## Tutor Evaluation User Guide

Student Business Systems Team



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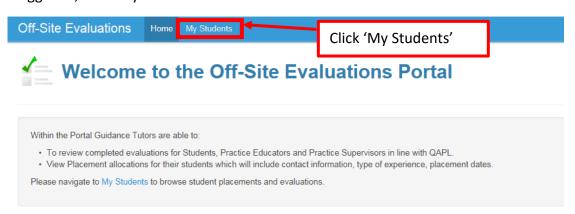
## **Tutor Evaluation User Guide**

The evaluation period for tutors starts 4 weeks after the students placement has been completed and will run for 4 weeks. You will receive emails during this time asking you to complete your reviews.

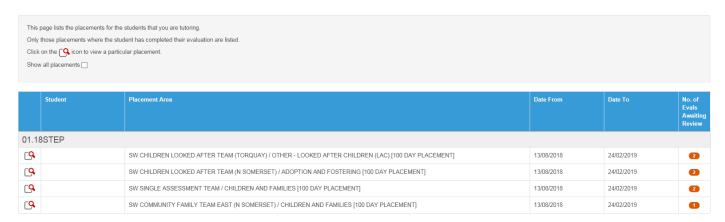
- 1) Access the evaluation form via the Social Work Portal.
- 2) Log in using the username and password that has been sent to you via email. If you are experiencing trouble logging in, please email arc.systems@uwe.ac.uk



3) Once logged in, click 'My Students'

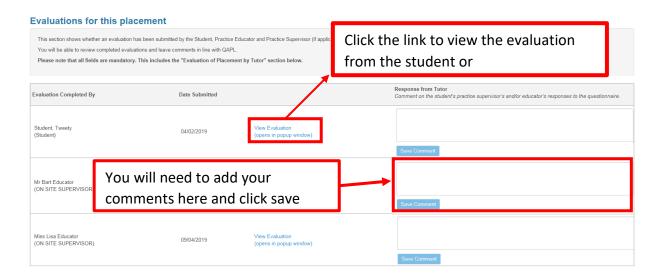


4) 'My Students' shows your tutees *only if* the student or their educator/supervisor has completed an evaluation. You are required to add a response against each evaluation



completed and add your final comments on the placement suitability. You can view and evaluate your other tutees, see point 7.

5) Click on the view icon next to a student's name to show the **Student Placement Details & Evaluation page**Where an evaluation has been received from the student or their practice educator/supervisor, you are **required** to fill in the comments boxes.



6) Once you have completed the 'Response from tutors' comments boxes, your final evaluation box will appear. You must then click 'Submit Evaluation'.

Evaluation of Placement by Tutor	
Should this placement be used again?	
○Yes ○No ○Yes with further development	
What specific aspects of the placement and its quality lead you to make this recommendation for its future use?	
	]
	·
	Submit Evaluation

- 7) On the 'My Students' screen tick to show all placeme Show all placements
- 8) All students that are linked to you as a tutor (past and present) will appear in this list. Find the student you want to evaluate against and run through the above evaluation process.