

# **JRCPTB ePortfolio training user guide December 2013**

## **GUIDANCE FOR SUPERVISORS**

## My Filled Forms

The My Filled Forms can only be accessed by assessors through their own ePortfolio account or through the external assessor account.

This section stores all forms that a user completes for a trainee. Forms are saved in two ways:

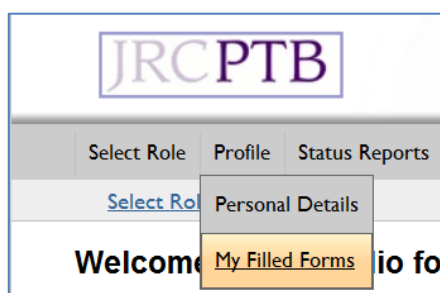
1. Completing a form directly on a trainees account
2. Completing external ticket assessment forms (using the 10-digit access code)

To view all forms that have been submitted for any trainee, follow the steps below:

### Step 1:

Logging in through own account, you will need to select the relevant role in which you have completed forms under e.g. Educational Supervisor or Clinical Supervisor role.

Select 'Profile' and then 'My Filled Forms'.



### Step 2:

A list of all forms that have been completed will show in the table which will detail information on the trainee and the type of form/assessment that was submitted.

This page displays the list of forms you have completed.

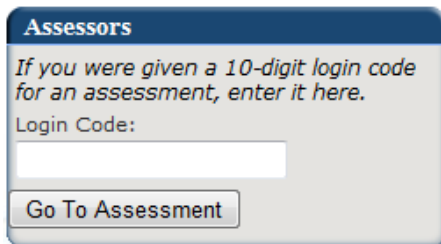
1 - 10 records displayed out of 42

sort by   items per page   page  of   [next](#)

Ticket No.	Trainee Name	View Form	Details
42g8q83634	Miss Rifa Begum	<input type="button" value="Q"/>	Grade: ST3 GMC: Form Title: Pharmaceutical Medicine Assessment Tool (PMAT) Form Details: Date Submitted: 23 July 2013 12:43
8h3k93agqk	Miss Rifa Begum	<input type="button" value="Q"/>	Grade: ST3 GMC: Form Title: MSF Form Details: Date Submitted: 10 June 2013 15:11
Submitted via login	Miss Rifa Begum	<input type="button" value="Q"/>	Grade: ST3 GMC: Form Title: ARCP Form Details: Date Submitted: 24 May 2013 16:25

### Step 3:

If accessing the ePortfolio using the 10-digit access code you will need to do this by following the guidance on 'Completing External Ticket Assessments'.



**Assessors**

*If you were given a 10-digit login code for an assessment, enter it here.*

Login Code:

Go To Assessment

Please note that if completing external ticket assessments and you want to be able to view the forms you have completed under 'My Filled Form' you **MUST** choose to **KEEP A RECORD**. If you choose not to keep a record then you will not be able to retrieve this from the system.