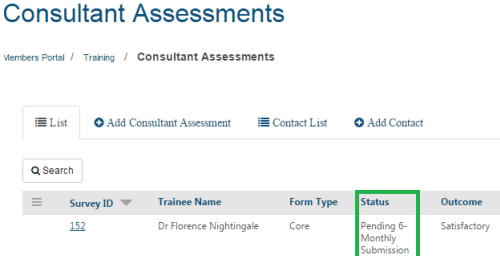
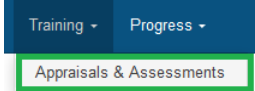
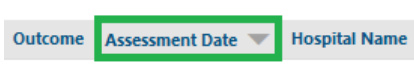
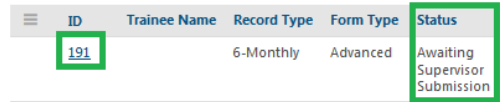

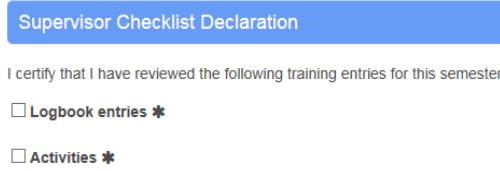
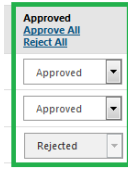
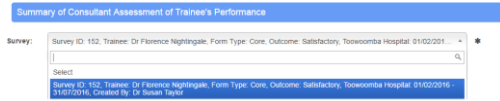



6-Monthly Summative Assessment Form - Supervisor Summary Guide

Follow the following steps for submitting your trainee’s 6-Monthly Summative Assessment online.

Step	Instructions	Screenshot
1.	Submit the Summary of Consultant Assessment of Trainee Forms via the Consultant Assessments page	
2.	Navigate to the Appraisals & Assessments page from the Training menu.	
3.	Click on the Assessment Date column heading twice to sort the assessments in descending order of the Assessment date. Sorting ensures that the most recent assessments appear at the top.	
4.	Open the assessments that have a Status of “Awaiting Supervisor Submission” by clicking on the ID.	
5.	Review the Trainee’s Logbook and Activity records via the links in the “Progress, Summary, Logbook and Activities” section.	
6.	Complete the Logbook and Activities declaration after reviewing the Trainee’s Logbook and Activity records.	
7.	Review all records displayed in the Professional Development Leave and Leave Details sections if any exists. By default, the Approval is set to “Approved” but you can choose to Unapprove or Reject the entry. Unapproved means that you are neither Approving nor Rejecting the entry.	
8.	Select the Summary of Consultant Assessment of Trainee Forms from the drop down menu	
9.	<ul style="list-style-type: none"> Complete all mandatory fields, denoted with an asterisk. Enter any comments that you wish to add. Comments are optional. 	

	<ul style="list-style-type: none">Upload any attachments/evidence that you would like to add as supporting documentation for the assessment.	
10.	Submit the assessment.	<input type="button" value="✕ Cancel"/> <input type="button" value="💾 Save"/> <input type="button" value="📤 Submit"/>