

## MORA User Guide

<b>Date Written</b>	September 2022	<b>Date Updated</b>	March 2023
---------------------	----------------	---------------------	------------

### Table of Contents

<b>Welcome to the MORA – Practice Assessor Guide .....</b>	<b>2</b>
<b>MORA Parts .....</b>	<b>2</b>
.....	2
<b>Access as a Practice Assessor – via student link.....</b>	<b>3</b>
How to log in to MORA .....	3
<b>Access as a Practice Assessor - directly.....</b>	<b>4</b>
<b>The Main Menu.....</b>	<b>5</b>
<b>Student Search.....</b>	<b>6</b>
(Practice Assessor/Academic Assessor view only) .....	6
<b>Assessment Planner – For information only .....</b>	<b>7</b>
<b>Learning Contract .....</b>	<b>7</b>
<b>Learning Plan – this is optional for the student. ....</b>	<b>9</b>
<b>Signing off an Orientation .....</b>	<b>11</b>
<b>Initial Meeting .....</b>	<b>12</b>
<b>Supervisor Feedback .....</b>	<b>13</b>
<b>Practice Assessor Review 1 and 2.....</b>	<b>16</b>
<b>Progression Plan .....</b>	<b>19</b>
<b>Records of Meetings / Periodic Observation .....</b>	<b>21</b>
<b>Evidence to support the achievement of proficiencies .....</b>	<b>22</b>
<b>Deleting Files .....</b>	<b>27</b>
<b>Summative Holistic Assessment.....</b>	<b>28</b>
<b>Help and Support .....</b>	<b>31</b>

## Welcome to the MORA – Practice Assessor Guide

MORA stands for Midwifery Ongoing Record of Achievement and is the electronic platform for practice assessment documentation for the Midwifery programme.

The table of contents on the previous page contains hyperlinks enabling you to jump to any section on the document by clicking on the appropriate heading. These headings in the index above are also hyperlinks to that section of the user guide.

There are videos available which demonstrate the student and Practice Supervisor / **Practice Assessor** views. These can be accessed here: [- UWL MORA GUIDE | Rise 360 \(articulate.com\)](#)



Any difficulties in accessing or using the MORA, please contact [MORA@uwl.ac.uk](mailto:MORA@uwl.ac.uk)

Any queries relating to Assessment Criteria for MORA please contact your Academic Assessor, Link Lecturer, or Andrea Aras-Payne on [andrea.aras-payne@uwl.ac.uk](mailto:andrea.aras-payne@uwl.ac.uk)

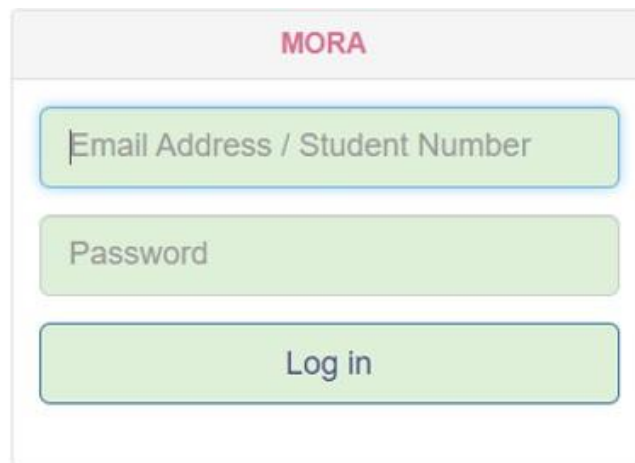
### MORA Parts



## Access as a Practice Assessor – via student link

### How to log in to MORA

**Practice Assessors log in via student link** - You will be able to access your student's MORA via the link to their learning contract. However, this token expires after 14 days. If you are logging on for the first time or have forgotten your password, use the setup login information/reset password link underneath the log in box.

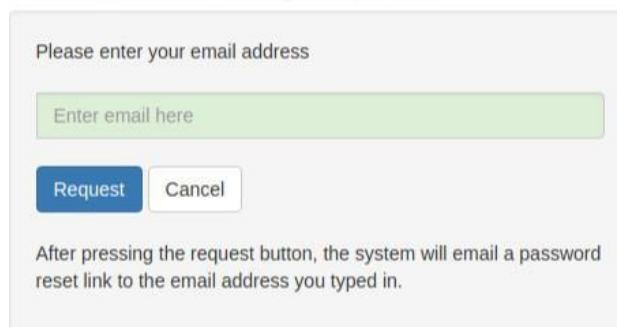


The login form is titled "MORA" in red text. It contains three green input fields: "Email Address / Student Number", "Password", and a "Log in" button.

[Click here to setup login information for MORA or to reset your password.](#)

If you click on the setup login information or to reset your password, you will be taken to the following screen:

### Password Setup / Reset



The form is titled "Password Setup / Reset". It contains a text input field labeled "Enter email here" and two buttons: "Request" (blue) and "Cancel" (white). Below the buttons, it says: "After pressing the request button, the system will email a password reset link to the email address you typed in."

Enter your email address and click on the **Request** button. You will then receive an email link to create your password.

## Access as a Practice Assessor - directly

After the first email from a **student** the **Practice Assessor** can log onto the MORA with their own credentials directly and view the **student's** MORA by selecting them in the **students** tab. Please log in directly to the student's MORA via the website

<https://uwl.arcwebonline.com/MORA>

### Now Do This ...

1. When a **student** invites a **Practice Assessor** they will receive an auto email.

2. **Practice Assessor**: it is recommended that if it is not the first time you have logged in, you must log in directly using the link. <https://uwl.arcwebonline.com/MORA>

## The Main Menu

To access the main menu, click on the 3 lines at the top left of the page. The Menu has the following items: This is the Practice Assessor's menu.

### MAIN MENU

Students

### PROGRAMME

Practice Episode Records  
Proformas to Print

### YEAR

About Me  
Learning Contract  
Orientation and Timesheets  
Initial meeting  
Assessment Planner  
Learning Plan  
Progression Plan  
Proficiencies  
Supervisor Feedback  
Practice Assessor Review 1  
Practice Assessor Review 2  
Record of Meetings / Periodic Observation  
Summative Holistic Assessment  
Evidence to support the achievement of proficiencies

## Student Search

### (Practice Assessor/Academic Assessor view only)

This is purely for the **Practice Assessor** and **Academic Assessor** to search for and select the appropriate **student**.



#### Now Do This ...

1. To access the **student** record select the 3 lines next to the University logo to open the menu and select **Students**.

**Please note** – you will not be able to use the links in the menu until you have selected the **Student** heading as all the other headings are greyed out.

2. Select the appropriate **student** from the list. The **students** are listed alphabetically, or you can use the search text boxes to narrow this list.

Surname:

Forename:

Student ID:

Status:
☒ Active
☐ Deactive
☐ All

Filters

Show all students: ☐

Search

Clear Search

Number of students: 1

Student Name	Intake	Discipline	Latest Placement	Status of Placement
Simpson, Lisa, Miss	S14 MID BSC	Midwifery	RDW INTENSIVE THERAPY UNIT	

First
← Prev
1
Next →
Last

3. You will then be able to access the MORA sections for the chosen **student** from the main menu.

## Assessment Planner – For information only

### How Do This ...

1. The Assessment Planner is a tool that can be used to plan dates for key assessments and meetings of the MORA.

2. To add a planned assessment date, you can either type a date in the date fields or select the small calendar symbol to the right in the field to open a date picker tool.

Add Assessment Planner BUGS BUNNY

Initial Meeting Date 13/08/2021 	Practice Assessor Review 1 Date 13/08/2021 	Practice Assessor Review 2 Date 13/08/2021 	Summative holistic assessment Date 13/08/2021 
--	---	---	--

[Save](#)

3. Once filled in select **Save** to commit the dates to the assessment planner table.

4. Once the planned assessments have been completed the table will record the name of the **Practice Assessor** and **Academic Assessor** involved. There is also a file symbol button next to the name of the meeting which when selected will take you to that section of the MORA. Dates can be altered if this plan needs to be amended.

## Learning Contract

### Now Do This ...

1. The Learning Contract must be completed and verified by the **student** and **Practice Assessor** within the first two weeks of the first placement. The Learning Contract creates the link between the student and Practice Assessor and gives the **Practice Assessor** access to the student's MORA throughout the year/ stage of the programme. The view for both the **student** and the **Practice Assessor** are the same.

2. The **Practice Assessor** will receive an auto email notifying them they have a declaration to complete. There is a tick box to agree and a **submit** button

This must be completed within 14 days of the **student** inviting the **Practice Assessor** or the token will expire. It is also essential that the **Practice Assessor** agrees this declaration to enable them to access the **student's** MORA at any time via the **Practice Assessor's** MORA log-in and receive editing rights for the relevant sections to monitor the **student's** progress and undertake their assessments.

Practice Assessor Declaration

I will ensure that I discuss my student's learning objectives and learning plan with them within the first two weeks of the first placement of the academic year; I may delegate the initial meeting to an appropriate practice supervisor prior to this.
I will ensure I access my student's E-OAR and discuss their progress with the practice supervisors during this year.
I will seek to periodically observe my student in practice to inform decisions for assessment and progression, but will not work directly with them as I cannot simultaneously be a practice supervisor for this student.
I will aim to conduct an 'interim review' with my student in each practice block, to monitor their progress by reviewing evidence in their PAD and elsewhere in their E-OAR, discussing and updating their learning plan in collaboration with them.
I will respond promptly to emails about my student and verify entries in their E-OAR and timesheets in a timely fashion; I will monitor that practice supervisors are also doing this.
I will liaise with the academic assessor, as appropriate, during the year.
At the end of the year, I will grade my student's performance objectively against the criteria for that stage in their programme, using the evidence available and providing relevant guidance for future development. In partnership with the academic assessor, I will determine whether the programme requirements have been achieved in order to recommend progression to the next year/stage of the programme or entry to the register.

I agree with the above declaration ☐

Submit

3. There is the option for the student to change the **Practice Assessor** if this changes within the year. This can be done by unlocking the learning contract and resubmitting to the new **Practice Assessor**:

Unlock Learning Contract

4. The Learning Contract will need to be unlocked and resubmitted each time the **Practice Assessor** changes.



## Learning Plan – this is optional for the student.

### Now Do This ...

1. A learning plan should be agreed between the **student** and **Practice Assessor** at the start of the placement but may be revisited throughout the placement. It is recommended that the 'GROW' model is used when creating a learning plan.
2. The **student** clicks on the **Create New Learning Plan** heading.

[Create New Learning Plan](#)  
[To create a new learning plan click here](#)

3. The following screen will open:


[Create New Learning Plan](#)  
[To create a new learning plan click here](#)

Goal - What I want or need to develop or achieve?

Reality - My current situation

Options - How can I address this? What resources should I use?

Will - What will I do? Set a 'SMART' learning objective/s

Target Date2  
 

4. The **student** completes the boxes and submits using the **Submit** button.

5. A list of the learning plans will be displayed as below:

List of Learning Plans				
Date Created: 08/09/2022	Target Date: 14 Nov 2022	RAG Rating: ●	Click to View	
Goal - What I want or need to develop or achieve? Observation				
Date Created: 08/09/2022	Target Date: 14 Oct 2022	RAG Rating: ●	Click to View	
Goal - What I want or need to develop or achieve? Supervision				

This displays all the information that the **student** has entered and displays a RAG rating. This will automatically show as red to indicate that the **student** has not yet achieved the

goal. The RAG rating can be amended when the **student** makes progress and marks a new progression status via the **review** option.

6. There is an option to review a learning plan. To add a review, the **student**, **Practice Supervisor** or **Practice Assessor** can go to the relevant learning plan and underneath there is the '**Create New Review**' link:

Create New Review

[To create a review click here](#)

**NB.** Review of the learning plan should always be done in consultation with the **student** as it is primarily their document.

7. They can then add any relevant comments and information in the text box and update the RAG rating to reflect whether the goal is in progress (amber) or achieved (green).



8. Then click '**Add Review**'

## Signing off an Orientation

1. The **student** will invite a **Practice Supervisor** (or **Practice Assessor**) to verify their orientation which will send an auto email with a link to access the **student's** MORA. Click on the '**click here**' link to access the orientation.



### eMORA Updated

14/04/2022 12:33:53

Dear POW Support,  
Test, Mora, Miss has submitted their Orientation for verification.  
The above can be viewed by following this link: [click here](#)

PLEASE NOTE: This token will EXPIRE on 28/04/2022 at 12:33

2. Click on the location to open up the orientation and click '**Mark as seen**' to confirm the orientation has been completed.

Orientation	Timesheets
Electronic Orientations	
Community	Not Completed
Paper Orientations	

All the above criteria have been met ☒

Mark as Seen

## Initial Meeting

### Now Do This ...

1. The initial meeting should be completed during the first two weeks of the first placement of the academic year or part of the programme. It is a record of the meeting between the **Practice Assessor** and **Student**.
2. The first section of the initial meeting is to be completed by the **Student**. The **student** can write their comments in the '**Student Completion**' box. Once complete select the **Save and Submit** button to commit the data.

Student completion:

Please comment on your learning needs in relation to the proficiencies you are required to complete during this part of your programme.

Test from student

Save and Submit

3. The next section is completed by the **Practice Assessor**. The **Practice Assessor** can write their comments in the '**Practice Assessor Completion**' box. Once complete select the **Save and Submit** button to commit the data.

Practice Assessor completion:

Please briefly document the points raised during this meeting, particularly in relation to the evidence you will expect to review at the first review.

TEST from assessor

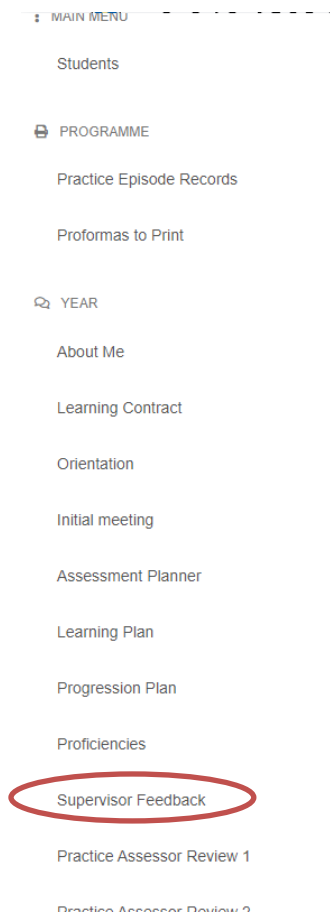
Save and Submit

## Supervisor Feedback

This section is where **Practice Supervisors** can add their feedback for **students** and upload documents. **Students** and **Practice Assessors** can view Supervisor Feedback by clicking on this section.

### Now Do This ...

1. To view the Supervisor Feedback, go to the Main Menu and click on 'Supervisor Feedback'



Year 1 (Level 4)	Year 2 (Level 5)	Year 3 (Level 6)
Practice Supervisor feedback		
Guidelines on completing the Proficiencies		
Able to contribute with decreasing supervision and direction		
<div>Antenatal Care</div> <div>Intrapartum Care</div> <div>Postnatal Care</div> <div>Neonatal Care</div> <div>Promoting Excellence</div>		
Able to participate under direct supervision and direction		
<div>Antenatal Care</div> <div>Practice Supervisor (PS) feedback on Student's performance</div> <div> <div>Practice Assessment Toolkit Level 4</div> <div>Add Supervisor Feedback</div> <div>View Supervisor Feedbacks</div> </div> <div>Intrapartum Care</div> <div>Postnatal Care</div> <div>Neonatal Care</div> <div>Promoting Excellence</div>		

Add Supervisor Feedback

View Supervisor Feedback

2. **Practice Assessors** can view feedback by clicking on the 'View Supervisor Feedback' button.

A counter will show when comments are available to view.

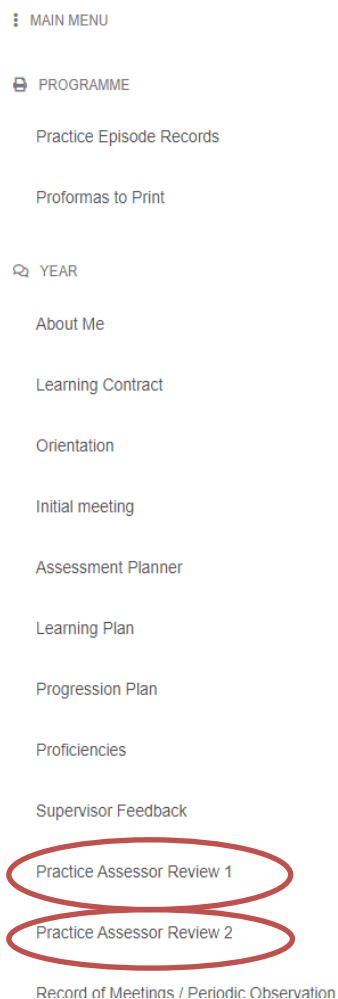
(5)

## Practice Assessor Review 1 and 2

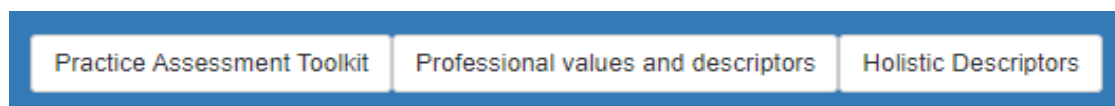
The **Practice Assessor** Review 1 and 2 dates would have been set up in the Initial Meeting and the Assessment Planner. This can be accessed by **students** and **Practice Assessors**.

### Now Do This ...

1. The **Practice Assessor** Review 1 and **Practice Assessor** Review 2 can be found in the main menu. Click on the **Practice Assessor** Review you'd like to view / amend.



2. Information about Practice Assessment Toolkit, Professional Values and Descriptors, and Holistic Descriptors can be found in the top right-hand corner.





3. The **Practice Assessor** will receive an auto email to let them know that the student has completed their part of the review, and they are ready for the practice assessor to add their review.

Save and Submit

4. The **Practice Assessor** then needs to complete their part of the **Practice Assessor** Review by working their way through all the reflection headings. Click on each heading to complete the review within that heading.

## Assessor reflection

(To be completed by the Practice Assessor with the student).  
Please review the records completed by the student's Practice Supervisors.

Review the feedback.  
(Click to open)

Skills: please review the student's progress of completion of the proficiencies and practice episode records.  
(Click to open)

Knowledge: ascertain the student's knowledge base.  
(Click to open)

Attitude: review feedback on professional behaviour.  
(Click to open)

Holistic Assessment:  
(Click to open)

Please review the student's reflection and provide constructive feedback to support the student's development:  
(Click to open)

Review the feedback.  
(Click to open)

What does the student consistently do well?

Does the student appear to have acted on any areas highlighted for development?

If a progression plan has been written since the previous meeting, has this now been completed?

Yes ☒ No ☐ Not applicable ☐

Skills: please review the student's progress of completion of the proficiencies and practice episode records.  
(Click to open)

Knowledge: ascertain the student's knowledge base.  
(Click to open)

6. Once the **Practice Assessor** has completed each of the headings, they need to tick 'Achieved' or 'Not Achieved' to the following statement:

I confirm that we have reviewed the available evidence and discussed current achievement and progress.

☒ Achieved

☐ Not Achieved

And then click 'Save and Submit'

If the student has 'Not Achieved' a link to the 'Progression Plan' (see page 29) will trigger the requirement for this to be completed in partnership with the Academic Assessor.

Save and Submit

## Progression Plan

### Now Do This ...

1. The progression plan is to be completed by the **Practice Assessor** to record any plans or actions needed to address the **student's** progress or performance. This is only used when concerns have been highlighted. It is essential that the **Practice Assessor** contacts the **Academic Assessor** as a tripartite approach is needed to develop the Progression Plan.

To create a new record, click on '**Create New Progression Plan**'

Create New Progression Plan

To create a new Progression Plan click here

1. This will open the progression plan form. There are two text boxes for the **Practice Assessor** to write their comments regarding the issue that's arisen and the desired outcome. Then enter a Target Date. Indicate the Placement Area and the names of those present at the meeting.

What is the issue?

Refer to proficiency or Professional value (Specific), state the reason for concern and/or why proficiency has not been achieved.

What are the expectations for achievement? (Measurable)

Ensure an appropriate level of expectation – refer to the expectations for the student's academic and professional level (Achievable and Realistic)

Target Date :

Placement Area

Name of those Present

2. Once all fields have been completed press '**Submit**' to save the information and it will then appear in the List of Progression Plans table.

#### List of Progression Plans

Date Created: 14/04/2022

Target Date:

08/05/2022



Update

In Progress

[Click to View](#)

3. In the **List of Progression Plans** table you can view all plans logged and comment on their progress. As well as see their status – whether a plan has been completed or is still in progress. Select '**Click to View**' to expand the table entries and view the detail of each record.

Date Created: 14/04/2022
Target Date:
08/05/2022
Update
In Progress
Click to View

What is the issue?  
test

What are the expectations for achievement?  
test

Student Name  
Bob

Academic Assessor Name  
Jane

Practice Assessor Name  
John

[Create New Plan](#)  
To create a Plan click here

4. To update the **Target Date** of a plan, enter a new date in the date field on the record and select **Update** to save the new date.

Target Date:  
08/05/2022
Update

5. To comment on an existing plan, expand the entry in the table and click on **Create New Plan**.

[Create New Plan](#)  
To create a Plan click here

6. This will open the update form section where a comment can be added and the status of plan can be marked as 'Not Achieved', 'In Progress' or 'Achieved'. Once complete select '**Add Plan**' to save the comments and new status to this record.

[Create New Plan](#)  
To create a Plan click here

Status:
● Not Achieved
● In Progress
● Achieved

Add Plan

7. When saved this will show in the Review table for that Plan.

[Create New Plan](#)  
To create a Plan click here

Reviews

Date Created	Created By	Creator Role		Status
14/04/2022	Marge Simpson	Practice Assessor	<a href="#">View Text</a>	In Progress

## Records of Meetings / Periodic Observation

### Now Do This ...

1. This section of the MORA is to enable the record keeping of any additional or relevant meetings, discussions, simulations, or observations the **student** has with their assessors or practice placement supervisors. Records can be added by any user – **Student, Practice Supervisor, Practice Assessor** or **Academic Assessor**.

2. To add a record, select '**Add summary of meeting or periodic observation**' button which will open a free text box to add any comments. Once complete click on the **Save** button to commit the data to the table.

— Add Summary of meeting or periodic observation

Summary of meeting or periodic observation

test

Save Summary of meeting or periodic observation

3. If a record has been added in error the person who completed the entry can delete it by clicking on the red 'Delete' button next to the entry in the table.

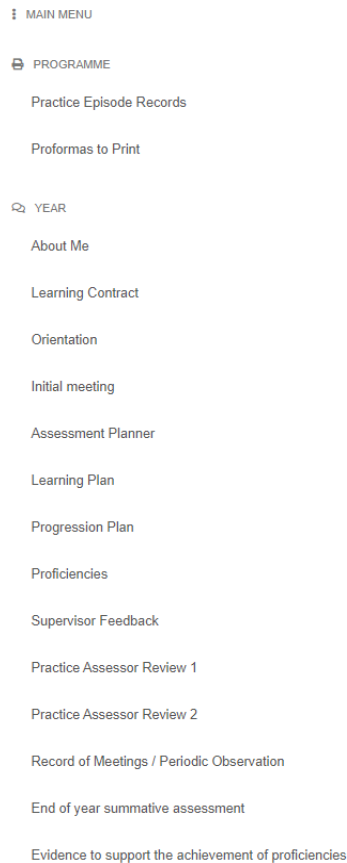
Entry	Name	Role	Date	
test test	Marge Simpson	Practice Assessor	27/05/2021	<a href="#">Delete</a>
test	Marge Simpson	Practice Assessor	11/02/2021	<a href="#">Delete</a>
Second placement was good	Simpson, Lisa, Miss		02/10/2020	

## Evidence to support the achievement of proficiencies

This section is where the **student** can demonstrate their learning by uploading documents and evidence to support their practice assessment achievements.

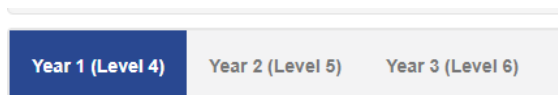
### Now Do This ...

1. This section can be found at the bottom of the main menu.



The **Student**, **Practice Supervisor**, **Practice Assessor** and **Academic Assessor** all have editing rights; however, completion of this section is the **student's responsibility** and review is normally by the **Academic Assessor** or personal tutor.

2. This section is divided into 3 years, so it is important that the correct year is selected. The system will automatically select the **student's** current year.



3. Each of these sections have multiple subsections. Click on a heading to expand that section, or by clicking on 'Expand Sections' you'll see all available subsections.

#### Evidence to support the achievement of proficiencies

This section provides an opportunity for you to demonstrate your wider learning. It is important that all add Confidentiality must be maintained at all times. No client, staff or placement/ Trust identifiable details may

Expand Sections

Workpacks or logs

Reflections

Feedback from others

Record of complementary placement experience

Further Evidence

Communications

Each expanded section gives the option to add/view/upload.

Expand Sections

Workpacks or logs

Add New Workpack or logs

Drag file below or click button to browse your files

Upload a file

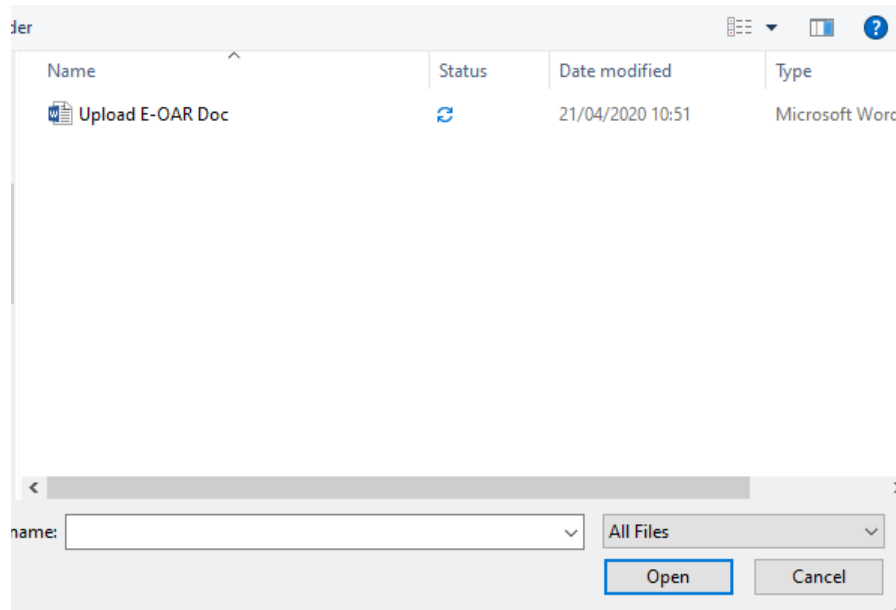
Document Title:

Save

4. To add a file, click on the **Upload File** button.

Upload a file

5. This will launch an explorer window enabling you to locate the appropriate file. Select the file and click **Open**.



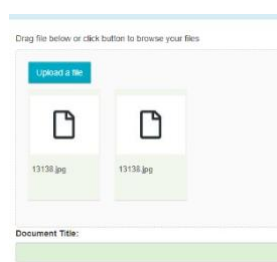
6. **Alternatively**, you can drag and drop the file.

7. Although the description/comment field is optional, it is essential that a brief description/comment is completed to identify the uploaded file and facilitate navigation as there will potentially be several files and will avoid confusion and make it easier to access the correct one.

The screenshot shows a form with the following elements:

- A dashed-line text input field at the top.
- A label "Document Title:" in bold.
- A green text input field containing the text "Delivery 1|".
- A green "Save" button below the input field.

8. The following screen will open where documents can be uploaded by dragging and dropping or browsing to a file on your device.





9. Click on the **Save** button.



10. The document can then be seen, showing the Title, who uploaded it and date. The link **View** will download the document.

Title	Uploaded By	Date	Link
test	Simpson, Lisa, Miss	07/01/2022	<a href="#">View</a>
this entry should be showing uoload test word document	Marge Simpson	06/09/2021	<a href="#">View</a>
Delivery 1	Simpson, Lisa, Miss	06/10/2020	<a href="#">View</a>

11. There is the option to delete the document, but this can only be done by the person who uploaded it.

<b>Link</b>	
<a href="#">View</a>	<a href="#">Delete</a>

12. **Further Evidence** can be added in the same way. This section requires **students** to provide a rationale for including this evidence, demonstrating their learning.

13. To add a new entry the **Communications** section. Click on the **Add New Entry** button. Please note that this field is normally used by the **Academic Assessor** or personal tutor when reviewing this section. It can, however, be used for any direct communication between the **student** and/or any staff supporting them; an email will be sent directly to the recipient(s). Please note that any entries will remain visible to anyone accessing the **student's** MORA so will form a useful audit trail of communication.

14. This will expand the section. Enter the text for the body of the email in the text box below the New Communication heading. Next select the email recipient from the list displayed after clicking the drop-down arrow.

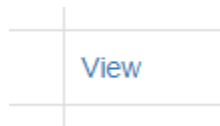
15. Click on the **Send** button to send the message, which will be emailed to the recipient.



16. Summary information for each communication will be displayed in a list below this section:

View Communications				
Sender	Date	Recipient		
Marge Simpson	22/06/2021 15:44:23		<a href="#">View</a>	
Mr Charlie Brown	08/06/2021 14:51:59	Simpson, Lisa, Miss	<a href="#">View</a>	
Marge Simpson	08/06/2021 14:42:13	Mr Charlie Brown	<a href="#">View</a>	
Marge Simpson	27/05/2021 10:46:13	Simpson, Lisa, Miss	<a href="#">View</a>	
Simpson, Lisa, Miss	02/10/2020 14:18:19	Mr Charlie Brown	<a href="#">View</a>	<a href="#">Delete</a>
Simpson, Lisa, Miss	18/09/2020 10:08:01		<a href="#">View</a>	<a href="#">Delete</a>
Mr Charlie Brown	02/09/2020 12:42:25	Simpson, Lisa, Miss	<a href="#">View</a>	
Simpson, Lisa, Miss	02/09/2020 12:39:22	Mr Charlie Brown	<a href="#">View</a>	<a href="#">Delete</a>

17. To view the contents of an email, click on **View** for the appropriate entry.



This will show the message and when it was sent.

Message from Simpson, Lisa, Miss  
18/09/2020 10:08:01

Please check my non-maternity pack, Marge

18. If you wish to close this section, click on **Add New Communication** button again.

## Deleting Files

### Now Do This ...

1. **Practice Assessor** can delete files that have been uploaded in error.

2. There is a delete button next to the view link which is only visible to the users that have uploaded the file.

				<a href="#">Add New File</a>
Uploaded By	Date	Link		
	05/01/2020	<a href="#">View</a>	<a href="#">Delete</a>	
	05/01/2020	<a href="#">View</a>	<a href="#">Delete</a>	

3. Once you have clicked on the Delete button you will see the following screen.

Are you sure you want to delete Capture.JPG?

[OK](#)

[Cancel](#)

When you click OK, your file will be deleted.

4. **Please note:** Files can only be deleted by the person who uploaded the file.

## Summative Holistic Assessment

This section needs to be completed at the end of each year.

### Now Do This ...

1. The Summative Holistic Assessment can be found in the Main Menu:

Proficiencies

Supervisor Feedback

Practice Assessor Review 1

Practice Assessor Review 2

Record of Meetings / Periodic Observation

Summative Holistic Assessment

2. Information on the Practice Assessment Toolkit, Professional Behaviour and Descriptors and the Holistic Descriptors can be found by clicking on the headings in the right-hand corner. It is essential that the **Practice Assessor** refers to the Professional Behaviour and Holistic Descriptors when undertaking their assessment.

#### Guidelines on completing the Summative Holistic Assessment

This End of Year Summative Holistic Assessment has not yet been submitted to a Practice Assessor.

#### Student Summative Holistic Assessment

Practice Assessment Toolkit Professional behaviour and descriptors Holistic Descriptors

##### Student reflection\*

(to be completed prior to meeting with Practice Assessor)

#### Practice Assessor Summative Holistic Assessment

Practice Assessment Toolkit Professional behaviour and descriptors Holistic Descriptors

To be completed by the Practice Assessor with the student.

Please review the records completed by the student's Practice Supervisors.

3. **Students** need to click on the '**Student reflection**' heading which will open the drop-down section for them to complete. Type in answers for each question:

**Student reflection\***

(to be completed prior to meeting with Practice Assessor)

Reflect on the feedback that you have been given during this assessment period.

With reference to the specific proficiencies and professional behaviour:

What do you consistently do well?

Which areas do you need to continue to develop?

What have you enjoyed most during this assessment period?

What have you found most challenging?

What is your development plan as you progress into the next year/part of the programme?

Refer to the holistic assessment descriptors ([Click Here](#)) and consider which descriptor most closely describes your practice.

Which descriptor most closely matches your practice?:

Save for later

Save and Submit

**Students** can either 'Save for later' if they want to edit again later, or if ready to submit click 'Save and Submit'. This will trigger an auto email to the **Practice Assessor**.

Save and Submit

4. The **Practice Assessor** can access the End of Year Summative Assessment by clicking on the link in the auto email from the **student**, or by logging into MORA and finding their **student**, and clicking on 'Summative Holistic Assessment' from the main menu.

The **Practice Assessor** needs to review the feedback from the student, Practice Supervisors, other evidence such as the woman/ family/ other staff feedback in the 'Evidence to support the achievement of proficiencies' section. The **Practice Assessor** must also confirm that appropriate progress is being made with the Practice Episode Records and that all the Proficiencies have been signed off. The **Practice Assessor** then adds comments to each section and add their own comments to each section.

Review the feedback.

What does the student consistently do well?

Does the student appear to have acted on any areas highlighted for development?

If a progression plan has been written since the previous meeting, has this now been completed?

Yes ☐ No ☐ Not applicable ☐

Skills: please review the student's progress of completion of the proficiencies

Comments:

5. The **Practice Assessor** then needs to select whether the statement below was 'Achieved' or 'Not Achieved' by the **student**.

I confirm that we have reviewed the available evidence and discussed current achievement and progress.

☒ Achieved

☐ Not Achieved

And click 'Save and Submit'. This will trigger an email to the **student** and the **student's Academic Assessor**.

Save and Submit

6. The **Academic Assessor** will then receive an auto email to let them know this section has been completed by the **Practice Assessor**. The **Academic Assessor** can access the End of Year Summative Assessment by clicking on the link in the auto email from the **student**, or by logging into MORA and finding their **student**, and clicking on 'End of year summative assessment' from the main menu. The **Academic Assessor** may or not be present for the Summative Holistic Assessment; this can be negotiated flexibly between the relevant parties.

The question 'Are all proficiencies completed?' will be automatically populated by the contents of the MORA. **Academic Assessors** need to select 'Yes' or 'No' for the question 'Has the student maintained the expected professional behaviour' behaviour, referring to comments from the Practice Assessor and Practice Supervisors. If these have not been maintained, a textbox will appear for further comment.

#### Academic Assessor Summary of Progress

Proficiency Section	Are all proficiencies completed?	Has the student maintained the expected professional behaviour?
Antenatal Care	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Intrapartum Care	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Postnatal Care	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Neonatal Care	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Promoting Excellence	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

7. The **Academic Assessor** then needs to review the summary table of Practice Episodes (EU requirements recorded) and add any comments. The total verified PERs will be automatically transferred to this section.

Number of Practice Episodes (EU requirements recorded)		
Section	Universal Care	Additional Care
Antenatal Examinations (100)	25	1
Intrapartum care - Records of births witnessed (5 optional)	0	0
Intrapartum care - Records of pregnant women cared for and births personally facilitated (40)	6	0
Intrapartum care - Records of women cared for in labour (40)	0	0
Postnatal examinations (100)	1	0
Neonatal examinations - Records of ongoing assessment of the newborn (N1.2 = 100)	1	0
Neonatal examinations - Systematic examination of the newborn (N1.1 = 20)	1	0

The Academic Assessor can also view the summative holistic assessment and add comments, as well as the summary of practice hours and add comments:

Summative holistic assessment			
Date of Assessment	Descriptor Awarded	Equivalent Grade (if applicable)	Comments / Plan
27/04/2022	Excellent (70-85)		

Summary of practice hours			
Hours required	Hours recorded	Hours outstanding	Comments/plan
0.0	0.0	0.0	

8. The **Academic Assessor** then needs to click 'Yes' or 'No' to whether the **student** progression is recommended and can add any further comments if they wish.

Progression	
Student progression recommended	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>

Academic Assessor verification	
Comments:	

Then click 'Save and Submit'

Save and Submit

## Help and Support

*Stuck? Need help or guidance on a section of MORA?*

Alongside this user guide we have videos showing the different sections of MORA on XXX

For further support please contact the Placement Systems Compliance Team at [PESU@uwl.ac.uk](mailto:PESU@uwl.ac.uk) and we will endeavour to help.