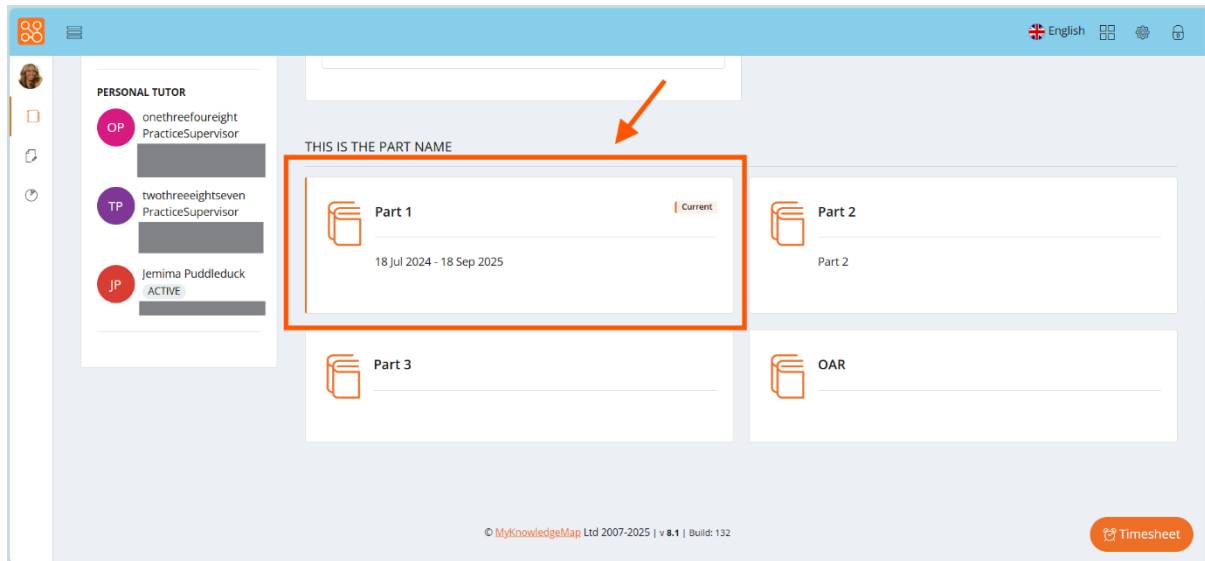
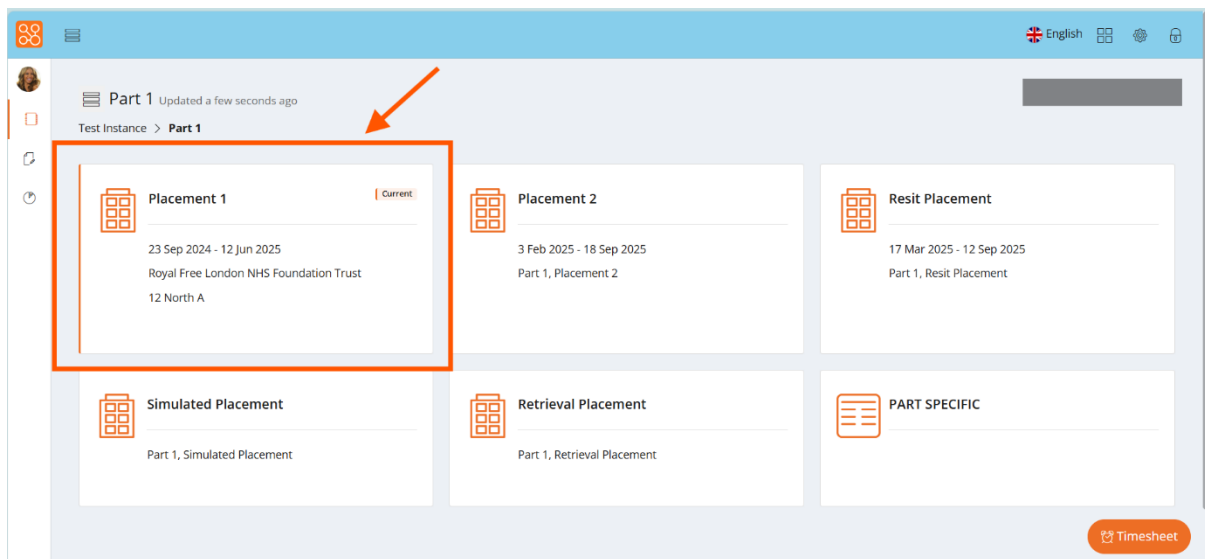


How to allocate a Practice Assessor/Supervisor/Educator

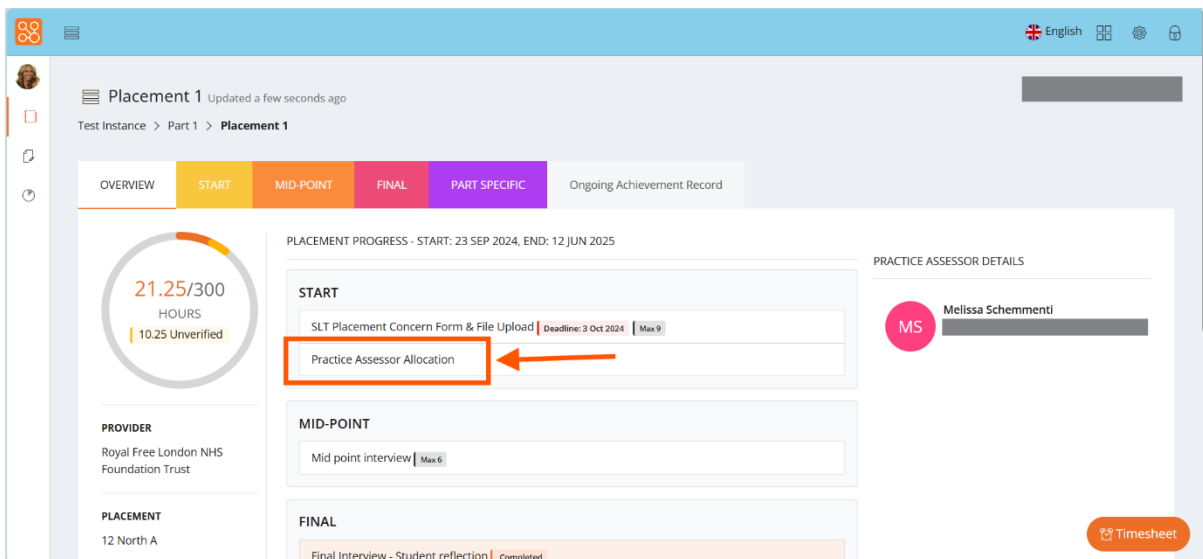
To allocate an assessor to your current placement, click on the **Part**.



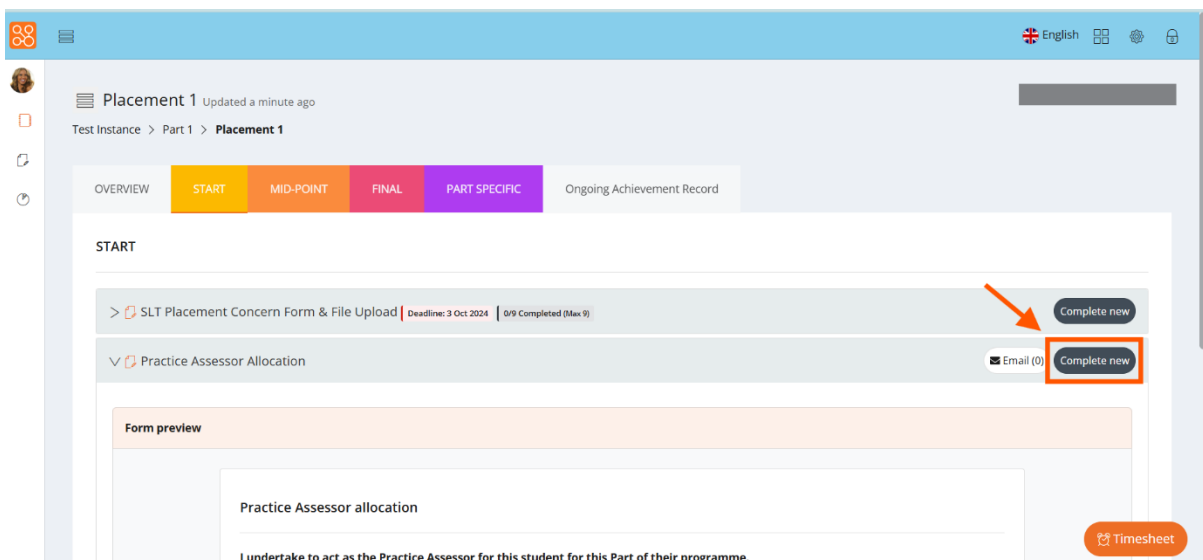
Click on your current **Placement**.



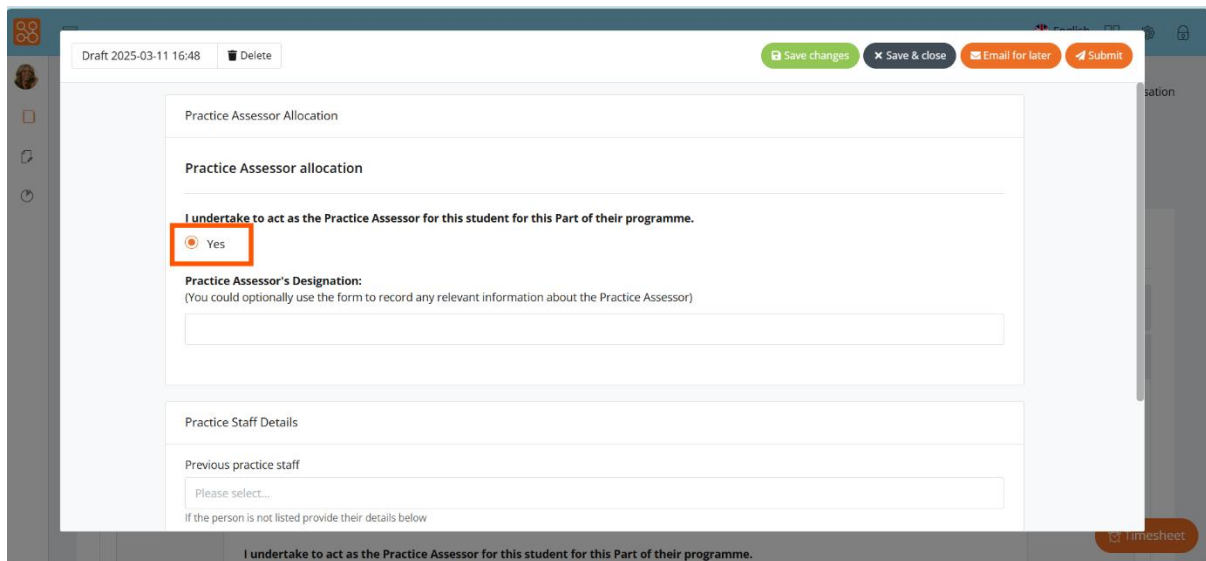
Click on the form called "Practice Assessor Allocation" or something similar.



Click on the **Complete New** button to fill out the form



Click on the **Yes** button and if prompted to (and if necessary) complete any other questions below this.



Draft 2025-03-11 16:48 Delete Save changes Save & close Email for later Submit

Practice Assessor Allocation

Practice Assessor allocation

I undertake to act as the Practice Assessor for this student for this Part of their programme.

Yes

Practice Assessor's Designation:
(You could optionally use the form to record any relevant information about the Practice Assessor)

Practice Staff Details

Previous practice staff

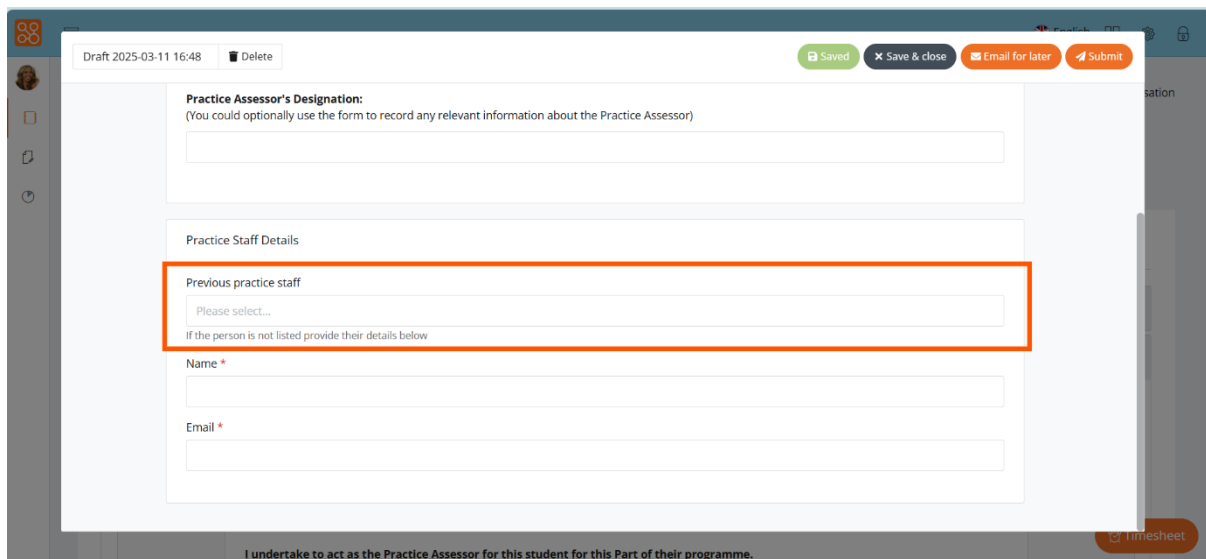
Please select...

If the person is not listed provide their details below

I undertake to act as the Practice Assessor for this student for this Part of their programme. Timesheet

Using the Previous Practice Staff option

If you've previously added this assessor, you can start to enter their name here and select it from the dropdown option that appears.



Draft 2025-03-11 16:48 Delete Saved Save & close Email for later Submit

Practice Assessor's Designation:
(You could optionally use the form to record any relevant information about the Practice Assessor)

Practice Staff Details

Previous practice staff

Please select...

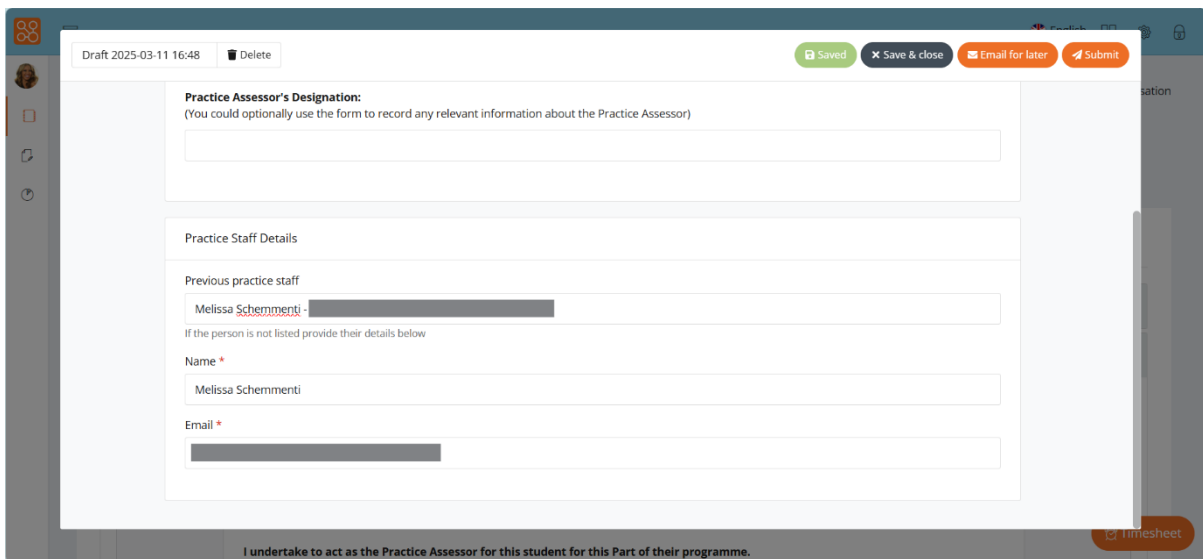
If the person is not listed provide their details below

Name *

Email *

I undertake to act as the Practice Assessor for this student for this Part of their programme. Timesheet

This will then pre-populate the **Name** and **Email** sections below this.



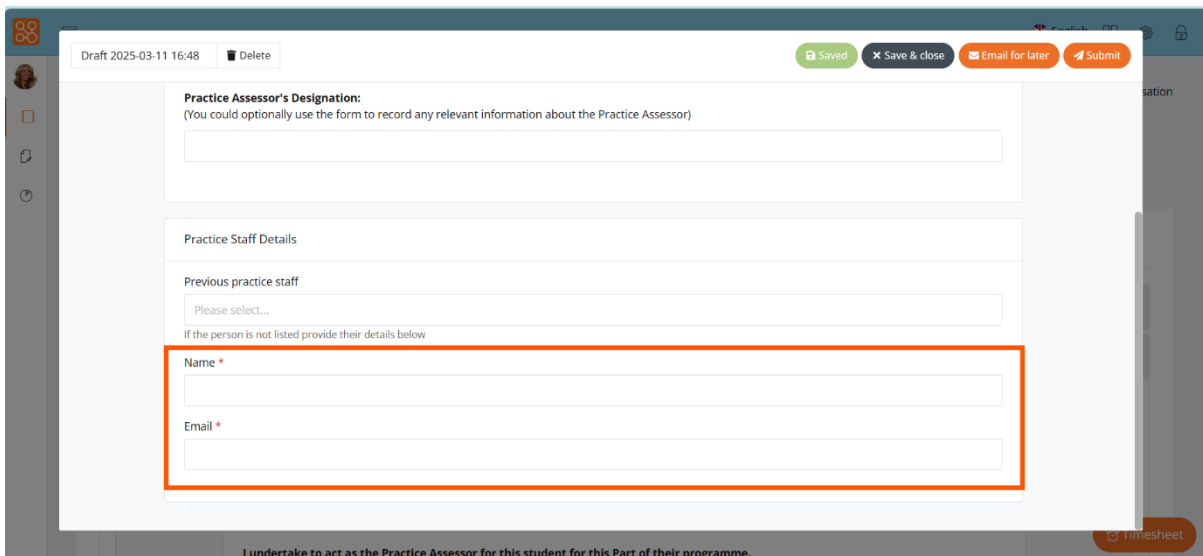
The screenshot shows a web form titled "Draft 2025-03-11 16:48". At the top right, there are buttons for "Saved", "Save & close", "Email for later", and "Submit". The form is divided into two main sections:

- Practice Assessor's Designation:** (You could optionally use the form to record any relevant information about the Practice Assessor) - This section contains a single empty text input field.
- Practice Staff Details:**
 - Previous practice staff:** A dropdown menu showing "Melissa Schemmenti" with a greyed-out selection box.
 - If the person is not listed provide their details below:**
 - Name *:** A text input field containing "Melissa Schemmenti".
 - Email *:** A text input field containing a redacted email address.

At the bottom of the form, there is a statement: "I undertake to act as the Practice Assessor for this student for this Part of their programme." and a "Timesheet" button.

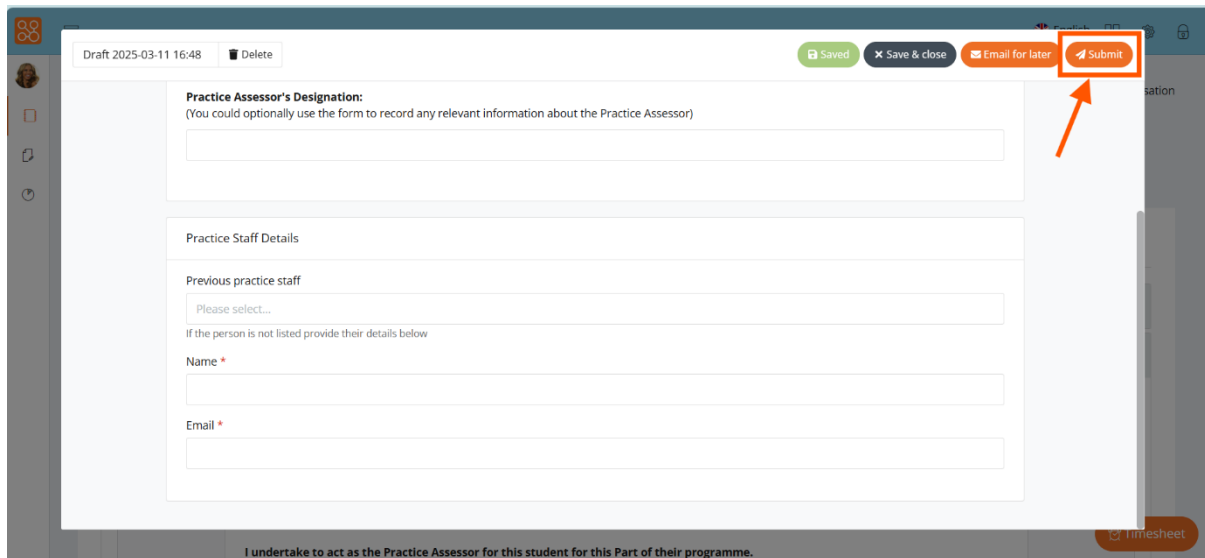
Using the Name and Email sections

If you haven't previously added this assessor, you'll need to add their name and email address into the **Name** and **Email** sections at the bottom of the form.



This screenshot is identical to the one above, but with a red rectangular box highlighting the "Name *" and "Email *" input fields. The "Previous practice staff" dropdown is now empty and shows "Please select...".

Once completed, click on the **Submit** button unless you've been informed otherwise.



You will then see a success message at the bottom right of the screen if this has been submitted successfully. You'll also notice that the form section has changed colour and is now showing a copy of the form you've submitted. This will have the name of your assessor, their email address, the time and date of when you submitted the response.

