ASSESSOR ROADMAP

No	Task	Subject	Portal Section: Tab
1	**Assessor Area**		
1.1	Assessor Details	Update Assessor details, Practice Area, Field and Branch	Assessor Area: Assessor Details
	• Assessor Availability	• Assessor Availability	Assessor area: Assessor Details
		• Assessor Availability end date	Assessor area: Assessor Details
	• Conflict Statement	• Conflict Statements	Assessor area: Assessor Details
1.2	Invitations Pending	List of current applicants to be accepted	Assessor area: Invitations Pending
		• Accepted (click no conflict)/Declined	Assessor area: Invitations Pending
1.3	Current Assessments	List of current applicants to be assessed	Assessor area: Current Assessments
		• Click the "Assessment" column to the relevant applicant	Assessor area: Current Assessment
2	**Assessment**		
2.1	Personal Details	Candidate's contact details	Assessment: Personal Details
2.2	Panel/Vote	Vote on report	Assessment: Panel/Vote

	(Or click/view edit on the Assessor Area: Current Assessments)	• Click View/edit • Voting details: Approve/reject comments	
2.3	**Credentials**		
	• Qualifications	Qualifications	Assessment: Credentials
	• Other Credential Records	Other qualifications	Assessment: Credentials
	• CPD Records	CPD records	Assessment: Credentials
	• CV	CV	Assessment: Credentials
	• References	Referee contact details and statements	Assessment: Credentials
2.4	**Evidence**		
		Evidence Records: Work Samples	Assessment: Evidence
		• Click view at each work samples to view project details	Assessment: Evidence
		• Scroll down to view 'evidence files'	Assessment: Evidence
2.5	**Self-Assessments**		
	• Admission	Engineering Knowledge Questions	Assessments: Self-Assessment
		Managing Engineering Work Question	Assessments: Self-Assessment
		Professional Acumen Question	Assessments: Self-Assessment
		Developing Technical Solutions Question	Assessments: Self-Assessment
	• Mutual recognition	Engineering Knowledge Question	Assessments: Self-Assessment

	• Reassessments	Changes In your practice area	Assessments: Self-Assessment
2.6	**Assessor Report**		
2.6.1	• Recommendations	Membership/registration, Recommendations, Actions	Assessment: Assessor Report
		• Click View/Edit for each	Assessment: Assessor Report
	• Membership/Registrations	Approve, decline, pending, withdrawn	Assessment: Assessor Report
		• International Professional Engineer/APEC Engineer	Assessment: Assessor Report
		• Chartered Member	Assessment: Assessor Report
	• Valid for (select number of years)	• Chartered Professional Engineer and/or Design Verifier	Assessment: Assessor Report
2.6.2	Applicant practice details	Applicant practice field, practice area	Assessment: Assessor Report
2.6.3	Assessor Review	Assessed practiced field – tick engineering field/s	Assessment: Assessor Report
2.6.4	Assessor practice area	Assessed practice area descriptions	Assessment: Assessor Report
2.6.5	Holistic statement	Assessment report	Assessment: Assessor Report
2.6.6	Engineering Knowledge, Managing Engineering Work, Professional Acumen, Developing Technical Solutions, Changes in your practice area	Depending on application type – assessment report statements	Assessment: Assessor Report
2.6.7	Evidence statements	Work sample statement	Assessment: Assessor Report
2.6.8	Update	Click update button to save changes in report	Assessment: Assessor Report
2.7	**Activity**		

	Additional Information	Additional Information, provided via Assignments and may include uploaded files	Assessment: Activity
	Notes	Display existing notes	Assessment: Activity
2.8	**Actions**		
2.8.1	Request additional information	• Enter subject, due date, descriptions & click save button	Assessment: Actions
		• Attach file, by clicking "upload files"	Assessment: Actions
2.8.2	Applicant portfolio	Download applicant portfolio	Assessment: Actions
2.8.3	CPD Report	Download CPD report – click button	Assessment: Actions
2.8.4	Assessor report	Download assessor report – click button	Assessment: Actions
2.8.5	New Note	Credit/edit notes for the application - click button	Assessment: Actions
	• View notes	Notes	Assessment: Actions
2.8.6	Submit Report	Only for Lead Assessor – who will submit report	Assessment: Actions
		• Note that the application will be removed from the assessors'	Assessment: Actions
2.9	**Other Assessor documents**		
	Filing of other miscellaneous files e.g., previous reports	Filing of assessor's miscellaneous documents – click case number at the left-hand corner	Assessment: Case Number