

## **UNIHEAL+ - Contextualizing UNiversal HEALTH resilience through health professionals' re-skilling for digital health services provision**

Project Number: 2021-1-ES01-KA220-VET-000033271

### **PR4: UNIHEAL+ Skills Assessment, Validation and Recognition, Content & Tools**

#### **Task 4.2 Development of Skills Assessment, Validation and Recognition tools**



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## DESCRIPTION

The aim of this output is to **develop a package of tools for trainers, educators and employers in order to assess, validate and recognize the skills acquired through the provision of UNIHEAL+ Framework Courses to the target groups**. The package will be composed of templates through which VET practitioners will be able to collect and analyse quantitative and qualitative data with regards to each training session implementation. The methodology of development of an effective assessment tool with the learning aspect includes the possibility for learners to get a clear explanation of the correct answer; it will appear after answering each question. Also, it gives the possibility to learn continuously, thus the assessment tool has also an educational value in line with supporting for recognising the learner's knowledge.

**The example questions from module 5 will be used in the following templates:**

### Question 1

What data can be deleted from a browser's history?

- a. Cookies, browsing history
- b. Browsing history, cookies, cache and form data
- c. Browsing history and passwords
- d. Cookies, cache, form data and passwords

### Question 2

How documents can be organised in cloud storage?

- a. By folders and shared drives
- b. Documents are stored without a folder in the cloud storage
- c. By folders and subfolders
- d. By folders, subfolders, and drives whether shared or not.

### Question 3

What can we do when we are on a video call, and we are not the administrators of the call?

- a. Using a whiteboard, sharing the screen
- b. Answers a and d are correct
- c. Adding people to the call
- d. Activating and deactivating the camera and microphone

### Question 4

When we connect remotely to a computer, we can:

- a. Have access to the entire remote computer, transfer files both ways, communicate with the owner of the remote computer via chat.
- b. Have access to all remote equipment, transfer files to the remote equipment.

- c. Have access to the remote computer with restrictions, transfer files both ways, communicate with the owner of the remote computer by chat.
- d. Have access to the remote equipment with restrictions, communicate with the owner of the remote equipment by chat.

### **Question 5**

Which application can we use both on our mobile device and on the computer simultaneously?

- a. Google Maps
- b. Outlook
- c. All of the above
- d. WhatsApp

### **Question 6**

What makes up a strong password?

- a. Dictionary words, lower and upper case letters, numbers, and symbols
- b. Lowercase letters, numbers, and symbols
- c. Capital letters, numbers, and symbols
- d. Non-dictionary words, lower and upper case letters, numbers, and symbols

## 1. Assessment Tool

**Task: 1.** define the answer options related to each question and the error message after giving a wrong answer considering that such a message will help the learner to answer the question properly. The total number of attempts allowed per module is three (3). Finally, the learner must answer the test for each module.

Please fill in ANNEX 1

Example

Module 5	
<b>Question 1</b>	What data can be deleted from a browser's history?
<b>Options</b>	<ul style="list-style-type: none"> <li>a. Cookies, browsing history</li> <li>b. Browsing history, cookies, cache and form data</li> <li>c. Browsing history and passwords</li> <li>d. Cookies, cache, form data and passwords</li> </ul>
<b>Correct Answer</b>	b. Browsing history, cookies, cache and form data
<b>Error message after giving a wrong answer</b>	In a browser, you can delete the browsing history, cookies, cache and form data. Form data includes passwords and usernames.
<b>Question 2</b>	How documents can be organised in cloud storage?
<b>Options</b>	<ul style="list-style-type: none"> <li>a. By folders and shared drives</li> <li>b. Documents are stored without a folder in the cloud storage</li> <li>c. By folders and subfolders</li> <li>d. By folders, subfolders, and drives whether shared or not.</li> </ul>
<b>Correct Answer</b>	d. By folders, subfolders, and drives whether shared or not.
<b>Error message after giving a wrong answer</b>	Cloud storage is organised into folders containing files and subfolders. Likewise, these subfolders can have more folders as files. This whole set of folders and files may or may not be shared with other users.
<b>Question 3</b>	What can we do when we are on a video call, and we are not the administrators of the call?

<b>Options</b>	<ul style="list-style-type: none"> <li>a. Using a whiteboard, sharing the screen</li> <li>b. Answers a and d are correct</li> <li>c. Adding people to the call</li> <li>d. Activating and deactivating the camera and microphone</li> </ul>
<b>Correct Answer</b>	b. Answers a and d are correct
<b>Error message after giving a wrong answer</b>	When we are not the administrator of the call, we cannot add people, but we can activate and deactivate the camera and microphone, as well as use the whiteboard and screen sharing.
<b>Question 4</b>	When we connect remotely to a computer, we can:
<b>Options</b>	<ul style="list-style-type: none"> <li>a. Have access to the entire remote computer, transfer files both ways, communicate with the owner of the remote computer via chat.</li> <li>b. Have access to all remote equipment, transfer files to the remote equipment.</li> <li>c. Have access to the remote computer with restrictions, transfer files both ways, communicate with the owner of the remote computer by chat.</li> <li>d. Have access to the remote equipment with restrictions, communicate with the owner of the remote equipment by chat.</li> </ul>
<b>Correct Answer</b>	a. Have access to the entire remote computer, transfer files both ways, communicate with the owner of the remote computer via chat.
<b>Error message after giving a wrong answer</b>	When we connect to a remote computer, we have full access to the computer. We can transfer files to the remote computer and also transfer files from the remote computer to our local computer.
<b>Question 5</b>	Which application can we use both on our mobile device and on the computer simultaneously?
<b>Options</b>	<ul style="list-style-type: none"> <li>a. Google Maps</li> <li>b. Outlook</li> <li>c. All of the above</li> <li>d. WhatsApp</li> </ul>
<b>Correct Answer</b>	c. All of the above

Error message after giving a wrong answer	We can use both Google Maps, Outlook and WhatsApp on mobile devices and on the computer at the same time. We can listen to a WhatsApp audio note on our computer while texting another contact in the WhatsApp chat.
Question 6	What makes up a strong password?
Options	<ul style="list-style-type: none"> <li>a. Dictionary words, lower and upper case letters, numbers, and symbols</li> <li>b. Lowercase letters, numbers, and symbols</li> <li>c. Capital letters, numbers, and symbols</li> <li>d. Non-dictionary words, lower and upper case letters, numbers, and symbols</li> </ul>
Correct Answer	d. Non-dictionary words, lower and upper case letters, numbers, and symbols.
Error message after giving a wrong answer	For a password to be fully strong, it needs to contain no words that are in a dictionary, whatever the language. It should also have lowercase and uppercase letters, accompanied by numbers and symbols.

## 2. Self-Assessment Checklist

**Task:** A checklist is another quick way to assess the achievement of a learning outcome. The learners will have the chance to indicate whether the learning outcome for each question (column on the left) has been achieved/gained (✓) (Yes) or not (No). Therefore, *each row of the following table should be dedicated to each question on the assessment test.*

Please fill in ANNEX 2. Example:

Module 5		
Learning Outcomes	Yes	No
<b>(Question 1) Web browsers:</b> The learner will know how to use all popular web browsers, how to navigate to a site, how to use tabs, how to bookmark websites, how to use and search your browsing history, how to clean cache and cookies and how to edit your homepage.		
<b>(Question 2) Use of cloud storage services:</b> the learner will know how to setup an account in each of the cloud services, how to create new documents, how to open, edit and save documents, how to convert documents from one format to another. The learner will also know how to share online files with other users and how to organize files and folders. We will also learn how to download files to a local PC.		
<b>(Question 3) Video calls:</b> the learner will know how to use Google meet, Zoom and Teams. We will learn how to connect to meetings, how to setup audio devices, how to mute your microphone during a conversation, how to send messages in the built-in chat, how to create a meeting and how to share your screen so you can display a presentation or broadcast your screen to other participants for any other functionality.		
<b>(Question 4) Remote desktop tools:</b> we will learn how to setup a remote session using Google remote desktop, Team Viewer and VNC. You will be able to setup your computer so you can access it from any other device, and you will also learn how to access another computer remotely. You will learn how to transfer files from a remote pc to yours and vice versa.		
<b>(Question 5) Phone utility apps:</b> The learner will be able to install and use apps like Google Maps, Gmail, Outlook, and web apps like WhatsApp web.		
<b>(Question 6) Cybersecurity:</b> We will learn about the most common vulnerabilities that most PC users are exposed to, tools and best practices to follow in order to minimise the chances of becoming the victim of a cyber-attack.		

### 3. Grading system

The grading system is a quick way to assess the achievement of the defined learning outcomes by assessing the level of the learner's performance. The suggested table indicates 'Passed' or 'Failed', and the result will be appearing automatically based on the results of each module questionnaire. This means that the learners get a Different result depending on the number of questions they answered correctly. The performance score will appear automatically based on how many questions have been answered correctly for each module. **Number of attempts: 3 (only the last attempt will be considered).**

*The grading system is the same for every module, so you do not have to fill in any template.*

Example

Module 5		
Number of correct answers	Passed	Failed
6		
5		
4		
3		
2		
1		
0		



#### 4. Validation of Learning Outcomes

The validation is a quality review process that involves the process through which it is confirmed that the assessment tools have produced valid and reliable evidence.

- A certificate will be issued when a minimum mark of 60% is achieved after combining all the questionnaires assessed **after the completion of each module**. So, one certificate will be issued for each module. If the target group fails to receive that mark, then they can have the possibility to retry. Considering that the UNIHEAL+ project is not accredited as a Certification Body, the certificate will serve to frame the acquisition of the relevant knowledge/skills/responsibility.
- A certificate confirming the **completion of the training** is also suggested by the ECVET guidelines. Therefore, a certificate will be provided further to the completion of the training, regardless of the mark.
- Following the completion of the UNIHEAL+ training, we will encourage all learners to update their CV and European Skills Passport, through **Europass**, once they skills assessment phase has been completed. Europass is a European Union (Directorate General for Education and Culture) initiative to increase transparency of qualification and mobility of citizens in Europe. The five Europass documents are the **Curriculum Vitae, Language Passport, Europass Mobility, Certificate Supplement, and Diploma Supplement**, sharing a common brand name and logo. **Guidelines** on how to complete those documents can be provided. The guidelines will also explain how this can be useful for both trainers and learners.

Please fill out the XXX areas.

ANNEX 1

Template: Assessment Tool

Module X	
Question 1	XXXX?
Options	<ul style="list-style-type: none"> <li>a. XXX</li> <li>b. XXX</li> <li>c. XXX</li> <li>d. XXX</li> </ul>
Correct Answer	x. XXX
Error message after giving a wrong answer	XXX
Question 2	XXXX?
Options	<ul style="list-style-type: none"> <li>a. XXX</li> <li>b. XXX</li> <li>c. XXX</li> <li>d. XXX</li> <li>a.</li> </ul>
Correct Answer	x. XXX
Error message after giving a wrong answer	XXX
Question 3	XXXX?
Options	<ul style="list-style-type: none"> <li>a. XXX</li> <li>b. XXX</li> <li>c. XXX</li> <li>d. XXX</li> <li>a.</li> </ul>
Correct Answer	x. XXX

Module X	
Error message after giving a wrong answer	XXX
Question 4	XXXX?
Options	<ul style="list-style-type: none"> <li>a. XXX</li> <li>b. XXX</li> <li>c. XXX</li> <li>d. XXX</li> </ul>
Correct Answer	x. XXX
Error message after giving a wrong answer	XXX
Question 5	XXXX?
Options	<ul style="list-style-type: none"> <li>a. XXX</li> <li>b. XXX</li> <li>c. XXX</li> <li>d. XXX</li> </ul>
Correct Answer	x. XXX
Error message after giving a wrong answer	XXX
Question 6	XXXX?
Options	<ul style="list-style-type: none"> <li>a. XXX</li> <li>b. XXX</li> <li>c. XXX</li> <li>d. XXX</li> </ul>
Correct Answer	x. XXX

## Module X

Error message after giving a wrong answer

XXX

### ANNEX 2

Template: Self-Assessment Checklist. *There can be between 4 and 6 questions per module*

## Module X

Learning Outcomes	Yes	No
(Question 1) XXX: Xxxxx		
(Question 2) XXX: Xxxxx		
(Question 3) XXX: Xxxxx		
(Question 4) XXX: Xxxxx		
(Question 5) XXX: Xxxxx		
(Question 6) XXX: Xxxxx		