teaching, Supervision, Scholarly & Creative Works (highlighted), Research Funding, Service Activity, and Prizes & Awards. At the bottom of the sidebar is a 'Download' button with a document icon and the text 'Download the exercise report'.

The main content area is titled 'Faculty Activity Review' and includes a 'current stage: Faculty Submission' indicator with a 'SUBMIT' button. Below this, a section titled 'Scholarly & Creative Works' is shown, with a 'PREVIOUS' link on the left and a 'NEXT' link on the right. This section contains a sub-header 'Scholarly Works: Books, articles & other published papers' with a count of '0 items, 0 overview & description fields'. A text box below this header provides instructions: 'Please select papers and other scholarly works that have been formally accepted without qualification for publication or presentation, or have actually been published or presented. While all scholarly/creative works can be listed, please clearly denote outcomes since appointment or last promotion at Ohio State.... [...see more](#)'. Below the text box is a large empty area with a box icon and the text 'This list has no items [Add...](#)'. At the bottom of this section is a sub-header 'Overview & Description' with a document icon. On the right side of the main content area, there are two blue circular buttons with white plus signs, indicating expandable sections.



# Use case 2: Promotion Rounds



The screenshot displays the SYMPLECTIC Elements web application interface for a 'Promotion Dossier'. The top navigation bar is dark blue, featuring the SYMPLECTIC Elements logo on the left and user information (Kate Byrne) on the right. A sidebar on the left contains icons for home, user profile, and a list of dossier sections. The main content area is titled 'Promotion Dossier' and shows the 'Overview' section as the current stage. Below the overview, there are sections for 'Exercise Information' and 'Scholarly & Creative Works'. The 'Exercise Information' section includes a description of the exercise and a list of tasks: 'Biographical Narrative' (1 biographical narrative field) and 'Overall attachments' (1 overall attachment). The 'Scholarly & Creative Works' section is partially visible at the bottom.

**Promotion Dossier**

current stage: Submission **SUBMIT**

**Overview**

Introduction

**Overview**

Exercise Information

Scholarly & Creative Works

Teaching

Supervision

Research Funding

Service Activity

Prizes & Awards

Department Review

College Review

Review Outcome

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VP, Product Management | Symplectic

**Exercise Information**

This exercise allows you to capture and curate information to support the generation of your dossier in line with the University's requirements. To ensure the process is as quick and easy as possible, we recommend that you check you have added all recent works and activities before starting this exercise.

**Biographical Narrative**  
1 biographical narrative field

**Overall attachments**  
1 overall attachment

**Scholarly & Creative Works**

# Use case 3: Publication Reviews & Approvals

**SYMPLECTIC Elements**

My publication reviews

search name

showing 1 - 2 out of 2

view: 10 per page

sort by: Created (newest first)

**Filters**

Status: Any

**Symplectic Elements and Research Management Workflows**  
**Publication Review Workflow**  
**Stage: Submission**

This review process is designed to help you seek publication of your research. Through this process we can ensure your works are in line with all organisational and funder policies and are ready to be submitted to the publisher.

You can make multiple submissions to this exercise, please include only one work per submission.

Started: 01 Mar 2023 • Updated: 01 Mar 2023

CONTINUE →

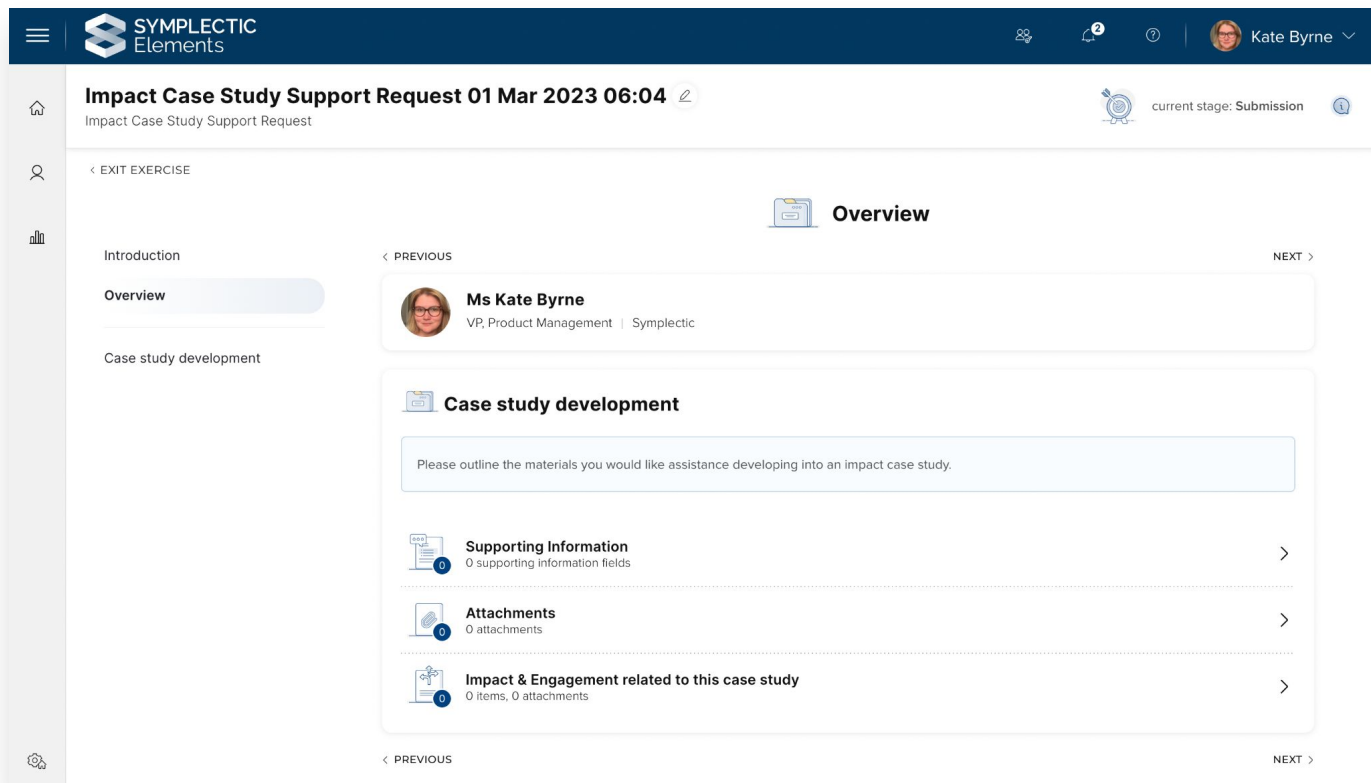
**Research Information Management Conference submission** not viewable  
**Publication Review Workflow**  
**Stage: Review**

This review process is designed to help you seek publication of your research. Through this process we can ensure your works are in line with all organisational and funder policies and are ready to be submitted to the publisher.

You can make multiple submissions to this exercise, please include only one work per submission.

Started: 26 Feb 2023 • Updated: 26 Feb 2023

# Use case 4: Impact Case Study Workflows



The screenshot displays the SYMPLECTIC Elements web application interface for an Impact Case Study Support Request. The header bar is dark blue with the SYMPLECTIC Elements logo on the left and user information (Kate Byrne) on the right. The main content area is white and features a sidebar on the left with navigation links: Introduction, Overview (highlighted), and Case study development. The main content area is titled "Impact Case Study Support Request 01 Mar 2023 06:04" and includes a "current stage: Submission" indicator. The "Overview" section is active, showing a list of tasks: "Case study development" (with a text input field for outlining materials), "Supporting Information" (0 supporting information fields), "Attachments" (0 attachments), and "Impact & Engagement related to this case study" (0 items, 0 attachments). Navigation arrows are present for moving between sections.

**SYMPLECTIC Elements**

**Impact Case Study Support Request 01 Mar 2023 06:04**

Impact Case Study Support Request

current stage: Submission

**Overview**

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VP, Product Management | Symplectic

**Case study development**

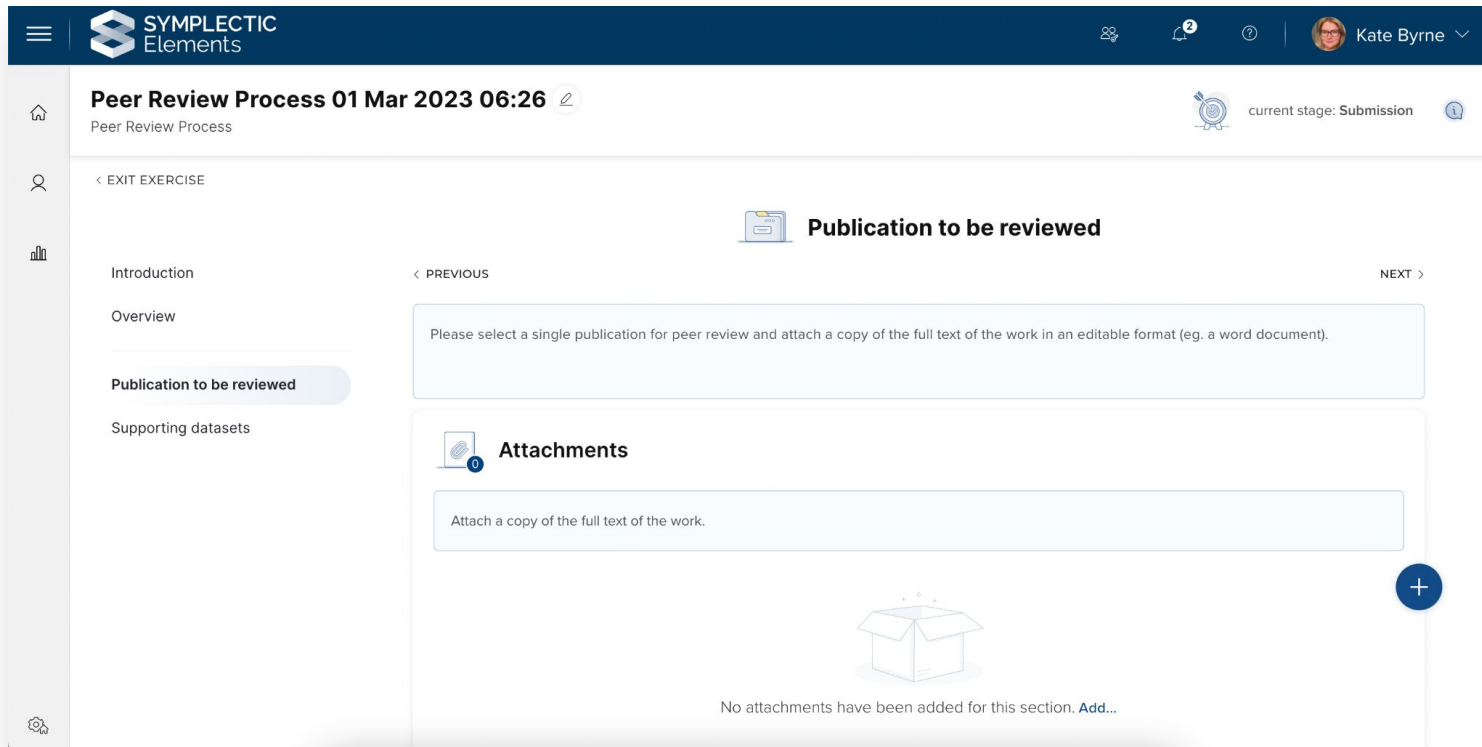
Please outline the materials you would like assistance developing into an impact case study.

**Supporting Information**  
0 supporting information fields

**Attachments**  
0 attachments

**Impact & Engagement related to this case study**  
0 items, 0 attachments

# Use case 5: Internal peer reviews



The screenshot displays the SYMPLECTIC Elements web application interface. The top navigation bar is dark blue with the SYMPLECTIC Elements logo on the left and user information (Kate Byrne) on the right. A sidebar on the left contains icons for home, search, and a list of items. The main content area is titled "Peer Review Process 01 Mar 2023 06:26" and shows the "current stage: Submission". A left-hand menu lists the process steps: Introduction, Overview, **Publication to be reviewed** (highlighted), and Supporting datasets. The main content area for the "Publication to be reviewed" stage includes a "Publication to be reviewed" section with a folder icon and a text box asking the user to select a publication and attach a copy of the full text. Below this is an "Attachments" section with a document icon and a text box asking the user to attach a copy of the full text. At the bottom, there is a box icon and a message stating "No attachments have been added for this section. Add...". A blue circular button with a plus sign is located in the bottom right corner of the main content area.

**SYMPLECTIC Elements**

**Peer Review Process 01 Mar 2023 06:26**

Peer Review Process

current stage: Submission

< EXIT EXERCISE

**Publication to be reviewed**

Introduction

Overview

**Publication to be reviewed**

Supporting datasets

< PREVIOUS

NEXT >

Please select a single publication for peer review and attach a copy of the full text of the work in an editable format (eg. a word document).

**Attachments**

Attach a copy of the full text of the work.

No attachments have been added for this section. [Add...](#)

# Demonstration

# Key things to consider when designing an exercise



## Form Design

Plan the design of your exercise form using a combination of sections, lists, fields attachments & guidance information. Consider the flow to make this as easy as possible for researchers.



## Workflow Stages & transitions

Use stages and stage transitions to create a submission workflow  
Consider where to allow users or reviews to automatically progress submissions and where to use 'staging' stages.



## Users, Reviewers and Managers

How you want to assign users, reviewers and managers can influence your overall exercise design including how many exercises and/or stages you need.



## Reports & outputs

Think about how your users, reviewers and administrators will want to be able to export reports which summarise the data in one or more exercises including reviews.

# Questions?