# UKPHR E-PORTFOLIO USER GUIDE ASSESSORS





## Requesting a Clarification

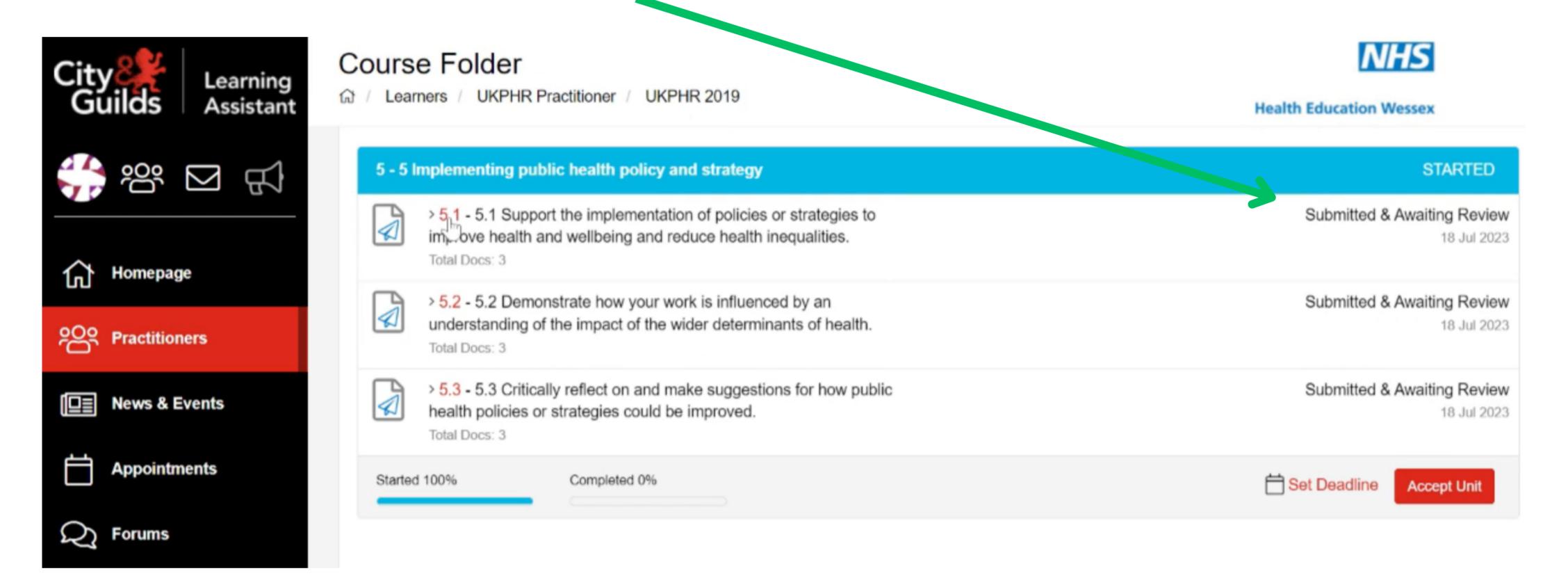
## Requesting a Clarification

To make an assessment decision ensure you are:

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

#### 1.

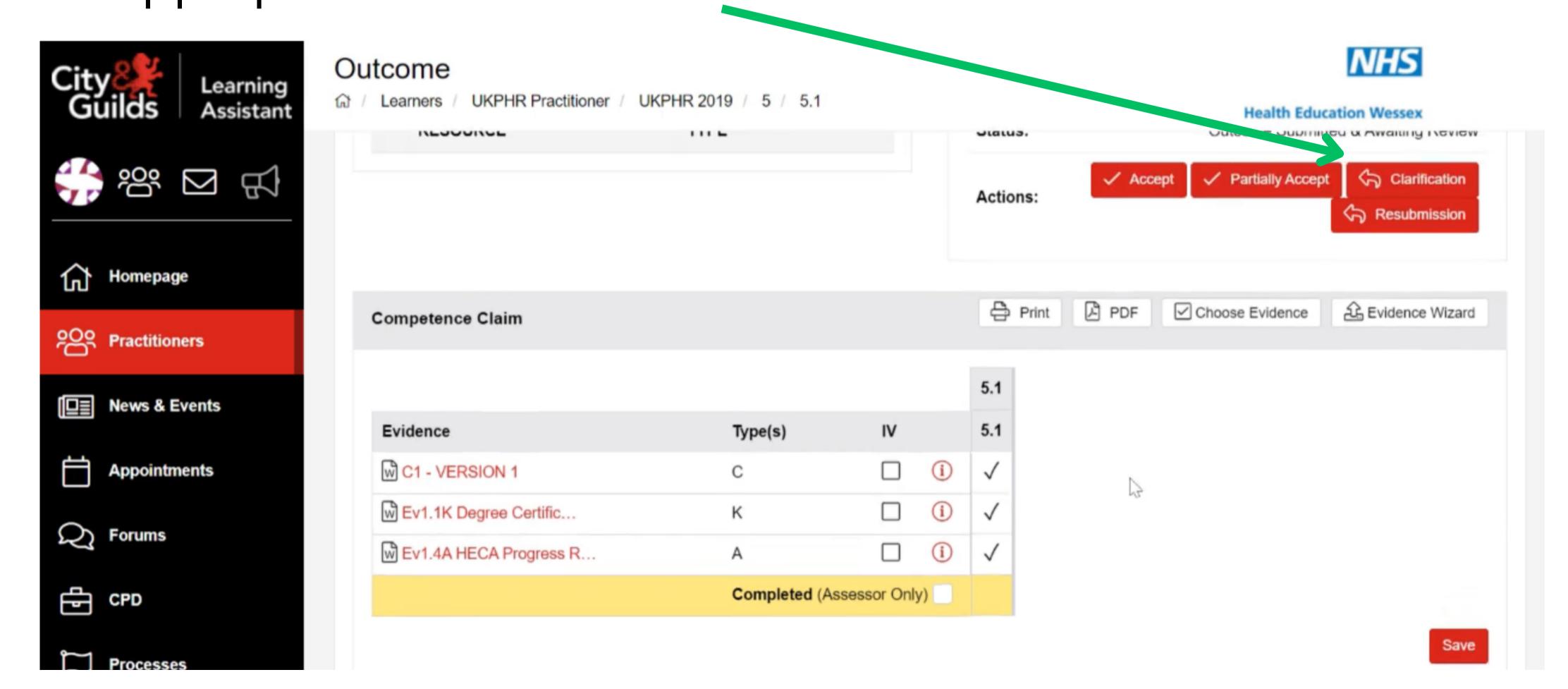
Scroll down to find the relevant standard that you are revwiing that has the status 'Submitted & Awaiting Reveiw' and click on the standard to open it.



#### 2.

Ensure you have read through and reveiwed all pieces of eidence submitted by the Practitioner for the standard.

Select the appropriate assessment decision.

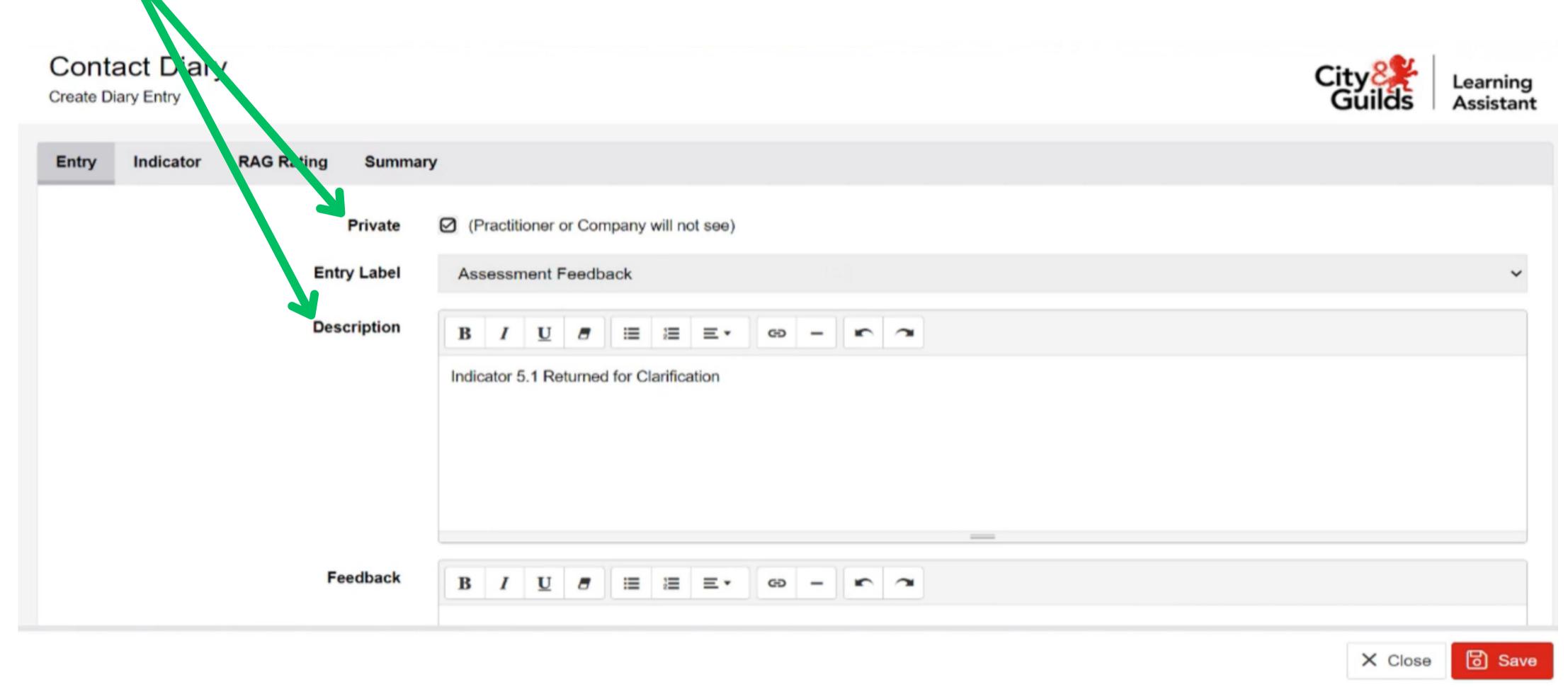


#### 3.

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.

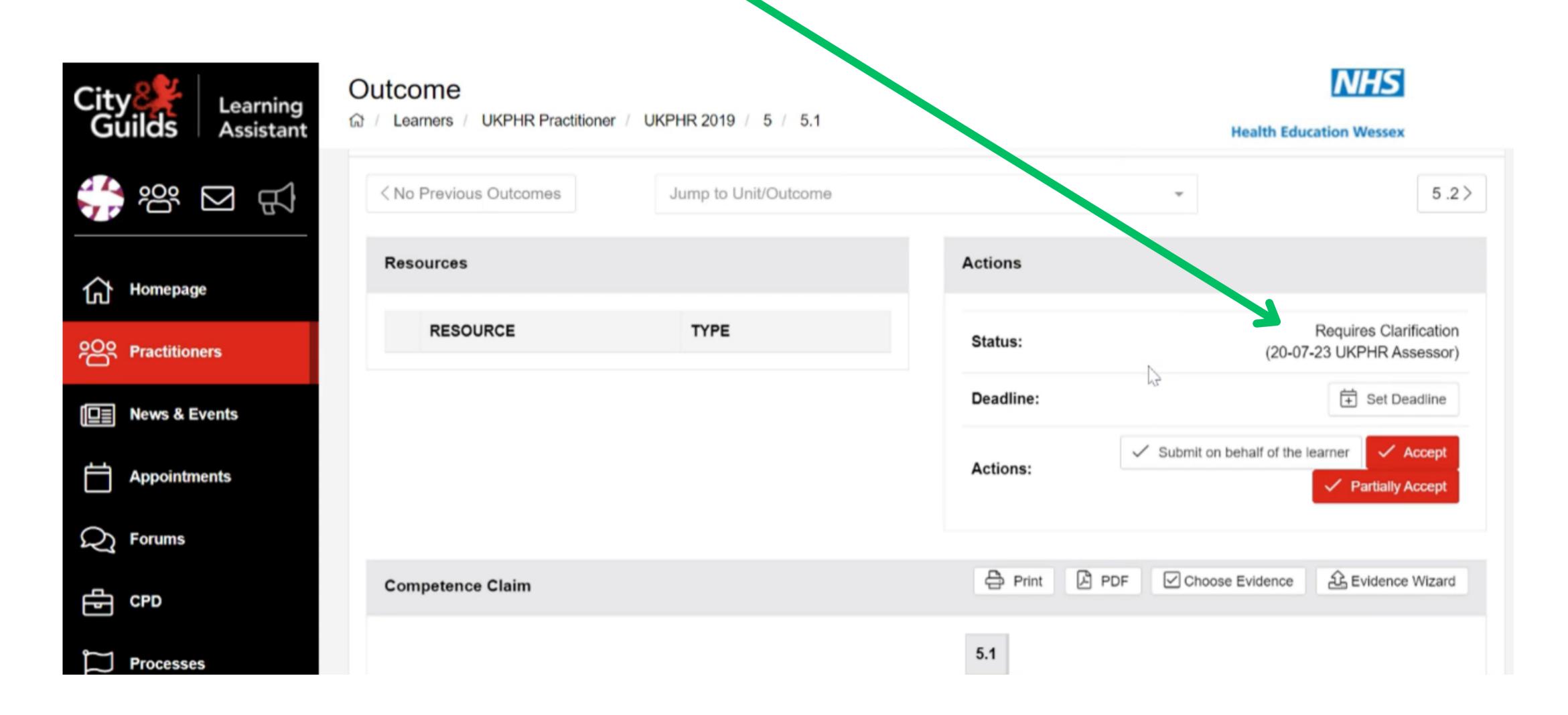
Here you are talking to the practitioner, telling them which aspect of the standard requires more information - K, U or Ap, and which aspects you are accepting.



#### 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

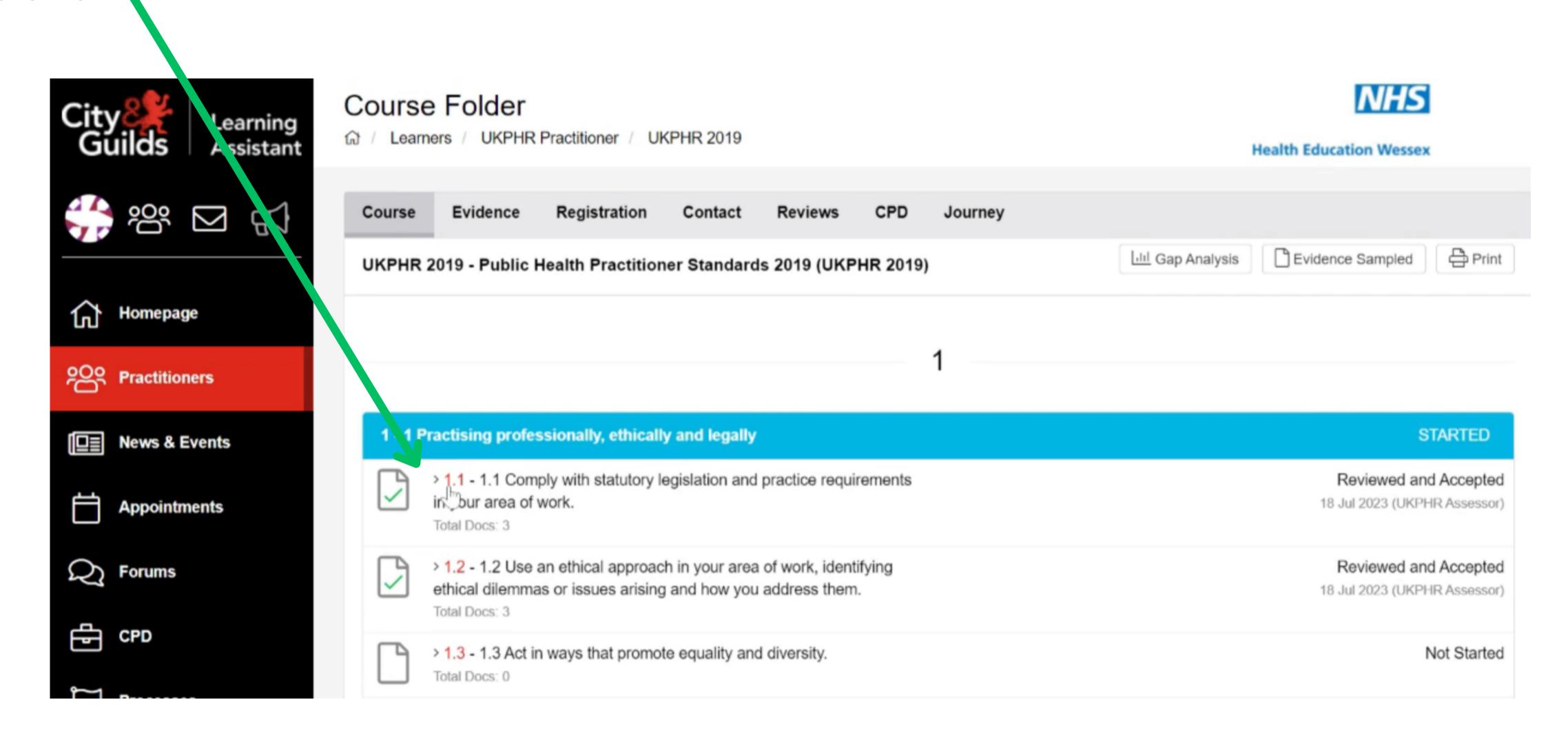
The primary use of the **Private** box in the **Contract Diary** is to hide assessment feedback until you're ready to present it to the practitioner.

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.

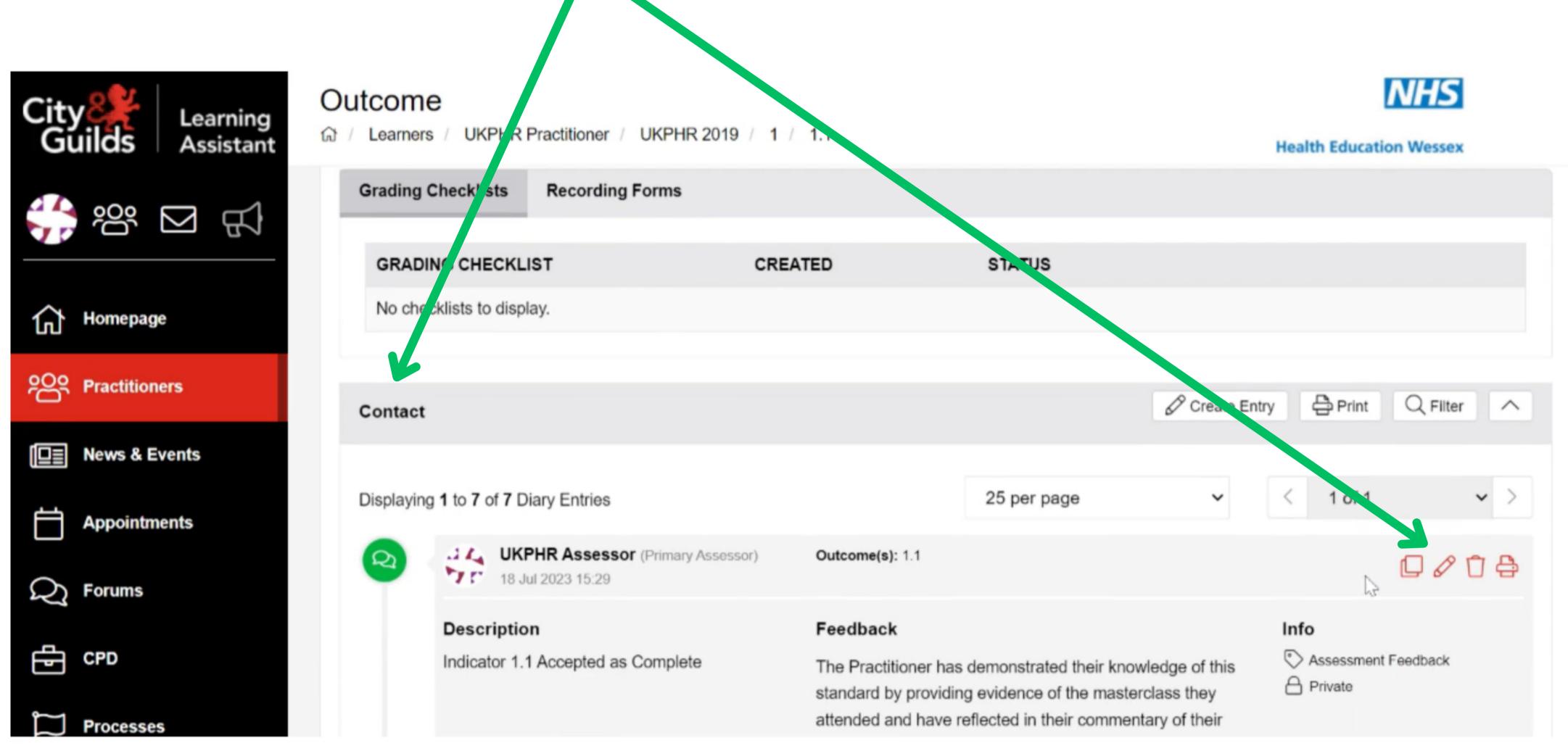
Scroll down to the standards that you have assessed fo that commentary, and select a standard.



#### 1.

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

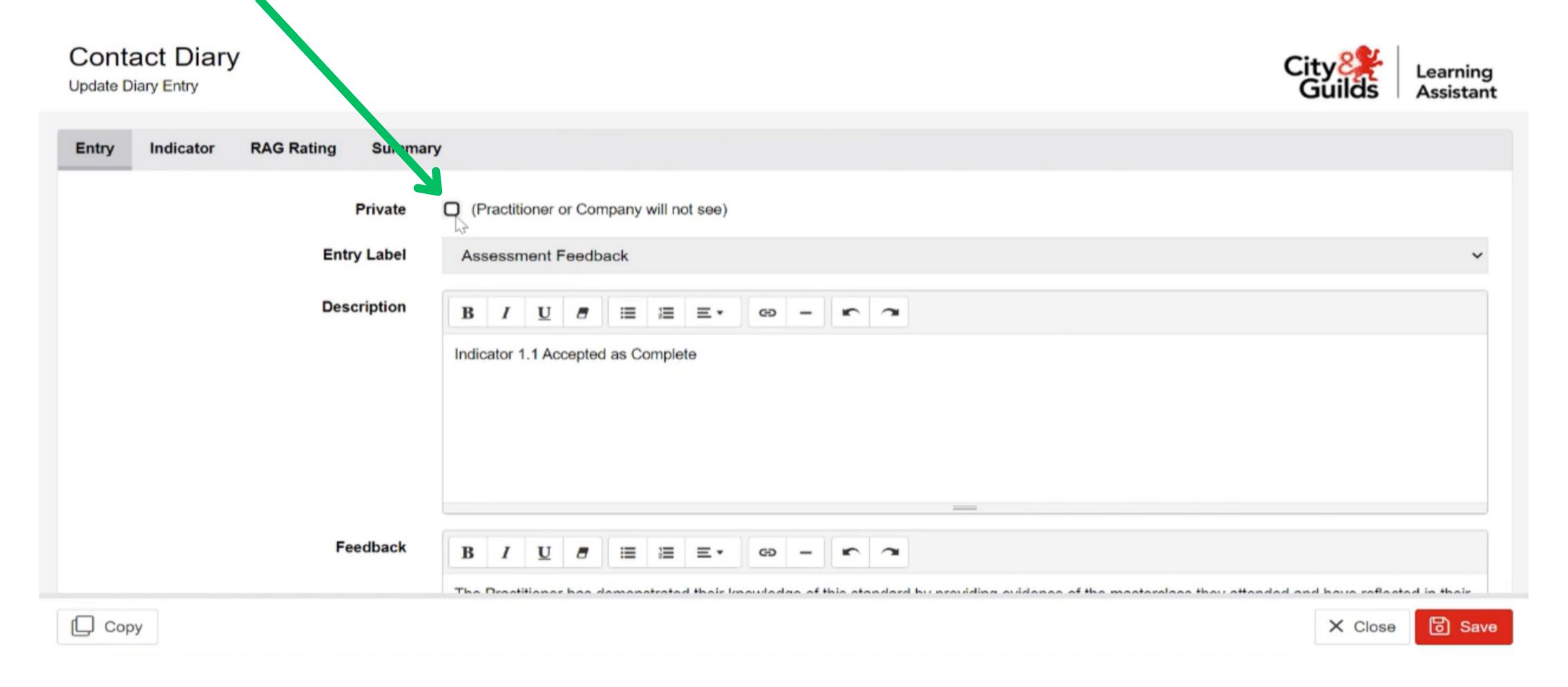
Click on the 'Edit' icon.



#### 2.

The 'Contact Diary' will open.

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



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.