How to respond to a workplace-based assessment

This document provides guidance for how to respond to a workplace-based assessment, such as a DOPS, OCE or CBD.

1. Login to OneFile at https://login.onefile.co.uk

2. If there are any trainee submissions awaiting your attention, they will be shown in your task list which you can view by clicking the clipboard icon at the upper-right corner or 'Tasks' from the left-hand menu. If you have opted into email alerts, notifications about submissions to assess will be sent to you via email.

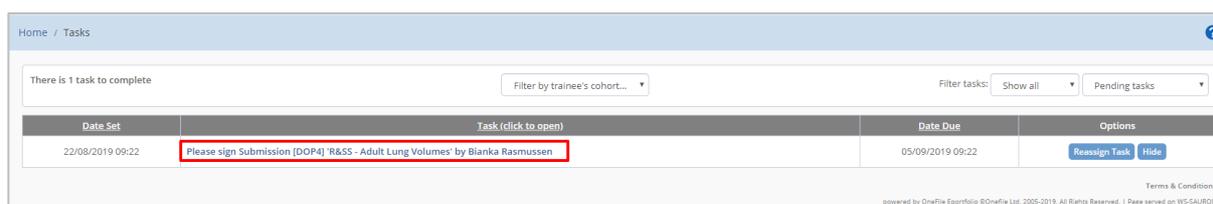3. Click the link to the submission in the task list. See Figure 1.

Figure 1.

4. Trainees have been advised to include a blank workplace-based assessment feedback form for you to assess the trainee's performance in the observed assessment against specific domains. This form should be found under 'Evidence Attachments'. See Figure 2.
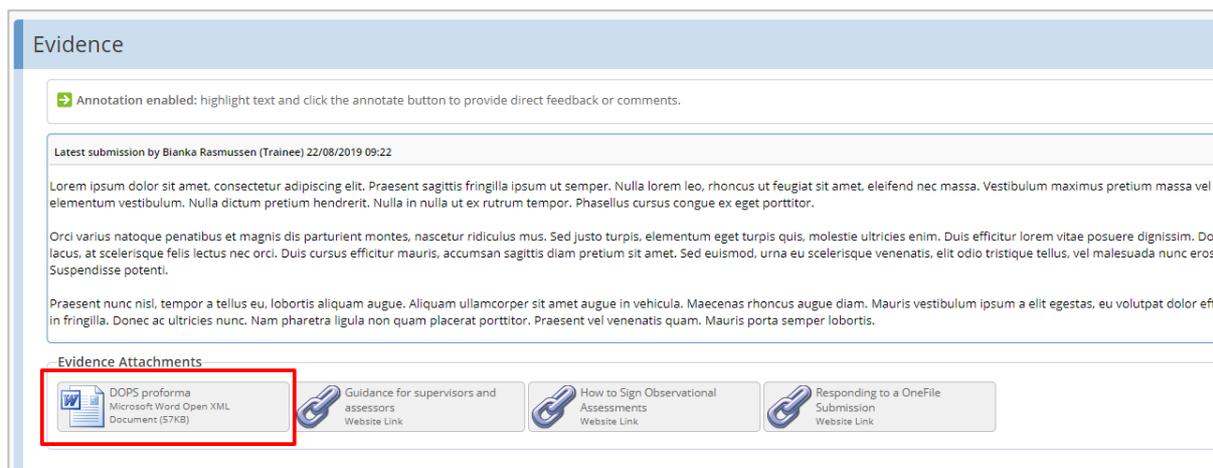

Figure 2.

Download this blank proforma and mark in the scores based on the trainee's performance. See Figure 3.

Figure 3.

If the trainee has not attached the feedback form, you can download a blank feedback form by navigating to 'Resources' in the left-hand menu in OneFile, then to the 'Assessor Resources' folder, then to the appropriate subfolders. (See Figure 4.) You will then find downloadable word documents for the different types of workplace-based assessments. Download the appropriate proforma for the assessment type and mark in the scores based on the trainee's performance.
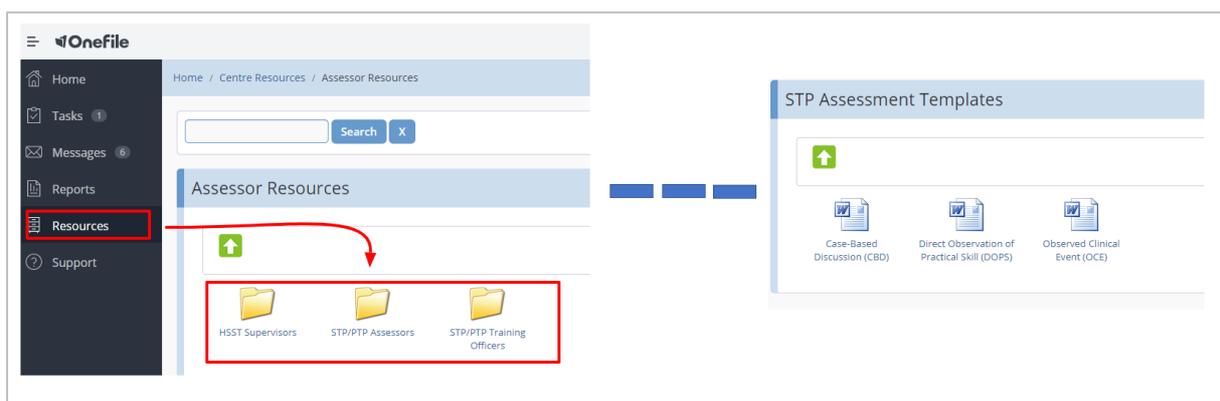

Figure 4.

5. Save a copy of the completed feedback form on your computer. Review any other evidence attached by the trainee or left in the free-text evidence section.

6. At this point you should write any feedback relevant to the trainee's performance in the 'Feedback and Comments' section. This feedback should include any specific comments regarding areas of excellence and specific comments on areas of development for the trainee to focus on. See Figure 5.
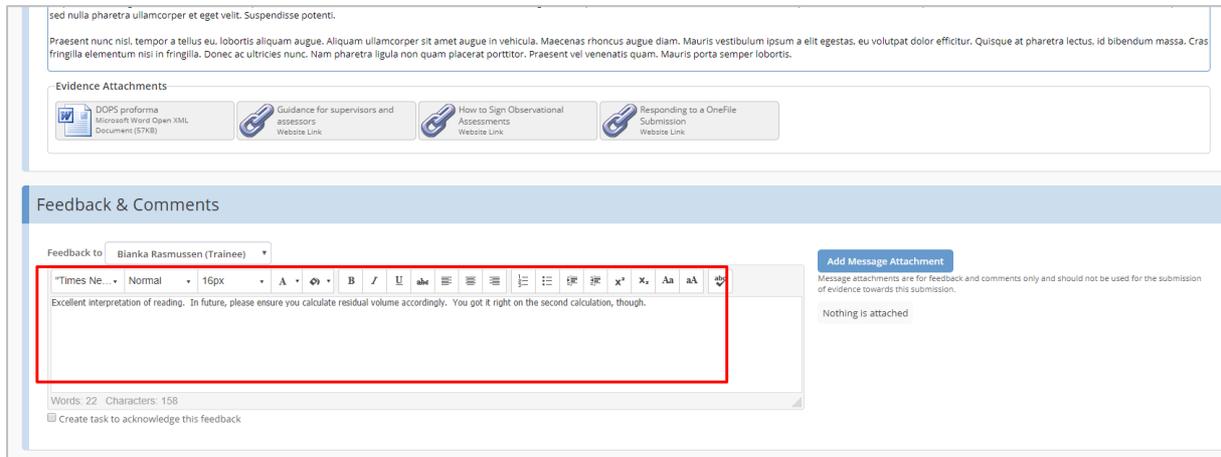

Figure 5.

7. Click 'Add Message Attachment' to add the now complete feedback form. On the next screen click 'Select Files' and then navigate to the form you wish to upload. Once it is uploaded, click on 'Attach'. See Figure 6.
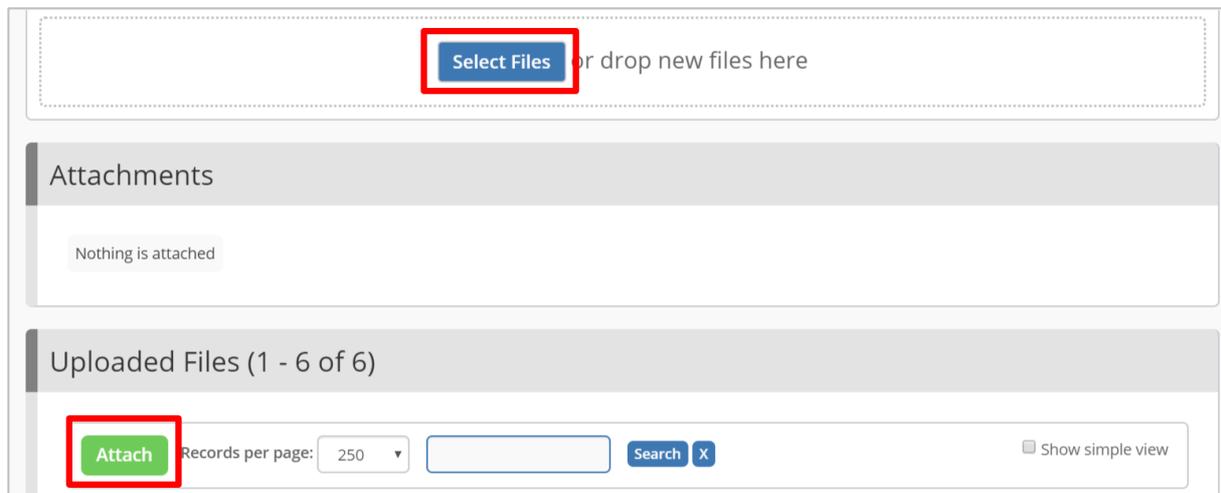

Figure 6.

8. You now need to confirm whether the trainee has successfully passed or failed the assessment. If you feel the trainee has passed the assessment, you MUST tick the box at the top of the submission under 'Competencies & Standards'. If you feel the trainee has failed this assessment, do not tick this box. IF YOU DO NOT TICK THE BOX UNDER 'COMPETENCIES & STANDARDS' THE ASSESSMENT WILL BE TREATED AS HAVING BEEN FAILED. See Figure 7.

Figure 7.

9. If you are happy with your decision and the feedback you have left, scroll to the bottom of the submission and tick the signature box highlighted in yellow. To complete your assessment and send the submission back to the trainee, click 'Save & Quit'. See Figure 8.

Figure 8.

Quick summary

- Access the submission from your task list or email
- Review evidence
- Download, fill in and re-upload the feedback form
- Leave feedback
- Tick the box under 'Competencies & Standards' if the assessment is successful
- Tick the signature box at the bottom of the submission.
- Click 'Save & Quit'