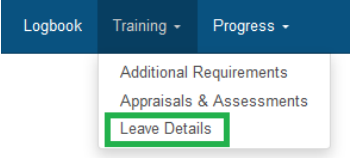
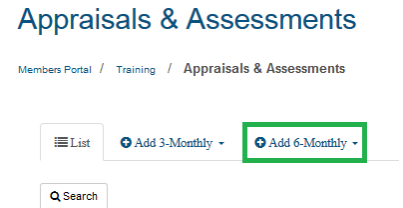
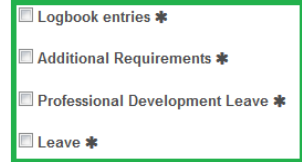

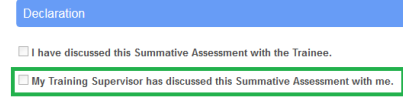


6-Monthly Summative Assessment Form - Trainee Summary Guide

Follow the following steps for submitting your 6-Monthly Summative Assessments online.

Step	Instructions	Screenshot
1.	<ul style="list-style-type: none"> Update your Logbook entries. Update your Additional Requirements records and record Professional Development Leave (PDL) where appropriate. 	
2.	<p>Record any Leave for the semester on the Leave Details page.</p> <p>To access the Leave Details page, click on the Leave Details menu item under the Training menu.</p>	
3.	<p>To create your 6-Monthly Summative Assessment, click on the Add 6-Monthly tab on the Appraisals & Assessments page, similar to creating the 3-Monthly Formative Appraisals. The Summative Assessment will be created with a Status of "New Entry".</p>	
4.	<ul style="list-style-type: none"> Complete all mandatory fields. Enter any comments that you wish to add. Comments are optional. Upload any attachments/evidence that you would like to add as supporting documentation for your assessment. 	
5.	<p>Submit the assessment and your Supervisor will then be able to assess you online. The status of the assessment will change to "Awaiting Supervisor Submission" to reflect assignment of the assessment to your Supervisor.</p>	
6.	<p>Arrange a meeting with your Supervisor and then once your Supervisor submits your assessment, the Status will change to "Awaiting Trainee Submission." At this stage, complete the Trainee Declaration and submit the assessment. Once submitted, the status will change to "Awaiting Regional Review" and the assessment will be assigned to your Regional Office.</p>	



- Once your Supervisor submits your Summative Assessment, the status of the assessment will change to "Awaiting Trainee Submission". At this stage, all Logbook, Additional Requirements and Leave entries reviewed as part of the assessment will be locked from future updates.
- The Status of your Logbook entries and Additional Requirements records will change from "Unreviewed" to "Reviewed".
- The Status of your Leave Records will change from "Unapproved" to "Approved".