
Supervisor Practice Assessment PDF Form Completion

As you will see the Supervisor Practice Assessment Form is a PDF that can be completed and signed electronically by the primary placement supervisor. The form must be opened in Adobe Acrobat Reader.

Please refer to Clinical Practice Supervised Practice Assessment Guidance for further guidance on grading etc.

<S:\SSSHL\Clinical Psychology\CLINICAL PSYCHOLOGY 2013+\DClinPsy Programme\Clinical\Policy and Guidance Documents\Clinical Practice Supervised Practice Assessment Guidance Vs2.docx>

The form is a mix of drop down boxes and free text boxes.

It is your responsibility to ensure you have completed all benchmarks, all overall ratings, all free text boxes and Pass or Fail. Unfortunately, the university will have to return any incomplete forms which may delay the trainee's course progression.

When you have completed the form you will need to sign and lock the document before it can be sent to the trainee for them to upload to their overall clinical practice submission (please note clinical practice submission dates).

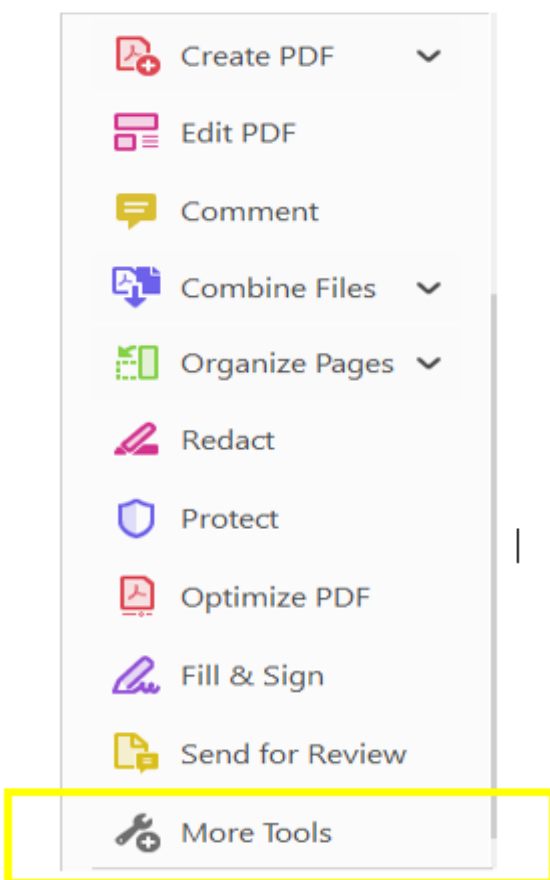
This guidance will support you to create a digital signature and lock the Supervisor Practice Assessment Form:

To create a digital signature and lock the PDF

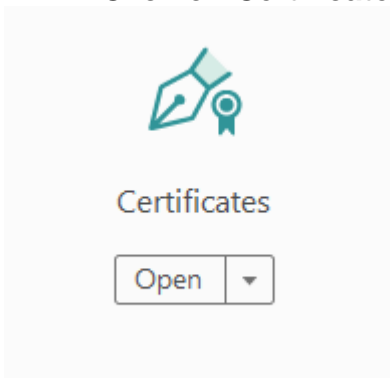
System requirements: You will need Acrobat Reader DC (if you do not have this and cannot create a digital signature please refer to page 8)

Note you only need to create a digital signature once – it will then be available for any future documents you need to digitally sign.

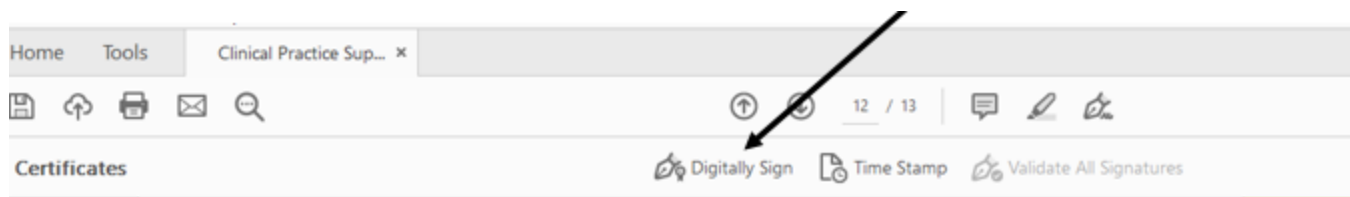
- **Fully complete the Supervisor Practice Assessment Form**
- **When you have fully completed the form and discussed it with the trainee you are ready to ‘digitally sign, lock and send’ the PDF.**
- **Select the ‘more tools’ icon, as seen in the image below:**



- **Click on Certificates**

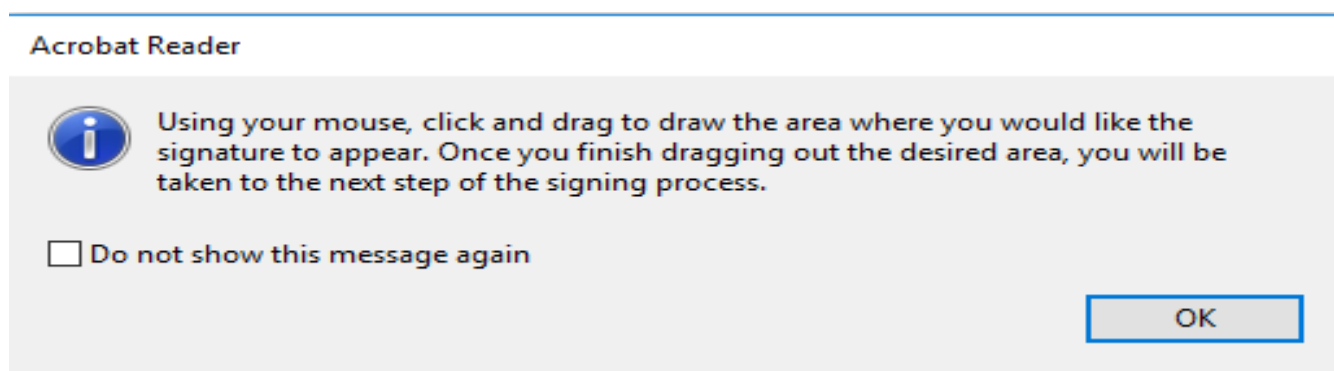


This banner will appear at the top of the form

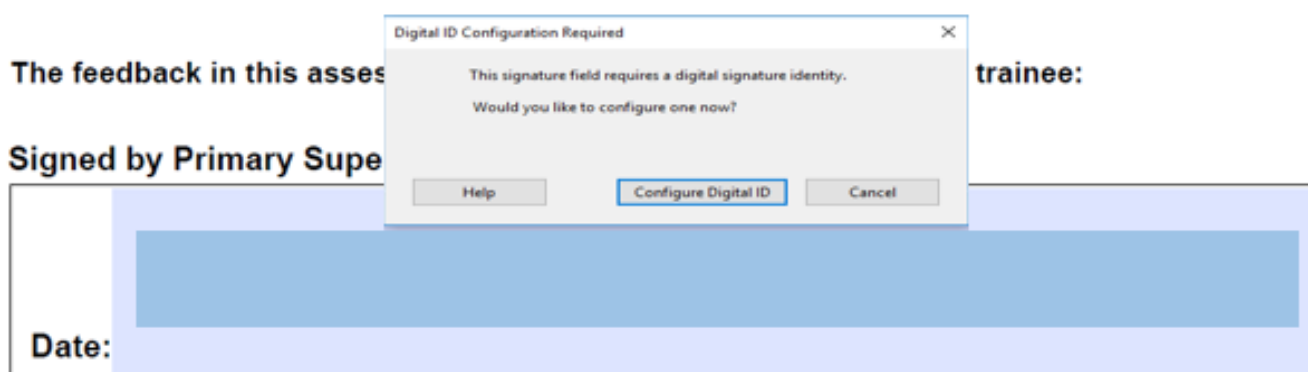


- **Click on Digital Signature**

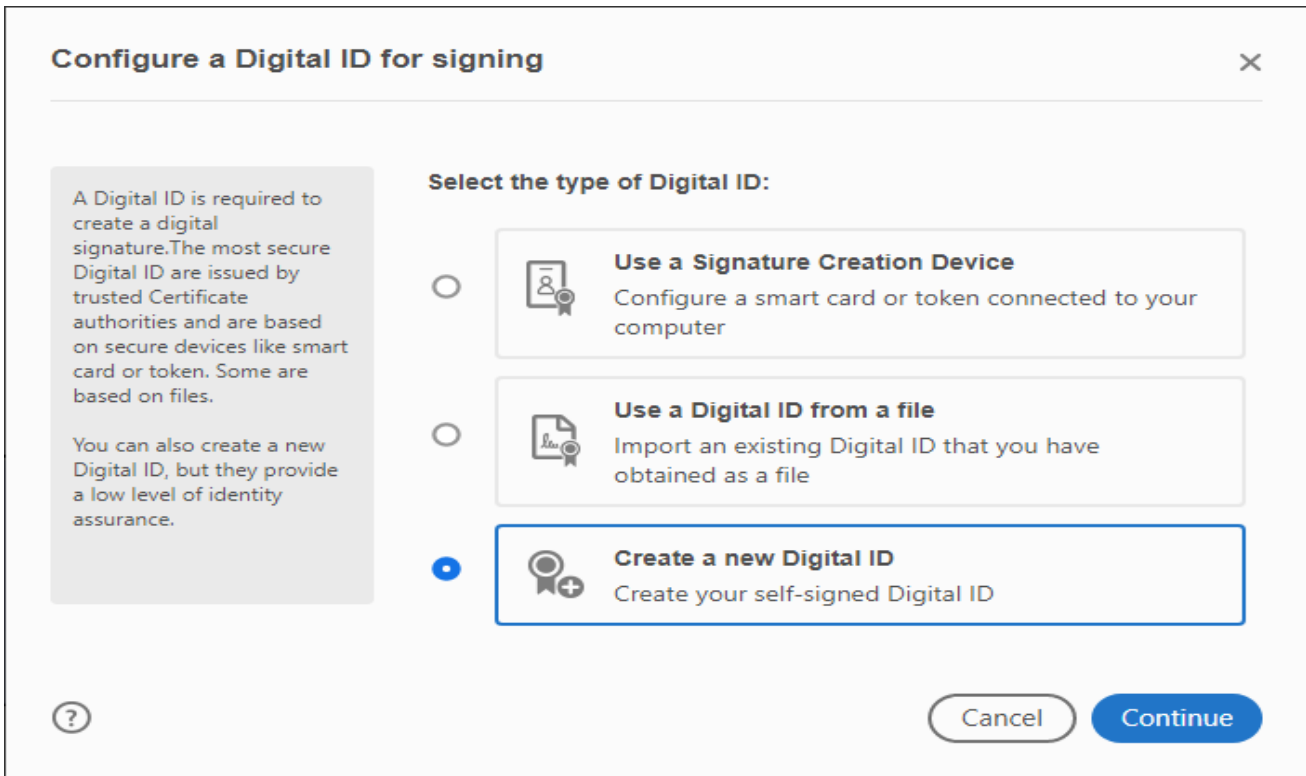
You will see a screen with this dialogue box



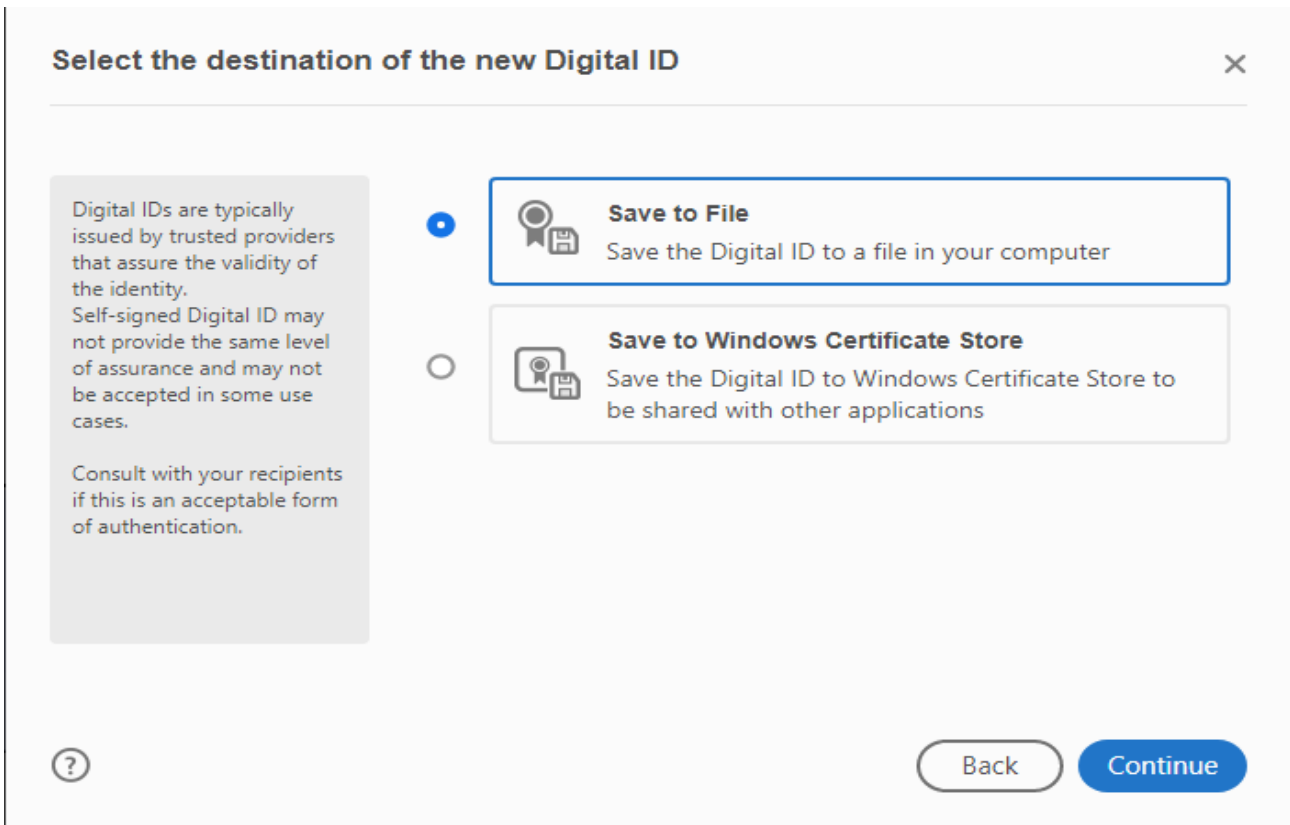
- **Position your mouse in the signature box ('signed by primary supervisor') and click/drag the mouse to create a shaded area, where the signature will be placed.**
- **Then click configure Digital ID (this screen will only appear the first time you use 'Digitally Sign', to enable you to create your digital signature).**



You will see a screen like this



- **Select where you want to store your digital signature e.g. personal drive:**



- **Create your digital signature – complete the details as below (Name, email and country will suffice):**

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

- **You need to create a password:**

Save the self-signed Digital ID to a file ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

Browse

Apply a password to protect the Digital ID:

Confirm the password:

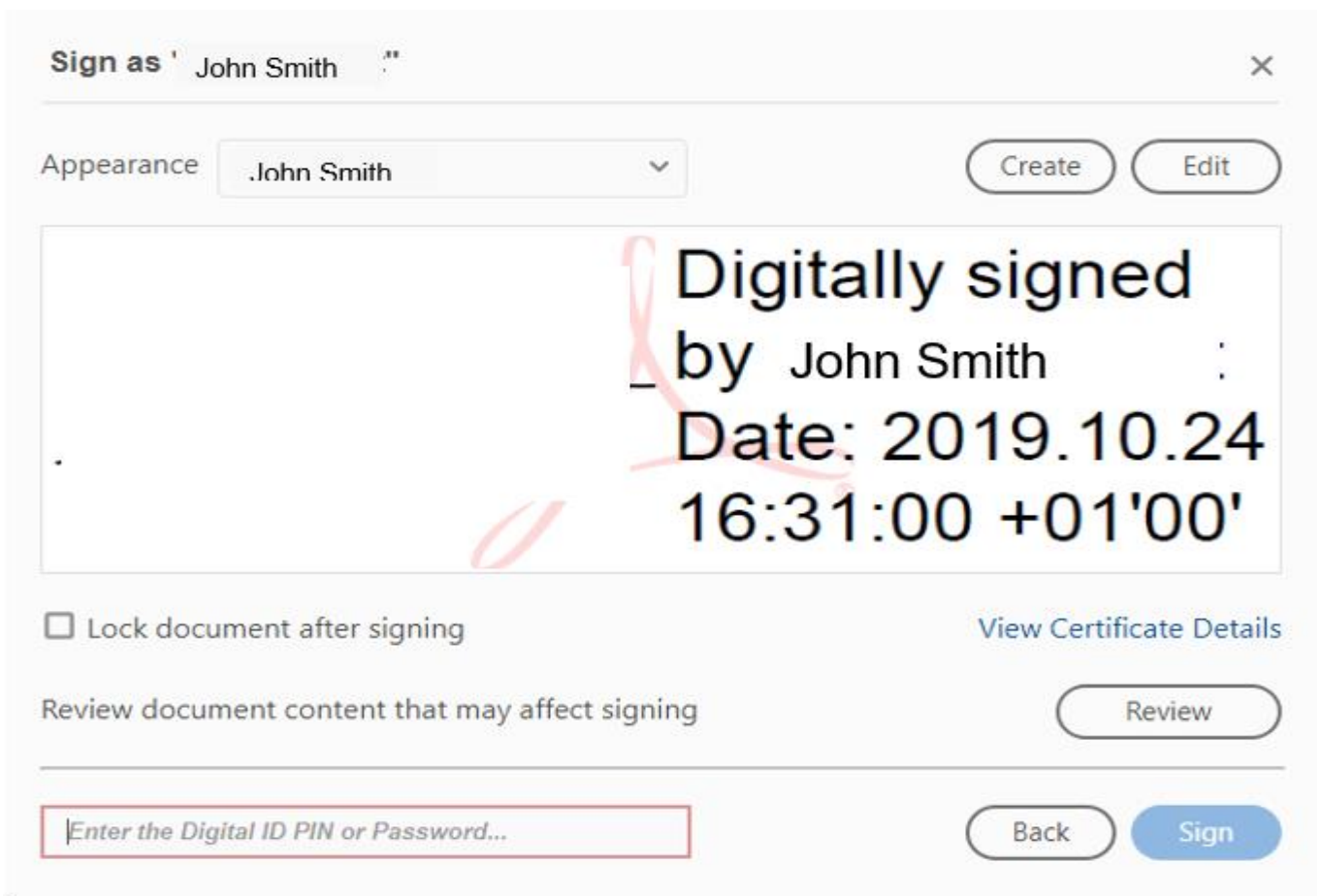
? Back Save

You will see a screen like this



- **Click Continue**

You will see a screen like this



- Ensure in that you tick 'lock document after signing' and enter your password to digitally sign the assessment form.

Lock document after signing [View Certificate Details](#)

Document warnings have been reviewed [Review](#)

[Back](#) [Sign](#)

- You will be asked to save the document with a new file name:

File name:

Save as type:

Hide Folders [Save](#) [Cancel](#)

Once you click 'save' the form will then be digitally signed, locked and ready to send.

Please do not sign until you are absolutely sure it is complete, as it will be locked and you will be unable to edit any further.

What to do if you are unable to create a digital signature

- **In this situation you will need to print the completed document, manually sign and scan it – this will save the document into a PDF that can then be sent to the trainee.**
- **Please note that you will need to ensure that what you have written into the text fields are visible when you print and sign as the scanned PDF will obviously lose functionality.**