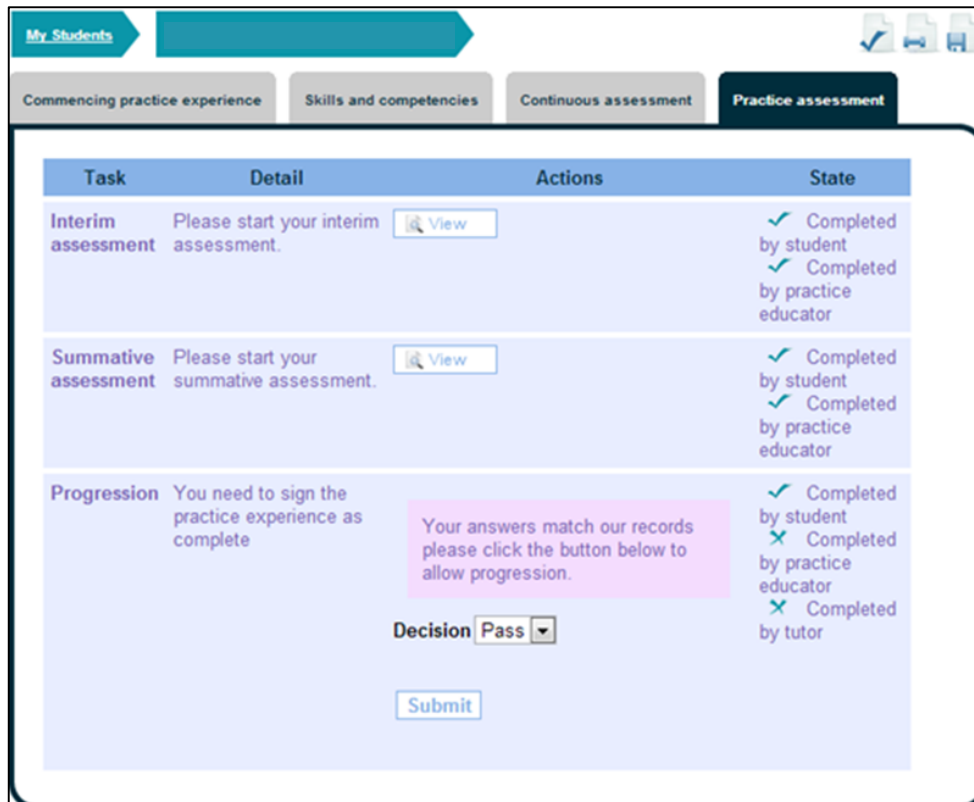


Progression sign off

In order to sign a student as having completed their placement, the mentor will need to enter the answer to one of the security questions set when they created their account. The mentor will also need to enter their NMC number. The mentor needs to ensure that this data is entered exactly as it appears on the register, with no additional spaces or digits.

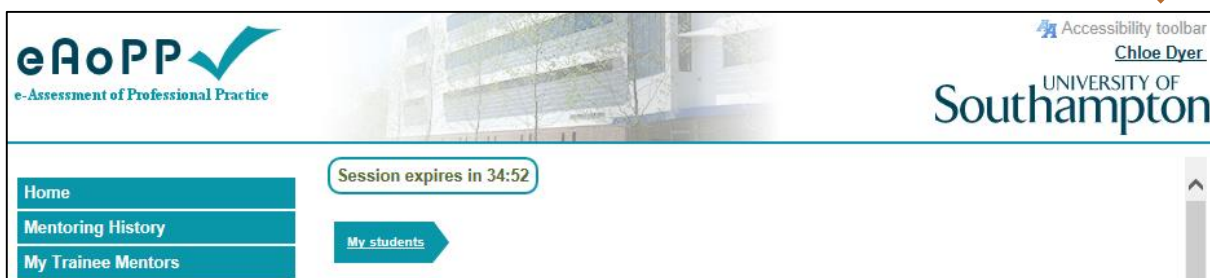
After completing the student's summative assessment, the mentor will see the screen below. They need to enter the answer to their security question and their NMC number, then click 'submit'.

Task	Detail	Actions	State
Interim assessment	Please start your interim assessment.	<input type="button" value="View"/>	✓ Completed by student ✓ Completed by practice educator
Summative assessment	Please start your summative assessment.	<input type="button" value="View"/>	✓ Completed by student ✓ Completed by practice educator
Progression	You need to sign the practice experience as complete	What is your favourite food? <input type="text"/> NMC Number <input type="text"/> <input type="button" value="Submit"/>	✓ Completed by student ✗ Completed by practice educator ✗ Completed by tutor



The mentor then needs to click 'submit' after selecting either 'pass' or 'fail', from the drop down box.

The easiest way to ensure that the mentor has entered their answers correctly is for them to copy and paste from the original inputting. Mentors can access this section by clicking on their name in the top right hand corner of the screen- this takes them to their account details where they can copy and paste the information over. They can also edit their details here.



Important note- When the mentor clicks to sign the student as complete they will not be able to re-enter the portfolio to make any amendments.

For any questions please contact eAoPP support