

Language assistant exchange program

ADELE

Detailed tutorial for evaluating professors

ADELE is the new platform for the language assistants program managed by France Éducation international and its partners. The platform is a tool that is used by all of the actors of the program

From 2022-2023 onwards, all candidates to the *Programme d'échange d'assistants de langue* will be required to apply through [ADELE](#). Professors will need to grade their application on the same platform.

To grade a candidate's application, all professors must create an account on the platform.

The tutorial below was designed to help evaluating teachers create their account on ADELE and evaluate their students' application.

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STEP 1 – Registration

Follow this link to access to the registration form: <https://assistants.france-education-international.fr/#prof>

Important: your school needs to be registered on ADELE before your own registration.



Creation of your account - as a professor

 Any piece of information indicated must be strictly in line with your ID card

Surname *

First name *

Country *

Are you a mentor teacher ? * Yes No

Are you an evaluating professor ? * Yes No

Telephone number

Email address *

Language used in the application French

By ticking this box I accept the conditions of use in force

Creating your account

Once you select your country, a drop-down list with all host schools registered in your country will appear. You will then be able to select your own school.

Mentor teachers host an assistant in their school.

Evaluating professors evaluate candidates to the language assistants program.

We advise you to supply a valid and functional email address.

Choose the language in which you would like the platform to be available in.

Once your registration request is submitted, your school will validate your account.

You will then receive an email providing a link to create a password and access your account. You will need to **click on this link and create a password within 24h**. Should you click on this link later, a new link will be sent to your email address.

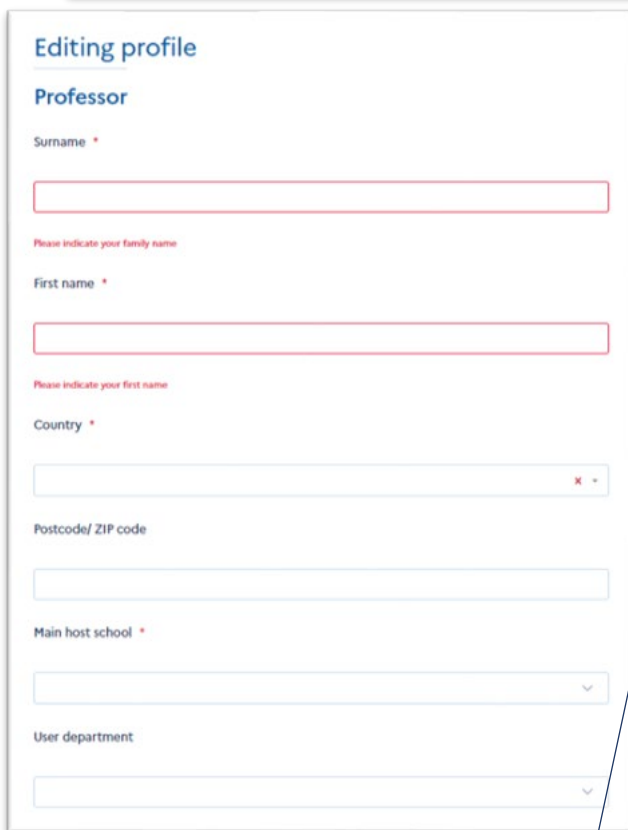
STEP 2 - Fill in your profile

Click on « Change my details »

Once connected, you can fill in your account details.



A navigation menu with three tabs: "Profile", "Evaluating professor's section", and "Tutor's section". The "Profile" tab is active. In the top right corner, there is a language dropdown menu set to "English" and a "Teacher" button with a right-pointing arrow. Below these elements is a blue button labeled "Change my details".



Editing profile

Professor

Surname *

Please indicate your family name

First name *

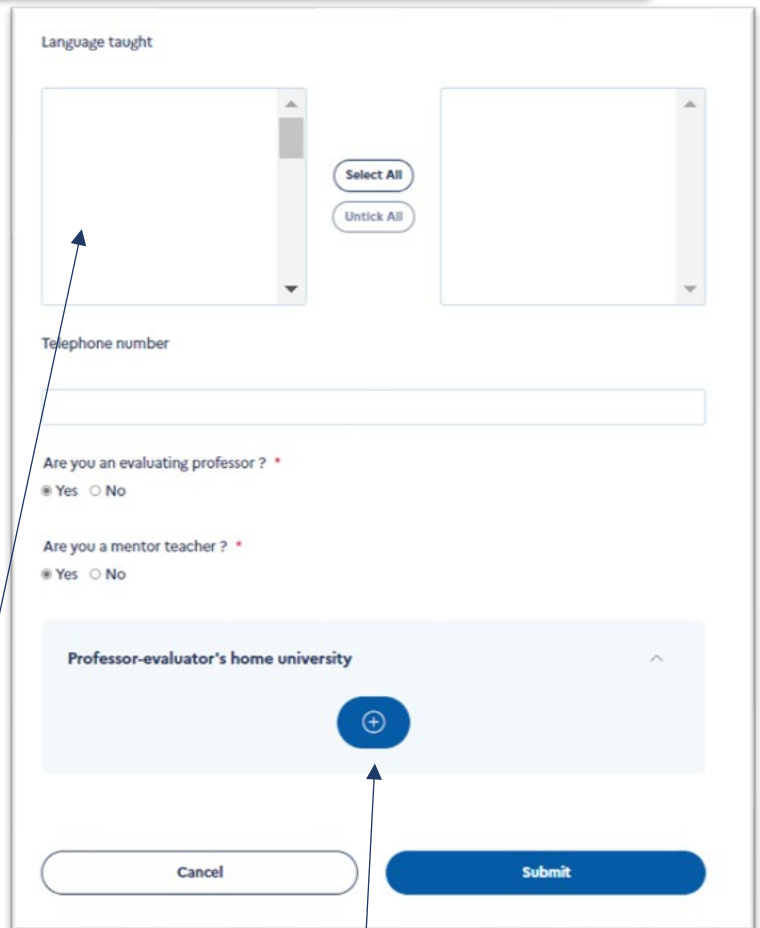
Please indicate your first name

Country *

Postcode/ ZIP code

Main host school *

User department



Language taught

Select All
Untick All

Telephone number

Are you an evaluating professor ? *

Yes No

Are you a mentor teacher ? *

Yes No

Professor-evaluator's home university

+

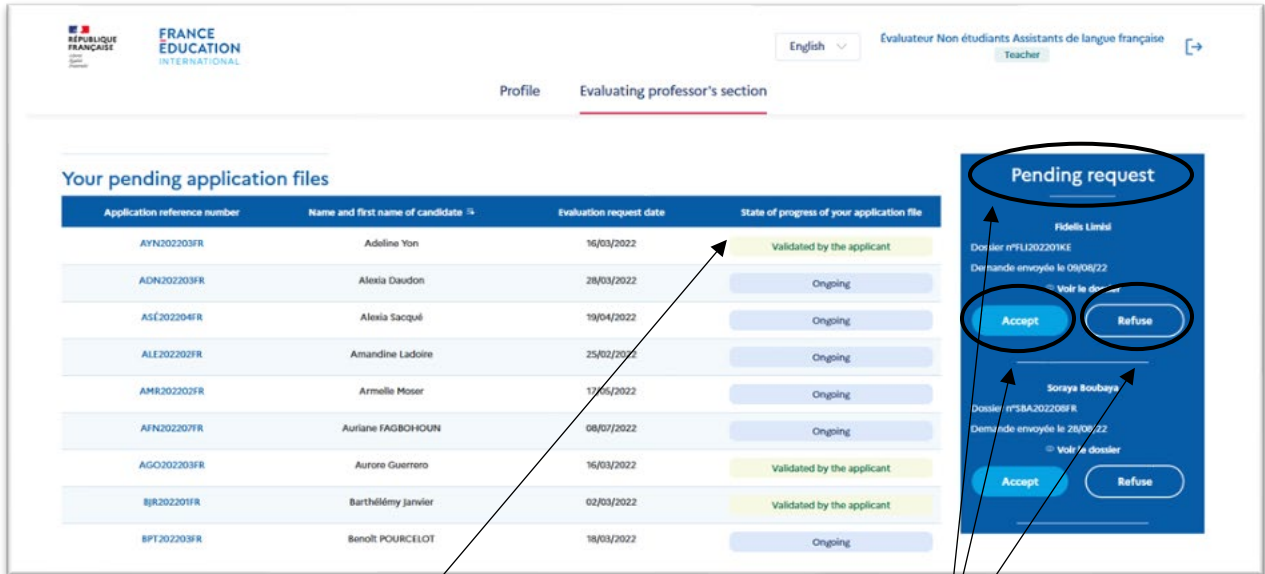
Cancel Submit

Click on the language(s) you teach.

Languages available are on the left.
Languages selected are on the right.

Some teachers teach in different
schools. You can add another school
if you click on « + ».

STEP 3 - Receive, accept or refuse an evaluation request

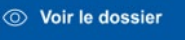


The screenshot shows the 'Evaluating professor's section' of the France Education International dashboard. It features a table titled 'Your pending application files' with columns for 'Application reference number', 'Name and first name of candidate', 'Evaluation request date', and 'State of progress of your application file'. The table lists several candidates with their respective application numbers and dates. A callout box on the right, titled 'Pending request', provides a detailed view of a specific request from 'Fidella Limidi' (Dossier n°FL12022019E), showing the date it was sent (09/08/22) and buttons for 'Accept' and 'Refuse'. Another callout box below shows a similar view for 'Soraya Boubaya' (Dossier n°SBA202208F R), with a date of 28/08/22 and 'Accept' and 'Refuse' buttons.

Application reference number	Name and first name of candidate	Evaluation request date	State of progress of your application file
AYN202203FR	Adeline Yon	16/03/2022	Validated by the applicant
ADN202203FR	Alexia Daudon	28/03/2022	Ongoing
ASÉ202204FR	Alesia Sacqué	19/04/2022	Ongoing
ALE202202FR	Amandine Ladoire	25/02/2022	Ongoing
AMR202202FR	Armelle Moser	17/03/2022	Ongoing
AFN202207FR	Aurlane FAGBOHOUN	08/07/2022	Ongoing
AGO202203FR	Aurora Guerrero	16/03/2022	Validated by the applicant
BJR202201FR	Barthélémy Janvier	02/03/2022	Validated by the applicant
BPT202203FR	Benoît POURCELOT	18/03/2022	Ongoing

You can keep track of all applications you evaluated on your dashboard.

Pending requests are displayed in your « evaluating professor's section » (*these requests are made by candidates themselves*).

You can have a look at their complete application by clicking on 

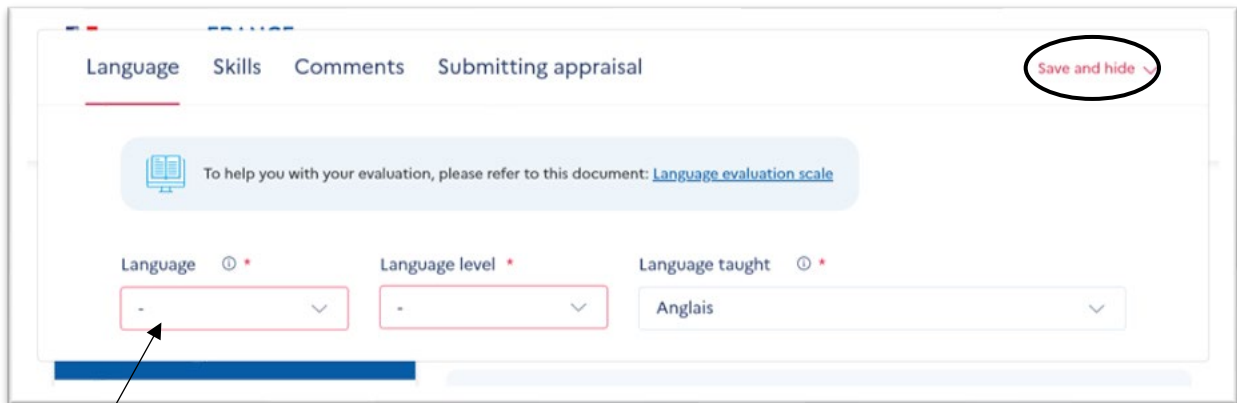
You can accept or refuse their request (*the candidate will be informed by an automatic email*).

Should you accept a request by mistake, please inform the candidate at the soonest. They will then be able to contact another professor.

Step 4 – Grade an application

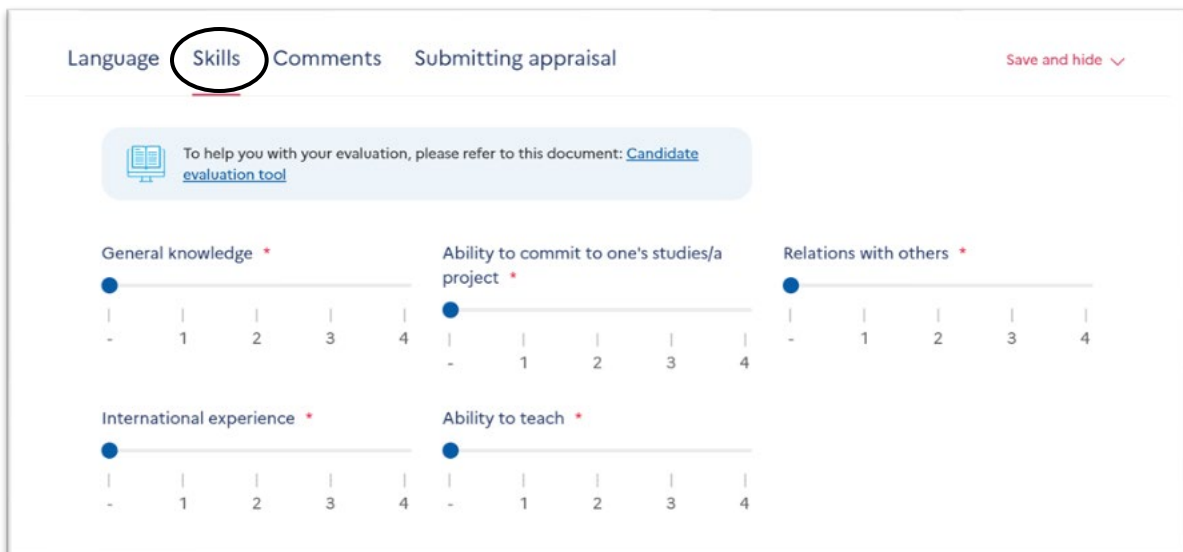
1 – Language

Clicking on « hide and save » will save the evaluation temporarily. Once submitted, it will appear on the candidate's application.



You must evaluate the candidate's language proficiency in French language.

2 – Skills



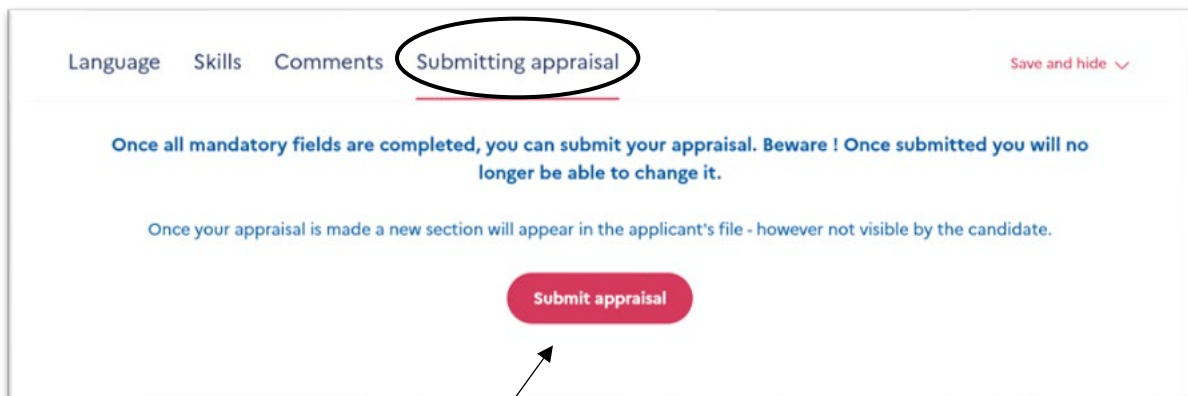
The candidate's motivation can be evaluated more precisely in this section : 1 being the lowest note, 4 the highest.

3 – Comments



You can include any additional comment on the candidate's application in this section.

Step 5 – Submit your evaluation



Click on « **Submit appraisal** » to complete your evaluation.

Please keep in mind that once submitted, your evaluation **cannot be modified**.

Who will see your evaluation ?

- The institution in charge of the programme in your country
 - France Éducation international
- The candidate's académie (should the candidate be selected)

The candidate cannot see your evaluation.