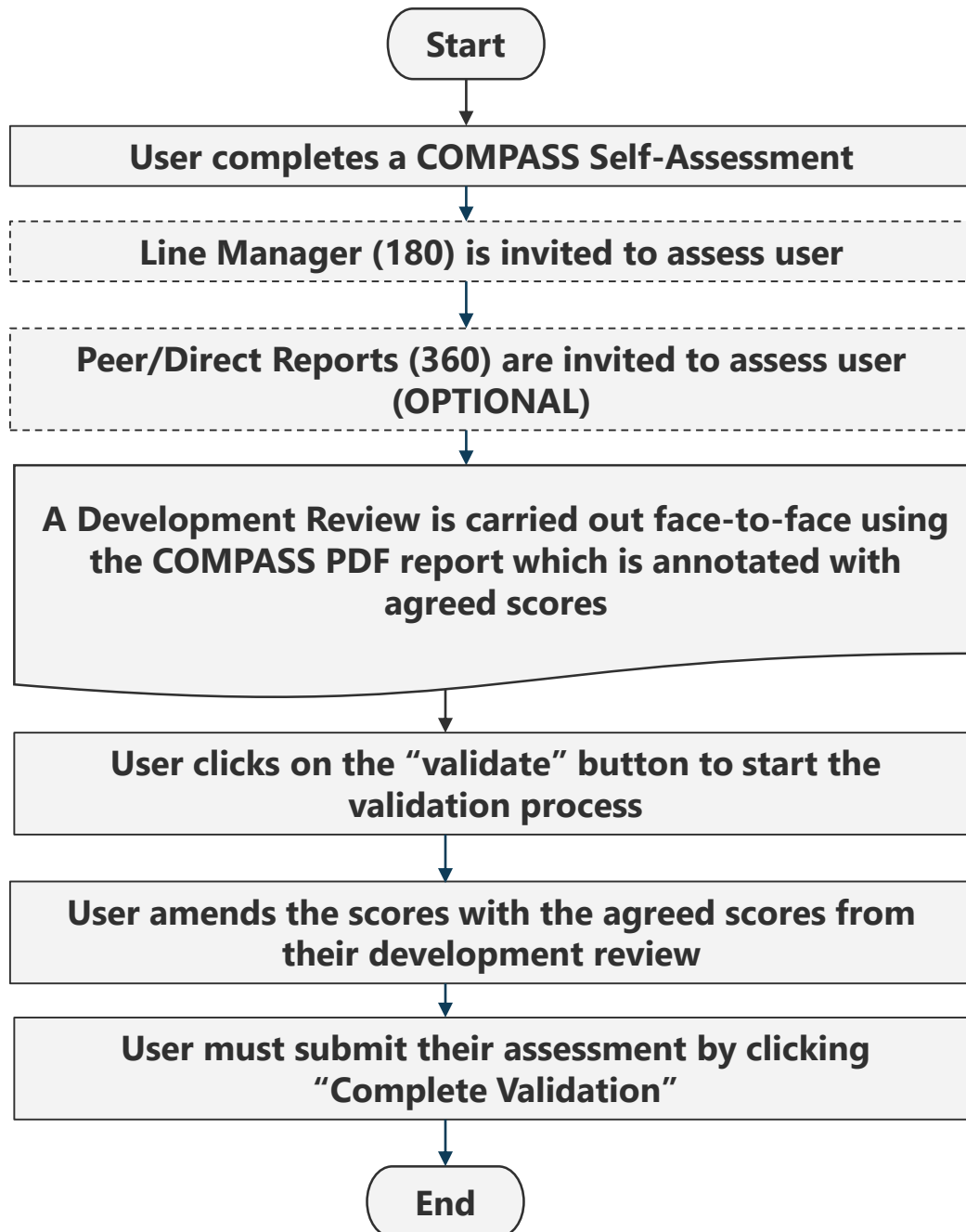




A Guide to Validating Assessments in COMPASS



This document shows how the validation process (detailed on the left) is carried out using the COMPASS assessment tool

Help My Profile Log out Admin

COMPASS competency assessment tool QA

My Assessments Assessing Others

My Assessments

Here you will find any Compass assessments available in your account. This will build into an invaluable record of your personal development.

To start or continue an assessment click on the title of the assessment you would like to work on.

Start New In Progress Submitted Validated

1	APM Competence Framework v1 2008	Launch
Not yet started, click Launch to work on this assessment.		
2	APM Competence Framework v2 2015	Launch
Not yet started, click Launch to work on this assessment.		
3		Launch
Not yet started, click Launch to work on this assessment.		

Complexity Questionnaire

Records show that you have already completed a Complexity Questionnaire for the Compass Assessment. Overall, your experience shows that the projects you have worked on are **deemed to be complex** allowing to score competence indicators at or above 6 points in the assessment.

Retest

i Note... you can only have one working copy of an assessment at a time, so if you do not have the option to copy an assessment then you will need to submit any 'In Progress' assessments first.

The 'My Assessments' page features tabs to organise your assessments. Select and complete your COMPASS assessment as normal

Refer to the "COMPASS Quick Start Guide" for more information on how to complete your assessment

My Assessments

Welcome Role Profile Instructions Complexity Assessment Home

i Looking for the old Summary tab?
You can now see all the competencies and your scores on the Competence answer screen.

You have completed the Behavioural Competence Domain. Your assessment is now ready to submit. ×

Before you start

You are currently performing a SELF assessment.
Please complete the tasks below before working on your Assessment.

Your Complexity Questionnaire

Task completed

Your Complexity Questionnaire ascertained that overall, your experience shows that the projects you have worked on are deemed to be complex allowing you to score competence indicators at or above 6 points in the

Self Assessment Home

All domains have been completed.

You can review and edit your answers by going back into domains. Once you are sure about your answers you must submit the assessment for it to be registered and only once this is done can we analyse the results. Please note that once you have submitted the assessment you will not be able to change your answers.

Submit Assessment

When you have completed your self assessment then click the "Submit" button. If you have invited 180° or 360° reviewers then they will be emailed a link to their assessment of you.

Assessment Submitted

Your assessment is now completed and submitted. No further changes can be made.

The Reference Number for this assessment is: **IANCLARKSONQACOM_72847**

Results have been collated and are ready to view in the PDF Report. Clicking the icon below will open your report in a new window allowing you to save it to your computer and print if required. You can always return to this download page by launching this assessment from the Completed Assessments section in the Assessment Centre.

[View Results](#)

Submitting your assessment allows you to see a summary screen of your assessment

My Assessments | Assessing Others

COMPASS

Results for "IANCLARKSONQACOM_72847"

[< Back to My Assessments](#)

Profile:

Candidate Name:	Ian Clarkson
Assessment Reference No:	IANCLARKSONQACOM_72847
Date Submitted:	18-Dec-2017
Type:	Self Assessment
Validation:	Not Validated
Assessment accredited?:	No
Provided Evidence:	No
Worked on Complex projects?:	Yes
Job Role:	Snr Project Manager
Project Management Experience:	10+ Years

Overall Results:

	Expected	Candidate
Av. Knowledge score:	6 or more	7.2
Av. Experience score:	6 or more	6.6
Lowest Comp. score:	4.5	4.0
Overall level:	B	C

[Print..](#) [Download PDF](#)

Competence Analysis

Click on the competence name in the table below to show the individual results. A dash is shown where no indicator score was recorded.

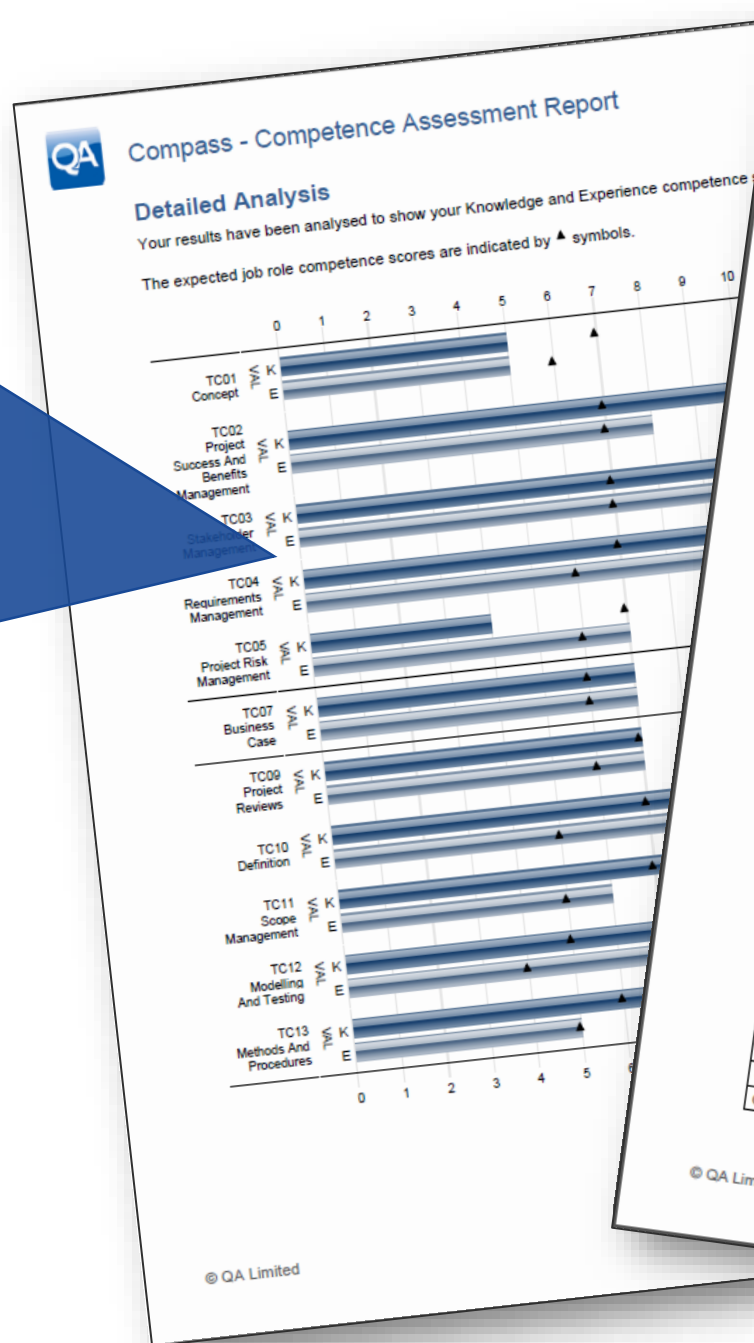
Technical Competence Domain		Candidate		
Code	Name	Level	K	E
TC01	Concept	D	5	5
TC02	Project Success And Benefits Management	A	10	8
TC03	Stakeholder Management	A	10	10
TC04	Requirements Management	A	10	10
TC05	Project Risk Management	<D	4	7
TC07	Business Case	A	7	7

Here you can view a summary of your assessment

You can "Print" your results or "Download PDF" of your results by clicking the appropriate button

You can access individual competencies by clicking the competence name in the "Competence Analysis"

The PDF report now features improved bar charts of your scores (and any 180° or 360° assessment that have been completed) and the diamonds indicate your target score for your role. There is space to the right of the bar charts for you to annotate any variance during your discussion with your line manager



Compass - Competence Assessment Report
Personal Development Plan
To fully develop your competences within your Project Manager role we recommend that you review the following competence areas and have suggestion options to enable your career progression.

Competence Element	Domain	Assessment Type
Technical Competence Domain		
Concept	Experience/Behaviour	Experience & Knowledge
Project Success And Benefits Management		
Stakeholder Management		
Estimating		
Business Case		
Marketing And Sales		
Scope Management		
Modelling And Testing		
Methods And Procedures		
Project Quality Management		
Resource Management		
Configuration Management		
Technology Management		
Procurement	Experience & Knowledge	
Issue Management		
Development		
Value Engineering		
Handover & Closeout		
Communication		
Behavioural Competence Domain		
Leadership	Knowledge	
Negotiation		
Human Resource Management		
Behavioural Characteristics		
Professionalism & Ethics	Knowledge	
Contextual Competence Domain		
Project Sponsorship	Experience & Knowledge	
Health, Safety And Environmental Management		
Project Life Cycles		
Project Finance And Funding		
Organisational Roles		
Organisation Structure		
Governance Of Project Management		

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Use the COMPASS PDF report as a discussion document with your Line Manager to identify key development areas. Annotate the report with agreed scores and you can update the assessment in COMPASS with these edits later



My Assessments

Here you will find any Compass assessments available in your account. This will build into an invaluable record of your personal development.

To start or continue an assessment click on the title of the assessment.

Start New

In Progress

Submitted

1 APM Competence Framework v2 2015

Ref No: IANCLARKSONQACOM_72850 Date Started: Mon

Line Manager: Not yet invited [Invite now]

Show more actions..

2

Ref No: IANCLARKSONQACOM_72847 Date Started: Mon 18 Dec 2017 13:01

Line Manager: rob yourr 180 Status: Submitted

Validation: Not yet Validated (Open the more actions below to validate)

Manage Invitations..

Download PDF Report

Validate..

Complexity Questionnaire

...already
...questionnaire for
Overall, your
projects you have
be complex
...nce indicators at
...essment.

...one working copy
, so if you do not
assessment then
...y 'In Progress'

Create Validated assessment

This process will create a copy of the assessment reference number 'IANCLARKSONQACOM_72847' pre-populated with the previously submitted scores allowing you to confirm and set the Validated scores. The new assessment will be available in the 'In Progress' tab to work on. Are you sure?

Proceed

Cancel

When you have had your discussion and annotated your PDF report you can return to COMPASS and select "Validate" assessment to update. This will create a copy of to you assessment (and displays the pop-up "Create Validated Assessment")

My Assessments

Assessing Others

My Assessments

COMPASS for [redacted] is now ready for Validation, has been given the Reference 'IANCLARKSONQACOM_72854' and is located in the 'In Progress' tab below.

Open Now..

Here you will find any Compass assessments available in your account. This will build into an invaluable record of your personal development.

To start or continue an assessment click on the title of the assessment you would like to work on.

Complexity Questionnaire

Records show that you have already completed a Complexity Questionnaire for the Compass Assessment. Overall, your experience shows that the projects you have worked on are **deemed to be complex** allowing to score competence indicators at or above 6 points in the assessment.

Retest

This will create a new working copy of the assessment for you to update and submit as your validated copy

My Assessments

Technical Competence Domain				METHODS AND PROCEDURES (TC13)	
Competence	K	E	Level	Definition	
CONCEPT	5	5	D	<p>Methods and procedures detail the standard practices to be used for managing projects throughout a life cycle. Methods provide a consistent framework within which project management is performed. Procedures cover individual aspects of project management practice and form an integral part of a method.</p> <p>Your average score</p> <p>Please score yourself taking into consideration all of the indicators below.</p> <p>Indicators</p> <p>1 Understands the organisation's project management methods, processes and supporting systems, including appropriate delivery life cycles available for use by the project.</p>	
PROJECT SUCCESS AND BENEFITS MANAGEMENT	10	8	A		
STAKEHOLDER MANAGEMENT	10	10	A		
REQUIREMENTS MANAGEMENT	10	10	A		
PROJECT RISK MANAGEMENT	4	7	<D		
BUSINESS CASE	7	7	A		
PROJECT REVIEWS	7	7	B		
DEFINITION	10	10	A		
SCOPE MANAGEMENT	9	6	B		
MODELLING AND TESTING	7	7	A		
METHODS AND PROCEDURES	Not Answered				

Dashboard

Indicator Average

Switch Scoring Mode

Assessment Mode

Competence: 11 of 21

Answered: 47%

Supporting Evidence

Enter your supporting evidence here for the scores given..

The COMPASS assessment allows you easily see the scores, and clicking on a competence title will take you directly into that competence for you to make any changes



Looking for the old Summary tab?
You can now see all the competencies and your scores on the Competence answer screen.

Welcome

Instructions

Assessment Home

You have completed the Technical Competence Domain. Your assessment is now ready to submit. ×

Before you start

You are currently performing assessment **Validation**, please update the scores with those that have been agreed between you and your Line Manager.

Your Complexity Questionnaire

The Complexity Questionnaire ascertained that overall, your experience shows that the projects worked on **are deemed to be complex** allowing you to score competence indicators at or above 6 points in this assessment.

Self Assessment Home

All domains have been completed.

You can review and edit your answers by going back into domains. Once you are sure about your answers you must submit the assessment for it to be registered and only once this is done can we analyse the results. Please note that once you have submitted the assessment you will not be able to change your answers.

[Complete Validation](#)

Once you have made all your changes you can complete the validation process by clicking "Complete Validation"

Assessment Submitted

Your **Validated** assessment is now completed and submitted. No further changes can be made.

The Reference Number for this assessment is: **IANCLARKSONQACOM_72854**

Results have been collated and are ready to view in the PDF Report. Clicking the icon below will open your report in a new window allowing you to save it to your computer and print if required. You can always return to this download page by launching this assessment from the Completed Assessments section in the Assessment Centre.

[View Results](#)

Clicking "View Results" will take you to the summary screen

COMPASS

Results for "IANCLARKSONQACOM_72854"

[< Back to My Assessments](#)

This is a **Validated** assessment. To view these validated scores along side the original self assessment scores see [IANCLARKSONQACOM_72847](#)

Profile:

Candidate Name:	Ian Clarkson
Assessment Reference No:	IANCLARKSONQACOM_72854
Date Submitted:	18-Dec-2017
Type:	Validated
Validation:	Self Validated
Created from:	IANCLARKSONQACOM_72847
Assessment accredited?:	No
Provided Evidence:	No
Worked on Complex projects?:	Yes
Job Role:	Snr Project Manager
Project Management Experience:	10+ Years

Overall Results:

	Expected	Validated
Av. Knowledge score:	6 or more	7.2
Av. Experience score:	6 or more	6.6
Lowest Comp. score:	4.5	4.0
Overall level:	B	C

[Print..](#)
[Download PDF](#)

Here you can view a summary of your validated assessment

You can "Print" your results or "Download PDF" of your results by clicking the appropriate button

Competence Analysis

Click on the competence name in the table below to show the indicator results. A dash is shown where no indicator score was recorded.

Technical Competence Domain		Validated		
Code	Name	Level	K	E
TC01	Concept	D	5	5
TC02	Project Success And Benefits Management	A	10	8
TC03	Stakeholder Management	A	10	10



Validated
COMPASS
Assessment Report

prepared for
IAN CLARKSON

transforming performance
through learning

Reference: IANCLARKSONQACOM_72854

Validated

Assessment: COMPASS

Once you have submitted your assessment as a validated version the PDF report will show 'Validated' on the front page.

My Assessments

Assessing Others

My Assessments

Here you will find any Compass assessments available in your account. This will build into an invaluable record of your personal development.

To start or continue an assessment click on the title of the assessment you would like to work on.

Start New

In Progress

Submitted

Validated

1 COMPASS - Validated	
Ref No: IANCLARKSONQACOM_72854	Validated on: Mon 18 Dec 2017 14:06
Validated by: Ian Clarkson	Created from: IANCLARKSONQACOM_72847
<p>Download PDF Report Copy to New Assessment..</p> <p>▲ Hide more actions..</p>	

Complexity Questionnaire

Records show that you have already completed a Complexity Questionnaire for the Compass Assessment. Overall, your experience shows that the projects you have worked on are **deemed to be complex**, allowing to score competence indicators at or above 6 points in the assessment.

Retest

The assessment will show in the "Validated" tab on the "My Assessments" page

Note... you can only have one working copy of an assessment at a time, so if you do not have the option to copy an assessment then you will need to submit any 'In Progress' assessments first.

