

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

noreply@formstack.com> [Unsubscribe](#)

12:14 PM (2 minutes ago) ☆



You have been invited to Student Portal Portal!

Click the button below to accept your invitation to the **Student Portal** Portal:

[Get Started!](#)

— The Formstack Team

[Unsubscribe](#)

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Student Portal
Student Evaluation

danimontanotest@gmail.com

AOTA - Fieldwork Performance Evaluation Mid-term OTS
Fieldwork Performance Evaluation [Open Form](#)

- 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.

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)

Final

4 (Exemplary Performance)

Mid-term

- 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.



PERFORMANCE RATING SUMMARY SHEET (FINAL)

Satisfactory Performance 111 and above
 Unsatisfactory Performance 110 and below

FINAL TOTAL

PASS/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....

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

- **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.**