

FWPE Guide for Fieldwork Educators

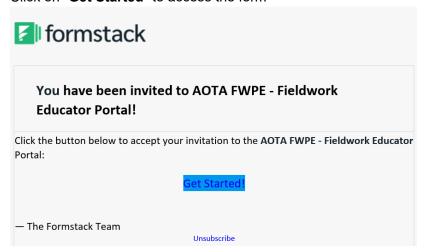
Audience: Fieldwork educators who supervise OT/OTA students at the fieldwork sites and need to complete the Fieldwork Performance Evaluation (FWPE) for the students

Purpose: Walk through the steps to access and complete the mid-term and final FWPE forms in Formstack

How to access and complete the mid-term FWPE form

Fieldwork educators do **NOT** need a Formstack login to access the FWPE forms. You will receive an email invitation from your school's fieldwork coordinator before the mid-term FWPE is due.

- Email is from noreply@formstack.com, please whitelist this email address
- A link to the mid-term FWPE form is included in the email
- Click on "Get Started" to access the form

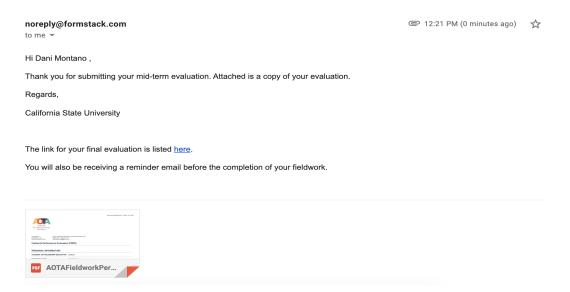


- Then click on "Open Form" next to the form name
- Follow the directions listed on the first page for completing the Fieldwork Performance Evaluation. All the scores will be calculated for you automatically. You will have a chance to review the total score along with the scores for each question before you submit your evaluation. Mid-term evaluation doesn't have PASS/FAIL status.
- Once you have completed the mid-term evaluation, you will receive an email confirmation with an attached
 PDF copy of your submission to the email address listed in the form.

Note: Only the primary fieldwork educator listed on the form will receive the email.

• The confirmation email will include a link to complete the final evaluation. You will also receive an email reminder with the link to the final evaluation before it is due.





Completing the Final Evaluation

• Before the final evaluation is due, you will receive an email reminder with a link to complete the final evaluation. Some of the data from the mid-term evaluation will be pre-populated into the final evaluation, including the scores from the mid-term evaluation.



 A warning message will be shown on the summary page if any score is 1 or the scores for the ethics and safety areas are below 3. You may edit those scores by choosing the "back" button and updating accordingly if it was a mistake.





Note: the final evaluation also includes a pass/fail status based on the scores.



- An email confirmation with an attached PDF copy of your submission will be sent to the PRIMARY fieldwork educator's email address listed on the form.
- A separate email with the certificate attached will also be sent to the PRIMARY fieldwork educator's email address listed on the form after the final evaluation is completed.

