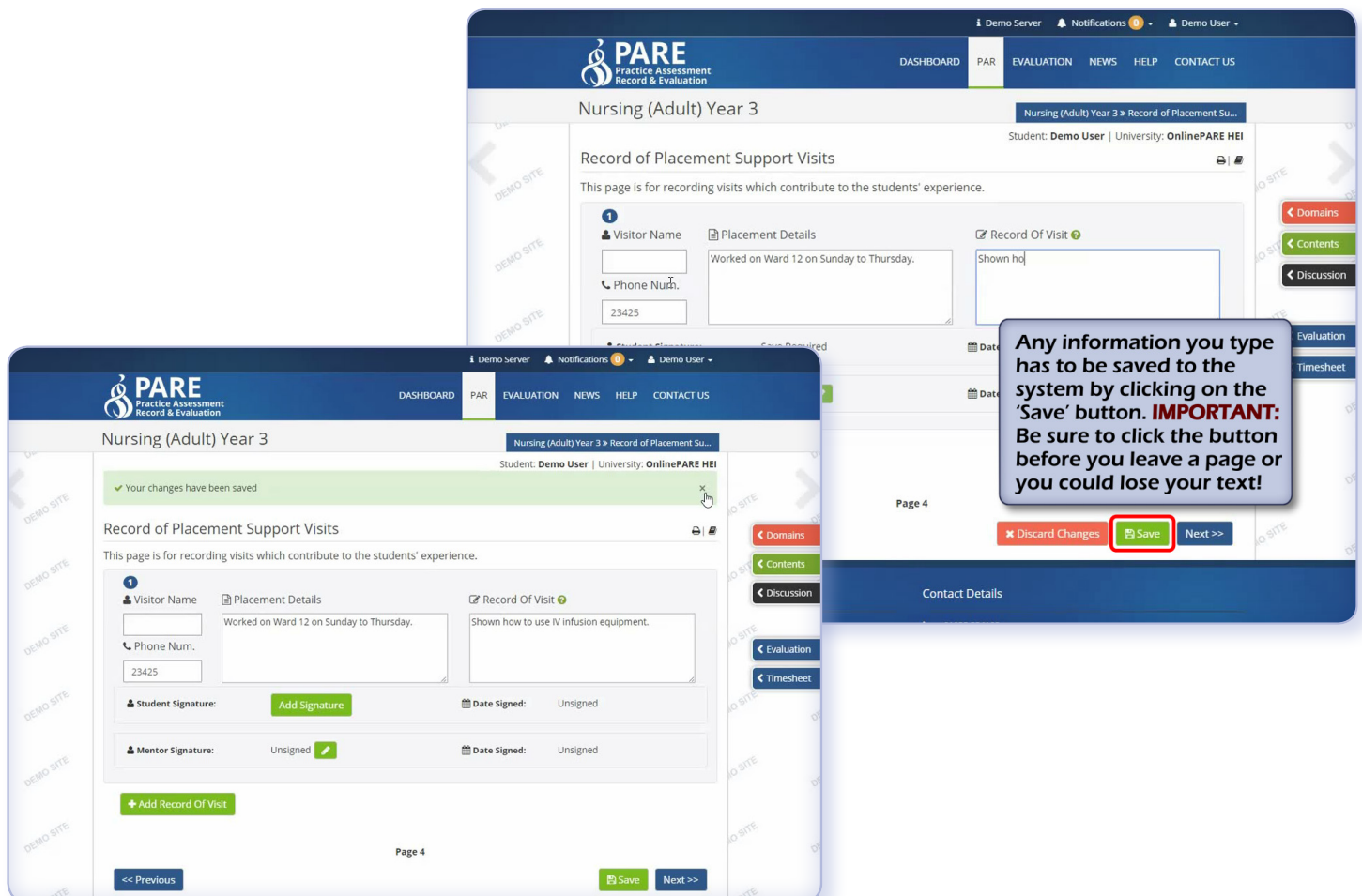# PARE Practice Assessment Record & Evaluation

Using Digital Signatures to Verify Your Development

The **PARE** system records information about your progress and development such as your placement training and educational achievements. This information is verified by being digitally 'signed' by students with a click of a button due to their identity already being confirmed during the Online PARE login process. The system automatically controls which sections can be signed by a specific user based on their role. Mentors, tutors and other user types can sign in the same way, for example to validate details the user has submitted.

This document demonstrates the process to help you understand and complete this vital part of your assessment.

1 Inputting Placement Details

Information about your activity on placements can be input into the text boxes on the Record of Placement Support Visits pages. It is important to remember to click the green 'Save' button to record your details to the system. If this is not done the text will be lost when you leave the record page. Once this has been done, a confirmation message is displayed confirming that your text has been saved.

2 Adding Digital Signature

You add your digital signature by clicking the 'Add Signature' button followed by the 'Save' button to submit your text to the system. Once this is done the associated content becomes read-only to ensure no further changes can be made without removing the signature. Any alterations can therefore only be submitted once the user has verified them via signing. This system maintains validity of submitted work and removes the chance of unauthorised changes being possible.

Locked text boxes are shown through a 'Locked' button being displayed and being coloured pale grey.

3 Making Further Changes

If you need to alter the text you have input you can unlock it by clicking on the 'Unlock' button. This also removes your signature, so you will need to re-apply it as previously shown once you have changed the text. It is important that any changes are signed and saved to ensure they are recorded by the system, especially as it is easy to forget if you have previously submitted details.

4 Adding Mentor Signature

To finalise your record, it has to be checked and digitally signed by your mentor. This process is similar to your own signing procedure except that the mentor has to input their own credentials to verify their identity. If the mentor is with you while you are signed in they can check the details and sign off your details into the page without you needing to sign out. A verification message is displayed to confirm that the mentor has signed.

5 Making Changes After Mentor Sign-Off

If you need to make further changes to your text after your mentor has signed it off you can follow the same procedure as when you changed your own text. Clicking 'Unlock' again allows the text to be edited but, as before, also removes all digital signatures applied to it. Once you are happy with your text you have to reapply the digital signatures for yourself and your mentor to complete the process.

This process can be repeated until you are happy with your text.