

RCOphth ePortfolio – Guidance for Resident Doctors

This guidance document sets out the actions you must take if technical problems prevent you or your supervisors from completing assessments and reports before the deadline for evidence submission ahead of the summer 2026 ARCP.

Non-negotiable requirements

- You must complete two Educational Supervisor Reports (ESRs) per academic year.
- You are expected to use the ePortfolio wherever possible – electronic submission remains the default method. Every effort must be made to complete and sign off all assessments and reports using the FourteenFish platform.

If you experience technical problems

- Do not delay assessments unless there is a genuine technical barrier.
- “Bunching” of evidence may be challenged unless clearly justified. In view of the issues with the ePortfolio, there may be some leniency this year.
- You are responsible for keeping your evidence organised and accessible.
- You must act early and inform your educational team if attempts to resolve issues via the FourteenFish [Helpdesk](#) have been unsuccessful.
- Where electronic submission is not possible, you must obtain approval to use Word assessment and report templates.
- Approval must come from your Head of School and/or TPD, depending on local arrangements, and must be clearly evidenced by email communication.

A Word version of the ESR for the new curriculum can now be downloaded from the RCOphth’s webpage <https://curriculum2024.rcophth.ac.uk/assessment/> . All assessment forms are also available in Word format from the same page. Letter/number codes are hyperlinked. A Word version of the ESR for the old curriculum is available on request.

Using Word assessment and report templates

If Head of School and/or TPD approval is granted, you must:

- Download Word versions of the assessment forms and ESR
- Complete them with the relevant supervisors
- Label all Word documents with assessment type and date, using clear and consistent file naming
- Upload all completed forms to your *Learning Logs* – it is recommended to use the *Additional Evidence* tab
- Ensure your Educational Supervisor (ES) acknowledges each item

In the event that your ES is unable to access your portfolio, you must:

- Email your evidence to your Head of School or TPD.

- Include an explanation note outlining the nature of the technical issue and the steps taken to resolve it. This should include evidence of tickets submitted to the FourteenFish Helpdesk.

Next steps

Storing evidence in the required electronic format is in your best interest and will support future educational teams. You are advised, at the earliest opportunity, to create electronic copies of any evidence originally completed using Word templates. Once FourteenFish has resolved individual ePortfolio access issues, trainers and supervisors should retrospectively validate the transcribed entries.

Key resources and assistance

[ARCP Matrix of Progression](#) – sets out the minimum requirements for each ST year.

[End-of-rotation checklist](#) – provides detailed guidance about how to document training progress.

[Simple guide to the curriculum](#) – concise guide for resident doctors and supervisors.

[Curriculum Handbook](#) – provides Level-specific guidance and has a section dedicated to the ARCP process.

If you have any questions about this guidance, please contact portfolio@rcophth.ac.uk .