

FWPE Guide for Students

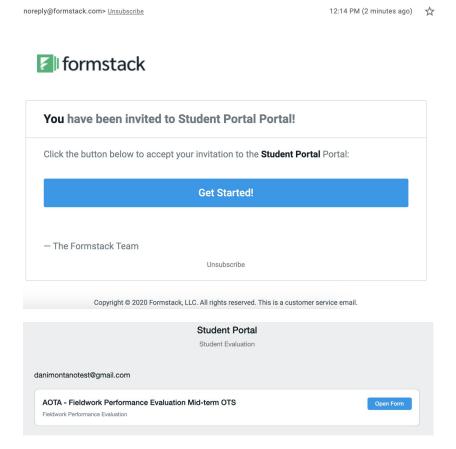
Audience: OT and OTA Students who need to complete the Fieldwork Performance Evaluation (FWPE)

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

Students 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.

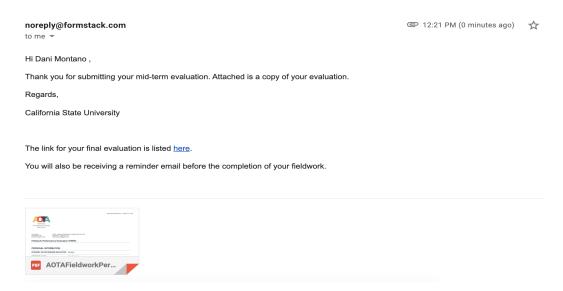
- Email is from noreply@formstack.com, please whitelist this email address
- A link to the mid-term FWPE form is included in the email
- Click on "Get Started" to access the form
- Then click on "Open Form" next to the form name



 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.
- The confirmation email will include a link to complete the final evaluation. You will also receive another 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 they were entered by mistake.

American Occupational Th Association	nerapy			
	PERF		SUMMARY SHEET (FINAL)
	Satisfactory Performance			
	FINAL TOTAL 37		PASS/FAIL 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) ARTICULATE: VALUES
Note: the final evaluatio	<mark>n also includes</mark>	a pass/fail sta	atus based on t	he scores.
American Occupational There Association	ару			
	PERFO	RMANCE RATING SU	IMMARY SHEET (FINA	AL)
	Satisfactory Performance			
	FINAL TOTAL		PASS/FAIL	

• An email confirmation with an attached PDF copy of your submission will be sent to the student email address listed on the form after you submit the evaluation.