

# Factsheet for Prevocational Doctors

## How to complete Mid and End of Term Assessments



### Mid Term Assessments (MTA)

Prevocational doctors can initiate a Mid Term Assessment in their own account, either on the CLA mobile app or via the [web version](#).

1. From your CLA homepage, navigate to your current term
2. Click on the 'Assessments' tab and then Mid Term Assessment
3. You can either:
  - a. Complete the Mid Term Assessment in your account with your supervisor;
    - Click the 'Complete New' button and fill out the form based on your discussion with your supervisor.
    - Your supervisor will be prompted to add their name and email address at the bottom to confirm the assessment was completed with them – this supervisor will receive a confirmation email. Once complete, click 'Submit'.
  - b. Email a blank or partially completed Mid Term Assessment to your supervisor for them to complete – they will receive an email with a link to the form.
    - Click the 'Email' or 'Email for Later' button and enter the name and email address of the supervisor you wish to complete the form. Click 'Send email'.
    - Where a supervisor does not have an account in CLA, they can still complete a Mid Term Assessment via the link emailed to them. When they submit their assessment, the system will create a guest assessor account and administrators are notified to review and approve the assessor.

*Note that prevocational outcome statements ticked in the Mid Term Assessment **DO NOT** update your progress wheel.*

### End of Term Assessments (EOTA)

End of Term Assessments can **only** be initiated and completed in a supervisors account. EOTAs cannot be initiated by prevocational doctors and cannot be emailed. Your supervisor needs to login to CLA to complete the end of term assessment for you.

Once they have completed and submitted the end of term assessment, you will be able to see this in your CLA ePortfolio.

Where your supervisor has identified that prevocational outcome statements have been demonstrated on the end of term assessment, the progress wheel on your homepage will be updated. If you have any questions, please contact your Medical Education Unit. You can find more information about CLA including support details on the [CLA website](#).

