



## Quick Guide to Online Assessments for Foundation Programme Doctors

“**How to**” complete and submit DOPS, mini-CEX and CbD assessments online

It is the assessor, not the trainee, who must complete and submit online assessments. Clinical staff must first be registered as an assessor with HcAT in order to complete online assessment for any trainee.

To do this, follow the instruction below:-

- 1. Go to: <https://secure.hcat.nhs.uk/> (or Google HcAT. Go to homepage. Click on Foundation portal. Click on 'To complete an assessment for a foundation trainee' which is at the top of the page)**
2. Enter your email address into the box entitled 'register to complete a CbD, DOPS or Mini-CEX and click on the 'register' button underneath the text box.
3. Enter your full name, professional registration number and your chosen password. This password is used for registration with HcAT only and is for ID purposes. **DO NOT USE IT IN THE FUTURE WHEN YOU LOG IN TO YOUR ASSESSOR ACCOUNT, OR ACCESS WILL BE DENIED.** Complete all boxes. Then click on 'Register' button.
4. You will be sent assessor account details (including a password) so that you can log into your new HcAT account.
5. Once you receive assessor account details you can complete assessments for trainees online.
6. You are able to view and print off all online assessments completed by yourself as an assessor. This is done via your assessor account. Just click on 'completed assessments'
- 7. To complete an assessment online (when assessor account details/password have been sent to you by HcAT) Complete step 1 to get to the right page**
8. look for assessor log in on the left hand side.
9. Enter your e mail address and the password that HcAT sent you (can be set to remember)
10. Next page heading 'logged in'. Enter the GMC no of the trainee and click on 'look up' NETFS/Joc/G/Guidance Docs. February 2008. Adapted with kind permission from Clare Riley 'A Quick Guide to Online Assessments' [www.hcat.nhs.uk/foundation](http://www.hcat.nhs.uk/foundation)



11. Under ' form name' click on type of assessment
12. Complete all fields and submit
13. If you do not receive confirmation of submission within 24 hrs via email, the submission was unsuccessful.