

# Student Assessment Module (SAM) for Supervisors

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## Placing Agency Related Guide (PARG)

### Summary:

This guide explains how to complete an online student assessment (such as the *Canadian Physiotherapy Assessment of Clinical Performance, or ACP*) via the Student Assessment Module of HSPnet.

### Glossary

**Supervisor** – an individual who is assigned to supervise a student during a placement; may also be referred to as a *Clinical Instructor* or *Preceptor* depending on the discipline of the student.

**Assessment** – an online rating or evaluation of a student, based on a form that is defined by a student's educational program. For example, university physiotherapy programs in Canada use the ACP form.

**Interim Assessment** – an assessment that is completed before the placement is completed; may also be referred to as a *midterm assessment*.

**Final Assessment** – an assessment that is completed at the end of a placement. This will be the only assessment in a course that doesn't require an interim assessment.

**Self-Assessment** – an assessment that is completed by the student, relating to his or her own performance.

### Background

The Student Assessments Module (SAM) of HSPnet allows supervisors to complete an online assessment for students under their supervision. Schools across Canada use HSPnet to coordinate clinical placements for students, including processes for assignment of one or more supervisors and setup of Interim and/or Final assessments by the supervisor(s) and the student as required. Once the supervisor and student have submitted their assessment, they can discuss and compare their ratings and comments in a Combined View that displays their assessments together.

#### Step 1 - First Login to HSPnet

When the Placing Coordinator for the educational program opens the assessments, you will receive an automated email to advise that the online assessment is now available in HSPnet. If you don't already have a user account, you will also receive a Welcome email with your user ID and a temporary password.

1. Click the link provided in Welcome email or visit our public website at [www.hspscanada.net](http://www.hspscanada.net).
2. Click your province on the map of Canada to access the login page.
3. Enter your user ID (your email address) and temporary password.
4. Follow the prompts to enter a new password and Forgotten Password question.
5. You will then be provided with a link to access a 3-minute eLearning module about HSPnet privacy and security. After you complete the module, your account will be activated within 2 minutes and you can return to your provincial page to login with your NEW password.

#### Step 2 – Review Your Welcome Screen

After login you will be greeted by your Welcome screen, which offers:

- **Online Help** – a link to this Quick Reference Guide

- **Email Help** – to launch an email to the HSPnet Help Desk
- **Change Password** – to change your password manually (it will expire automatically after 90 days)
- A list of your **Current Placements and Student Assessments**

In the example at the right, there is an Interim assessment (currently open) and a Final assessment that will open on a future date.

**HSPnet** Welcome Wilma

[Online Help](#) [Email Help](#) [Change Password](#)

Messages

Current Placements and Student Assessments

Student	Ref# Course	Placement Start/ End Date	Assessment
<a href="#">Aerdale, Marsha</a>	#8264 RSPT430	Nov 2/15 Nov 27/15	<input checked="" type="checkbox"/> Interim <a href="#">Open</a>
			<input checked="" type="checkbox"/> Final

### Step 3 – Complete Your Assessment

1. Click [Open](#) to view the assessment screen – it will open in a new browser tab and display the [Instructions](#) page, which is the first navigation link on the left.

*We encourage you to read the instructions carefully and to review any resources or eLearning modules that are offered to assist you in completing the assessment.*

2. The header area of the assessment screen provides important information including a reminder about when the assessment will close:

### Canadian Physiotherapy Assessment of Clinical Performance

Program: University of BC / Master of Science in Physical Therapy

Placement Site: Richmond Hospital

Student: Marsha Aerdale

Placement Dates: Nov 2/15 to Nov 27/15 (HSPnet ref#8264)

Assessor: Wilma Fulton

Status: Underway **(This assessment closes on Nov 17/15)**

Advance through the assessment

by clicking [Next >](#) at the bottom of each page or by selecting a page link from the left navigation. If you enter all required ratings on a page, a red check mark will appear in the left navigation to show your progress in completing the assessment.

**NOTE – you can leave the assessment screen at any time and return later as needed.**

Your changes are saved automatically when you move to a new page, so at any time click [Close Window](#) to return to your Welcome screen.

[Instructions](#)

[Rating Scale Definitions](#)

[1.0 EXPERT - Focus on Assessment](#) ✓

[1.0 EXPERT - Focus on Analysis](#) ✓

[1.0 EXPERT - Focus on Intervention](#)

[2.0 COMMUNICATOR](#)

[3.0 COLLABORATOR](#)

[4.0 MANAGER](#)

[5.0 ADVOCATE](#)

[6.0 SCHOLARLY PRACTITIONER](#)

[7.0 PROFESSIONAL](#)

[SUMMATIVE COMMENTS](#)

### Step 4 – Submit Your Assessment

1. After you complete all mandatory questions, a red check mark will appear for each navigation link and a button is displayed on the last page to

[Submit this Assessment](#)

Current Placements and Student Assessments

Student	Ref# Course	Placement Start/ End Date	Assessment
<a href="#">Aerdale, Marsha</a>	#8264 RSPT430	Nov 2/15 Feb 25/16	<input checked="" type="checkbox"/> Interim <a href="#">Submitted</a>
			<input checked="" type="checkbox"/> Final <a href="#">Open</a>

**IMPORTANT – submitting your assessment will make it visible to the student**, so you may want to delay this step until just before you are ready to discuss it with them. Your changes will be saved until you are ready to submit.

Once you submit the assessment and return to your Welcome screen, the icon will change to green to indicate it's now submitted. If it was an Interim assessment and there is a Final assessment required for this placement, the Final assessment will open automatically.

If you don't complete your assessment before the closure date shown in the header, the assessment will close automatically. To request an extension for completing an assessment that closed before you could submit it, contact the Placing Coordinator for the educational program. To identify this person, click the Details icon and view the Contacts tab:

- Click Email icon to launch an email from your local email account
- Hover your mouse over this icon to view their Phone number

**Placement Request Details (Ref#: 8264)**

Contacts | Program / Course | Students | Placement Information | Comments | Documents | Assessments

(\* = non-user of HSPnet)

Placing Agency: [Redacted]

Agency/Dept: UBC / Rehab

Placing Coord.: Francis, Pat [Email Icon] [Phone Icon]

Course Leader: [Redacted]

Phone: 604-222-2222, Fax: 604-444-4444 [Click for more details](#)

**Step 5 – Compare Ratings in the Combined View Screen**

1. After you submit your assessment – *if the student and all other assigned supervisors have also submitted their assessment* – a link will appear for accessing the Combined View screen.

- This will open an assessment with colour-coded indicators as explained in the legend at the top right corner of your screen:
- The student can also access the Combined View screen from her screen.

**Current Placements and Student Assessments**

Student	Ref# Course	Placement Start/ End Date	Assessment
<a href="#">Aerdale, Marsha</a>	#8264 RSPT430	Nov 2/15 Feb 25/16	Interim <a href="#">Combined View</a>

Key: ● Assessor rating ● Student rating ● Same rating for Assessor and Student

**Things to Remember**

- The Combined View feature is available only when you are filtered to a single course in your Assessments tab, AND only after all supervisors and the student have submitted their assessment.

student assessment module sam supervisors