

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



You have been invited to AOTA FWPE - Fieldwork Educator Portal!

Click the button below to accept your invitation to the **AOTA FWPE - Fieldwork Educator Portal**:

[Get Started!](#)

— The Formstack Team

[Unsubscribe](#)

- 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.

noreply@formstack.com
to me ▾

📧 12:21 PM (0 minutes ago) ☆

Hi Dani Montano ,

Thank you for submitting your mid-term evaluation. Attached is a copy of your evaluation.

Regards,

California State University

The link for your final evaluation is listed [here](#).

You will also be receiving a reminder email before the completion of your fieldwork.



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.



I. FUNDAMENTALS OF PRACTICE

Final

RATING SCALE FOR STUDENT PERFORMANCE

All items in this area must be scored at a #3 or above on the final evaluation in order to pass fieldwork.

4 — **Exemplary performance:** Demonstrates satisfactory competence in specific skills consistently; demonstrates substantial breadth and depth in understanding and/or skillful application of fundamental knowledge and skills.

3 — **Proficient Performance:** Demonstrates satisfactory competence in specific skills; demonstrates adequate understanding and/or application of fundamental knowledge and skills.

2 — **Emerging Performance:** Demonstrates limited competence in specific skills (inconsistencies may be evident); demonstrates limited understanding and/or application of fundamental knowledge and skills (displays some gaps and/or inaccuracies).

1 — **Unsatisfactory Performance:** Fails to demonstrate competence in specific skills; performs in an inappropriate manner; demonstrates inadequate understanding and/or application of fundamental knowledge and skills; (demonstrates significant gaps and/or inaccuracies).

1. Adheres to the American Occupational Therapy Association's Code of Ethics and all federal, state, and facility regulations.
Examples: Medicare, Medicaid, client privacy, social media, human subject research

- 1 (Unsatisfactory Performance)
 2 (Emerging Performance)
 3 (Proficient Performance)
 4 (Exemplary Performance)

4 (Exemplary Performance)
Mid-term

Final

- 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.

PERFORMANCE RATING SUMMARY SHEET (FINAL)

Satisfactory Performance 111 and above
 Unsatisfactory Performance 110 and below

FINAL TOTAL	PASS/FAIL
97	Fail

A score under 3 on Question 1, Question 2 or Question 3 on the Final Evaluation will Fail this student.

1. (FINAL) AOTA CODE OF ETHICS	2. (FINAL) SAFETY REGULATIONS	3. (FINAL) SAFETY OF SELF/OTHER	4. (FINAL) ARTICULATES VALUES....
1	1	1	1

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

PERFORMANCE RATING SUMMARY SHEET (FINAL)

Satisfactory Performance 111 and above
 Unsatisfactory Performance 110 and below

FINAL TOTAL	PASS/FAIL
148	Pass

- **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.

