UKPHR E-PORTFOLIO USER GUIDE

ASSESSORS

Accepting a Standard

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To accept a standard ensure have:

- Logged in
- Reviewed all pieces of evidence submitted by the practitioner for that standard

1.

Ensure you are on the **Outcome** page for the relevant standard you are assessing. Here we are assessing standard 2.1.

2.

Select the appropriate assessment decision

3.
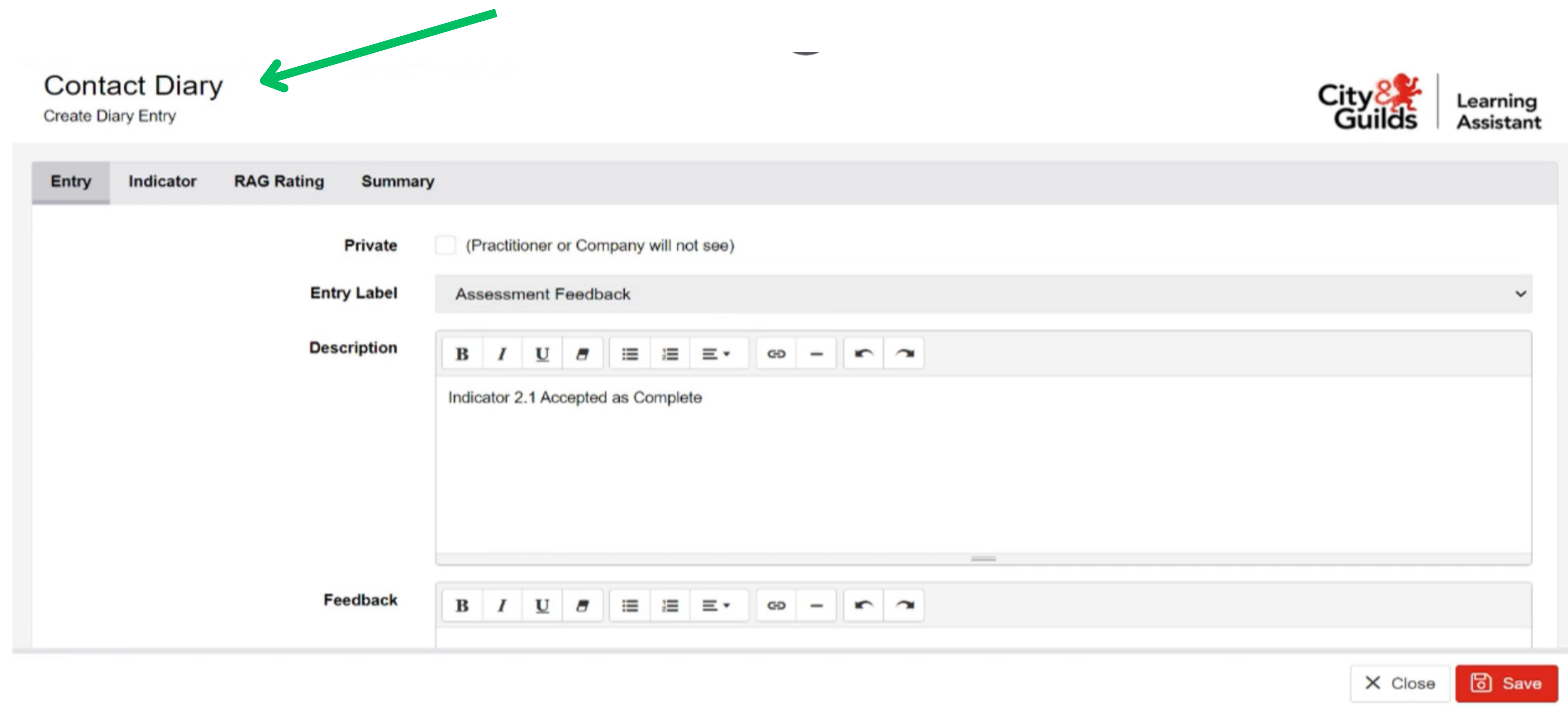
A pop-up widow will open called the '**Contact Diary**'.

This is where the assessment decisions are recorded on the e-portfolio. Your comments will be automatically added to the 'Assessment Log'.
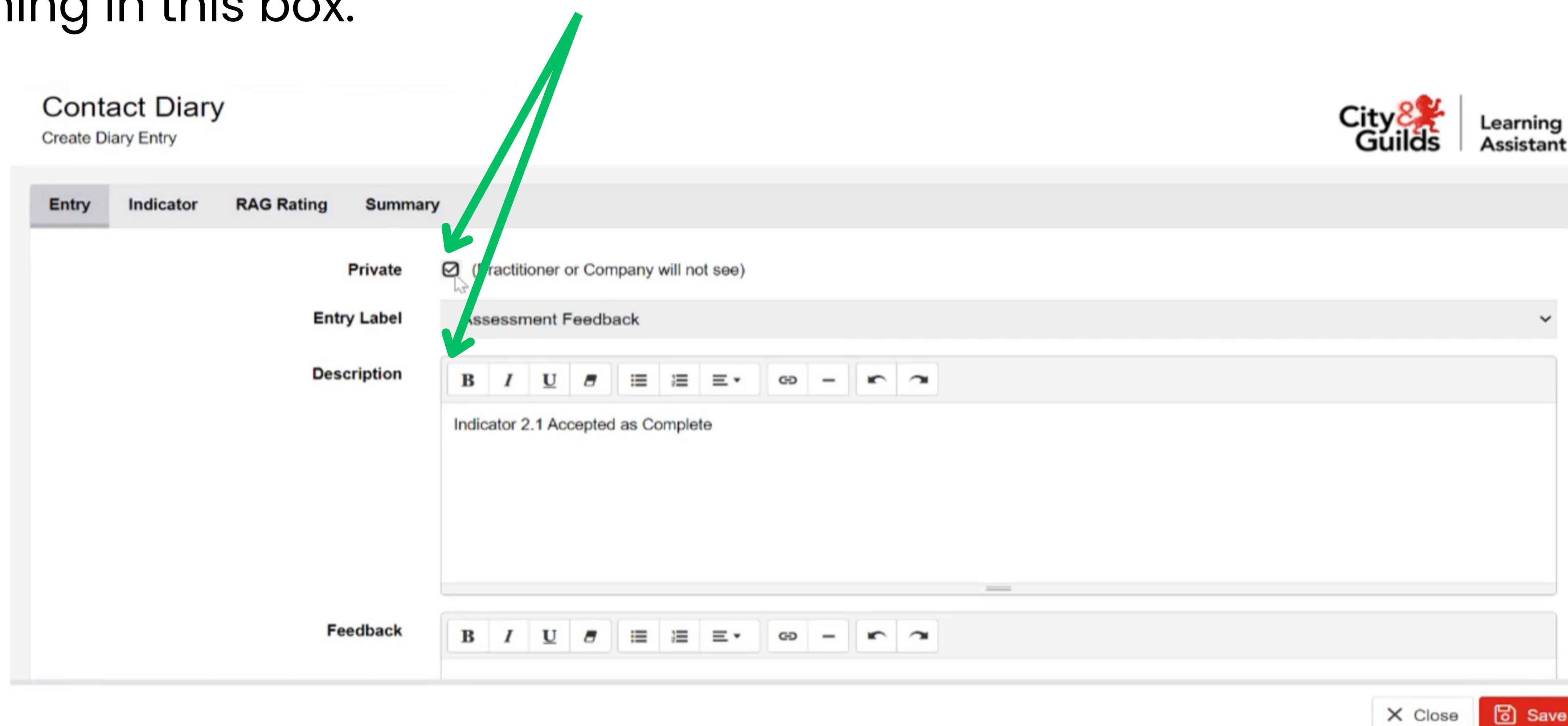

4.

Click the '**Private**' check box so that your Practitioner cannot see the assessment decision straight away.

The description box is automatically filled so there is no need to action anything in this box.

5.

In the '**Feedback**' box, add your comment. You are talking to the verifier when accepting a standard, giving them the rational for your decision.

Once your comments are complete click the **Save** and then **Close** button.

6.

You will be re-directd back to **Outcome** page. Here you the will now see the element status matches the assessment decision you have chosen.

Making your assessment decision visible to the practitioner

The primary use of the **Private** box in the **Contract Diary** is to hide assessment feedback until you're ready to present it to the practitioner.

Once you have assessed everything that has been submitted by the practitioner for the specific commentary (1, 2 or 3) you will need to go into each standard and un-tick the **Private** box.

1.

Ensure you are in the practitioners portfolio course folder.

Scroll down to the standards that you have assessed fo that commentary, and select a standard.

1.

Scroll down until you reach the '**Contact**' section on the page.

Click on the '**Edit**' icon.

2.

The '**Contact Diary**' will open.

Un-tick the '**Private**' box, click **Save** and then **Close**.