

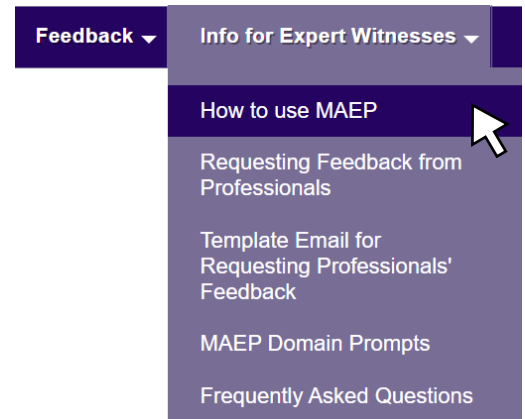
# MAEP Quick Guide

Log in to the MAEP system at [www.360.rcpsych.ac.uk](http://www.360.rcpsych.ac.uk)

## Information for Expert Witnesses

Go to this section first for:

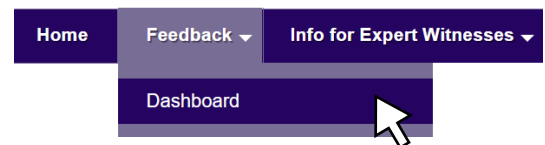
- Complete guidance on the MAEP process
- A template email to introduce MAEP to your chosen contacts, to confirm they wish to participate
- A reminder of the MAEP Domain Prompts that guide respondents' scores and feedback
- FAQs for further help.



## Dashboard

Go to your Dashboard to:

- Add a new case to collect feedback
- Send out requests for feedback to your contacts
- Track the number of responses received
- Complete your self-assessment for each case
- Download your reports when ready.



To start a new case enter your Case identifier and select **Add New Case**. NB: this identifier will appear on your reports and emails to contacts (it is **not** confidential)

Case Identifier:

**Add New Case**

Enter the names and email addresses of your chosen contacts and click **Send Email**. Weekly automated emails are sent with a link to the MAEP questionnaire.

Email:

**Send Email**

## Reports

Reports will be available to download from your Dashboard, once the minimum number of feedback responses have been received:

- **Case Reports** – require at least **2** responses against a single case (**4** is recommended)
- **Cumulative Reports** – require at least **4** responses across multiple cases

Remember to complete your **self-assessment** for each case. To activate the Cumulative Reporting feature, contact the MAEP team once you have enough feedback responses.

Telephone **0208 618 4029** or email [MAEP@rcpsych.ac.uk](mailto:MAEP@rcpsych.ac.uk)