## PLEASE READ THIS FIRST

Please follow the instructions below in sequence. Once finished, a summary report will be automatically generated.

- 1 Click button 'CLICK HERE TO START' Please complete the required information in the spaces provided.
- 2 In the menu column, click button "AREA 1"
  - *i.* For each standard, evaluate using the scale given (i.e AL1 AL5)
  - *ii.* Select Achievement Level (AL) for each standard from the drop-down list.
  - *iii.* Please provide remarks in the corresponding columns for each standard.
  - iv. Click (i) to view descriptions of each standards.
  - v. Once completed for AREA 1, please proceed to the other areas of evaluation.
- 3 After you have evaluated every area, click button "SUMMARY" to view result summary.
- 4 Click button "Sources of Evidence" to view examples of evidences that HEP could provide as prove that the standards in each area have been met.
- 5 Click button "Report" to view generated report (for Panel of Assesors only).



**Evaluation Instrument of** 

СОРРА

## CLICK HERE TO START

Evaluation Instrument of COPPA 2nd Edition 2017 v3.40

Best viewed 1920 X 1280

Developed by:

mnmy

