Requesting a Clarification
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To make an assessment decision ensure you are:

- Logged in
- On the Practitioner’s portfolio Course Folder page

1. Scroll down to find the relevant standard that you are reviewing that has the status 'Submitted & Awaiting Review' and click on the standard to open it.

2. Ensure you have read through and reviewed all pieces of evidence submitted by the Practitioner for the standard.

Select the appropriate assessment decision.
3. The 'Contact Diary' will open.

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

The 'Description' box is automatically completed so there is nothing to action in this box.

4. In the 'Feedback' box, add your comment.
Here you are talking to the practitioner, telling them which aspect of the standard requires more information - K, U or Ap, and which aspects you are accepting.
5. Once your comments are complete click the **Save** and then **Close** button. You will then be re-directed back to the **Outcome** page for that standard.

You 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 for 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.

Ensure you repeat steps 1 & 2 for all standards you have assessed for that specific commentray. The Practitioner will now be notified of the outcome of assessment for all of the standards assessed.