

Log in to the MAEP website...

Log in to the MAEP website (www.360.rcpsych.ac.uk). Once logged in, go to '*Feedback*' – '*Dashboard*', and then select '**Start New Assessment**' at the bottom of the new page.

Dashboard

Guidance

Go to '*Info for Expert Witnesses*' to view info on:

- Guidance: How to use MAEP
- Template email for requesting Professional's Feedback
- FAQs
- Domain prompts feedback
- MAEP leaflet

Self-assessment

To complete your self-assessment, click '*Complete Self-Assessment*'. This should take approximately 10 minutes.

Password

To change your password go to '*My Profile*'

Adding a case

On your Dashboard, enter the name of the case for which you are collecting feedback for and click '*Add new case*'.

Appraiser

To add your appraiser's details, go to '*My Profile*' – '*My Appraiser*'.

Your completed report can then be sent directly to your appraiser if you so wish.

Collecting feedback for each case

Contact other professionals involved in your case to tell them you would like to collect feedback. You can use the template email provided in the '*Information for Expert Witnesses*' section.

In the boxes provided, enter the names and email addresses of any professionals who have agreed to provide feedback for that case (this may only be, for example, the instructing solicitor).

Just one response received

≥ two responses received

The MAEP system will send reminders to colleagues to provide feedback. Reminders are frequently sent to professionals who are yet to provide feedback.

Click '**Add new case**' to begin collecting feedback for other cases.

You can generate a case report to view feedback from single cases. Please contact the team to request this is released, then click '**Generate case report**'.

≥ four responses in total across all cases

You can generate a cumulative report to view aggregated feedback from all cases. Please contact the team to request this is released, after which you can click '**Generate cumulative report**'.