



FOR STUDENTS: Workplace-Based Assessments

1

Initiate the Assessment

- Identify the activity you would like to be assessed on. Review the key functions and competencies associated with the activity, if needed.
- Decide whether you or your preceptor will submit the assessment. Use your unique form link or QR code to open the assessment form.

2

Complete the Activity

- **Perform** the activity. Your preceptor will observe your actions, decisions, and interactions, noting specific behaviors you demonstrate as well as any deviations from expectations.

3

Collect Feedback

- **Reflect** on your performance immediately after the observation. Articulate your perceived strengths and areas for growth based on the experience.
- **Discuss** your performance with your preceptor. Ask your preceptor to identify measurable and achievable goals for you to work towards in your development.
- **Review** the encounter with your preceptor. They will highlight strengths and areas for improvement.

4

Submit Assessment Form

- If you are submitting the assessment, complete all required fields on the WBA form and click submit. You and your preceptor will both receive a copy of the assessment.

5

Review Progress

- Regularly check your progress toward achieving WBA requirements. You may need to remind your preceptor to verify a submitted assessment.
- Review feedback to help you identify the skills you need to work on to improve.