



GIG  
CYMRU  
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WALES

Addysg a Gwellu Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

# MARS User Guide GP

Welcome to the MARS User Guide. This guide will take you through the key features and functions of the MARS platform, which is designed to support your medical appraisal and revalidation process. Whether you're registering for the first time or navigating the system for an upcoming appraisal, this guide covers everything you need to know.



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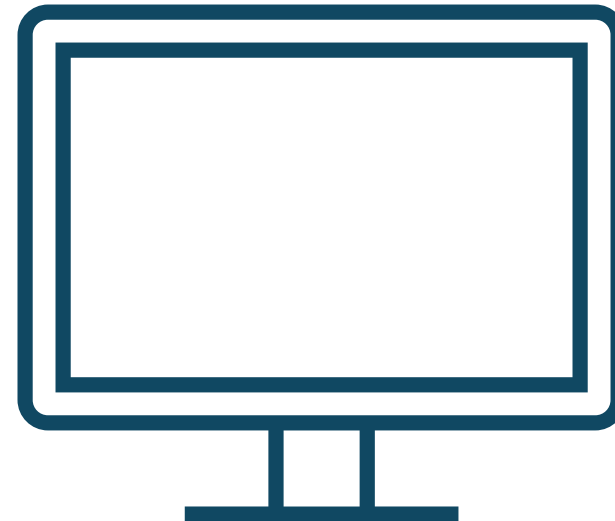
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# Registration and Login

To register with MARS, follow these steps:

- **Visit:** <https://gp.marswales.org/>
- **Click** on the 'Register Now' button.
- **Requirements:** You must meet the following conditions to register:
  - Be registered with a **GMC number**.
  - Have a **prescribed connection** in Wales.
  - Be on the [All Wales Medical Performers List \(MPL\)](#).
  - Be **out of training**.
- **Complete the Registration Form:** You will be prompted to enter the following information in the registration form:
  - **Personal Information:** Provide your full name, date of birth, and contact details.
  - **Locality:** Enter your designated body locality.
  - **Last Appraisal or CCT Date:** Specify the date of your most recent appraisal or Certificate of Completion of Training (CCT).

If you have not completed an appraisal previously, select the 'No Appraisal Completed' option. This step is crucial as your Allocated Quarter (AQ) is determined based on this information.



## Registration

If you are not a GP you will need to register on our Medical MARS site, click [here](#) to take you to the correct site. Please complete the form below to register on MARS. Your details will be manually verified by the RSU against both the Medical Performers List (MPL) and your GMC Prescribed Connection. Once these details reconcile, your account will be activated within **5 working days**.

First name

Last name

Email

Confirm Email

GMC Number

Telephone

Password

Re-Type Password

**i** Password must be at least 12 characters, contain at least 1 upper-case letter, 1 number, 1 special character i.e. (!,@,%,[\*,\$,£) etc..

Locality

Locality



Last Appraisal or  
CCT Date

☐ No appraisal  
completed

☐ I agree to the MARS [terms & conditions](#) & [privacy policy](#).

Register

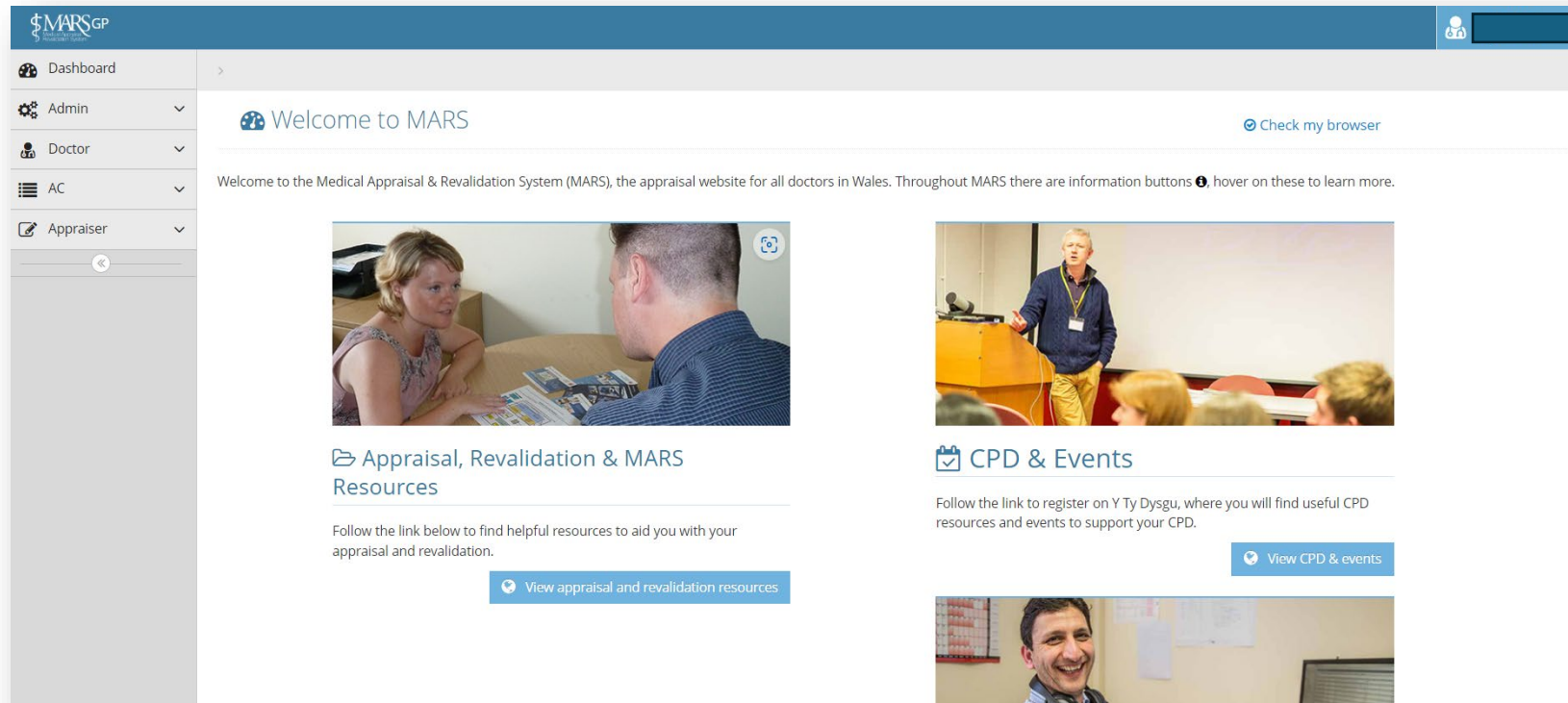
**Important Note:** If the email address or GMC number you enter is already registered on MARS, you will receive a warning message indicating that these details are already in use. If you have previously created an account, please contact the [MARS Service Desk](#) for assistance in reactivating your account. After you submit your registration request, an email is sent to the Appraisal Support team, who will verify your details. The GP Appraisal Support team will ensure that your GMC, MARS, and MPL designated body match before activating your account. You will be notified by email of your registration status. If unsuccessful, contact the [Appraisal Support Administrator](#).

# Dashboard Overview

## Dashboard Overview

Once registered and logged in, you will be taken to the **MARS Dashboard**. This central hub allows you to:

1. Access information related to **CPD, Revalidation, and Appraisal**.
2. Navigate to sections for entering and updating your **personal details, appraisal information, and revalidation progress**.



# Recommended Browser and Contact Us

## Recommended Browser

For the best experience, we recommend using up-to-date browsers and operating systems. Ensure you are using the latest versions for better security and compatibility.

You can also use the '[Check my Browser](#)' button from the dashboard to check compatibility.

## Contact Us

If you experience issues, use the 'Contact Us' button found on the top toolbar. This will open a new window where you can input your query, which will be sent to the [MARS service desk](#).





# Personal and Professional Information

**Personal Information**

Username/Email:

Title:

First Name:

Last Name:

**Preferred Contact Information**

Address:

Town:

County:

Postcode:

Contact Number:

**Professional Information**

GMC Number:

Locality:

Other Relevant Qualifications:

Subscribe to CPD/Educational opportunities Emails: ☐

**Before you begin the appraisal booking process, verify and update your personal and professional information:**

1. **Navigate to 'My Details':** From the left-hand menu, select 'Doctor' and then expand the menu to click on 'My Details'.
2. **Update Information:**
  - To edit details, click on the red or existing text and update accordingly.
  - Ensure to save changes by clicking the blue tick box.
3. **Employment Details:**
  - Select '**Add Practice**' to input current employment, including hospital details and start date.
  - You can select the **Primary** column for your main employment.
  - Historical employment can be viewed in the archive tab (only visible to you).

# Activities Tab

## Activities Tab

The 'Activities' tab allows you to add and update professional information relevant to your appraisal. You will need to provide a brief description of your work, both clinically and in other areas, that is pertinent to your practice.

### Steps to Add or Edit Activities:

1. **Click the 'Add/Edit Activities' Button:**

- This will open the **Activities Tree**, where you can add, edit, or review the activities you've listed.

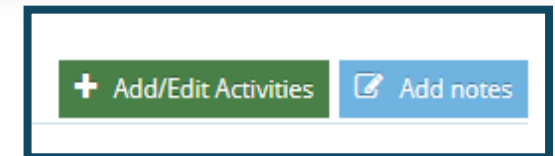
2. **Add Free Text Notes:**

- If you need to provide additional context or details, click on '**Add Notes**'. This lets you enter any free text to clarify your activities or provide further discussion.

### Key Points to Remember:

- **Mandatory Information:** The GMC requires that you declare all activities that require a licence to practice. These include clinical work as well as any other professional responsibilities or roles that are part of your practice.
- **Editable Information:** You can update your activities at any time, and the information you enter will carry over to subsequent appraisals. If your circumstances change, you can easily edit your activities.
- **Annual Confirmation:** You will need to confirm the details of your activities before each appraisal. Ensure that your information is up to date prior to submission.

The screenshot shows the 'Activities' tab selected in a navigation bar. Below the navigation bar, there is a text box with the following text: "The GMC requires you to undertake appraisal on your whole practice. This means that any activity you undertake as a doctor that requires a licence to practice... if your circumstances change you can edit your activities here. You will be asked to confirm this information before each appraisal." Below this text, there are five sections, each with a blue arrow icon and a text box: "Responsibilities and activities within General Practice", "Emergency, on call and out of hour activities", "Details of other clinical work", "Details of non-clinical professional activities", and "Activities outside your main role". To the right of each text box is a label "Activity Notes:" followed by a text area.



This section helps ensure your appraisal reflects the full scope of your practice, so it is essential to keep this information accurate and current.



# Appraisal Booking Process

## Appraisal Booking Process

Once you have logged in and ensured your personal and professional information is up to date, you can begin the appraisal booking process.

From the home page, click on **'Doctor'** on the left-hand side and this will show a drop-down menu. You should then go to **'My Appraisal'**.

**My Appraisal Progress**

Current Appraisal | Previous Appraisals

Current Appraisal - Apr-Jun - 2025 (Change AQ) ⓘ

**Appraisal Information**  
AQ: Apr-Jun - 2025  
+ Click to add Information

**Appraiser Selection**  
Click to select Appraiser  
No Appraiser Selected

**Declarations**  
Declarations not completed

**Appraisal Meeting**  
Meeting dates from Appraiser will be listed here

**Appraisal Summary**  
Committed by Appraiser: ✕  
Agreed: ✕

Open for editing | Not yet available | Completed for this appraisal | Locked from further editing

	Status	Action
Appraiser Selection	⚠ No Appraiser selected	Request an Appraiser
Appraisal Meeting	⚠ Not booked	Suggested meeting dates from your appraisal will be listed in 'Appraisal Meetings' above
Declarations	⚠ Not complete	Complete your declarations in 'Appraisal Information'
Appraisal Summary	⌚ Pending	Your summary is yet to be completed by your Appraiser
Revalidation date	⚠ No Revalidation Date	Your revalidation date was not sync'd

# Allocated Quarters (AQ)

## Allocated Quarters (AQ)

Upon registering, you will be assigned an Allocated Quarter (AQ) for your appraisal. This is a 3-month period during which you must complete your appraisal, based on your last appraisal date. The four AQ periods are:

- January–March
- April–June
- July–September
- October–December

# Changing your Allocated Quarter (AQ)

## Changing Your Allocated Quarter (AQ)

If you need to change your AQ (due to extenuating circumstances), use the '**Change AQ**' button on the 'My Appraisals' page. Select the new quarter and provide a reason. The request will be reviewed by the [Appraisal Support team](#).

➤ Current Appraisal - Apr-Jun - 2025 (Change AQ) ⓘ

×

This request will be sent to the RSU Officer – Appraisal Support to be changed and you will be informed by e-mail once this is done. Changes will be agreed in line with the GP Appraisal AQ change protocol. Should you have extenuating circumstances that prevent you from having an appraisal, it is your responsibility to inform your Designated Body of these circumstances as per the GMC Guidance.

Your Current AQ: Apr-Jun 2025      Requested AQ: Apr-Jun ▾ 2028 ▾

Reason:

✓ Send

✕ Close

# Appraisal Progress Page

## Appraisal Progress Page

If action is required (from you or your selected appraiser) the respective box will remain blue or, if you have done what is required or this part of the process is complete, the box will turn green (apart from the 'Appraisal Information' box - this will remain blue until your lockout period).

Please refer to the key (shown below) which lets you know which boxes are available for editing / action and which are complete or not yet available.

Key:  Open for editing  Not yet available  Completed for this appraisal  Locked from further editing

### Appraisal Information



📅 AQ: Apr-Jun - 2026

+ Click to add Information

### Appraiser Selection



Requests Sent on: 18/11/2024 08:12

1<sup>st</sup> Fake Doctor Ⓞ

✖ Reset appraiser selection

### Declarations



✓ Declarations are complete

### Appraisal Meeting



Meeting dates from Appraiser will be listed here

### Appraisal Summary



Committed by Appraiser: ✖  
Agreed: ✖

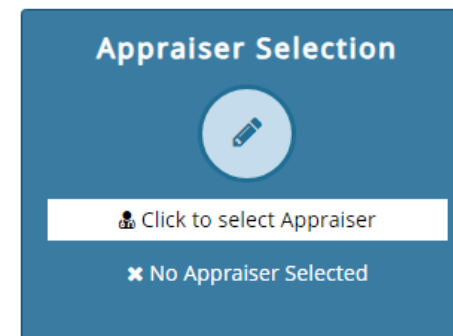
# Appraiser Selection

## Appraiser Selection

Once your personal details are up to date, you can begin selecting an appraiser:

1. **Select an Appraiser:** From the 'Appraisal Progress' page, select '**Appraiser Selection**'.
2. **Choose Up to Three Appraisers:** You can choose up to three appraisers in order of preference. Your second and third choices will only be contacted if your first choice declines.
3. **Availability:** You will see the appraiser's availability via the **calendar symbol**.
4. Select the month for your appraisal.

**Note:** You can only select the same appraiser twice in five appraisals.



Appraiser Availability for AQ:Oct-Dec (2021)					
Show 50 entries Search: <input type="text"/>					
Firstname	Lastname	Biopic	Availability	My AQ	Next AQ
Example 1	Example 1				
Example 2	Example 2				
Example 3	Example 3				
Example 4	Example 4				
Example 5	Example 5				
Example 6	Example 6				
Example 7	Example 7				

Your Selection

Example Name 1

1<sup>st</sup> Choice

Remove

Example Name 2

2<sup>nd</sup> Choice

Remove

Example Name 3

3<sup>rd</sup> Choice

Remove

Preferred appraisal meeting month:

Choose a Month

This is sent to the appraiser but not guaranteed.

Submit Choices

## Understanding the Appraiser Symbols

Here's what each symbol means when interacting with the appraiser details:

### 1. Calendar Symbol:

- When clicked, it shows the appraiser's calendar.
- If the appraiser has specified certain days and times for appraisals, these will be marked in green.
- Note: If the appraiser hasn't set specific times for appraisals, the calendar may not display any available slots.

### 2. Biopic (Speech Bubble Symbol):

- Clicking this symbol shows a brief biography of the appraiser.
- The appraiser's interests, location, area of specialty, and availability.

These symbols help you quickly access key information about your appraiser and their availability.

## Cancelling or Resetting Your Appraiser Selection

If you need to cancel or reset your appraiser selection, follow the steps outlined below:

### 1. Resetting the Appraiser Selection (If pending):

- Go to the 'My Appraisals' page.
- Locate the 'Reset appraiser selection' option.
- Click this button to reset the appraiser selection if the request has not yet been accepted.

### 2. Cancelling After Acceptance:

- If the appraiser has already accepted your request, you will **not** be able to reset it from the system.
- In this case, you will need to **contact the appraiser directly** to cancel the request.
- You can find the appraiser's contact details within the **Appraiser Selection** box.

### 3. If You Cannot Find an Appraiser:

- If you are unable to find an appraiser, or need assistance selecting one, you can contact the [Appraisal Support team](#) for help.

🗨️ Click to see the appraisers Biopic.

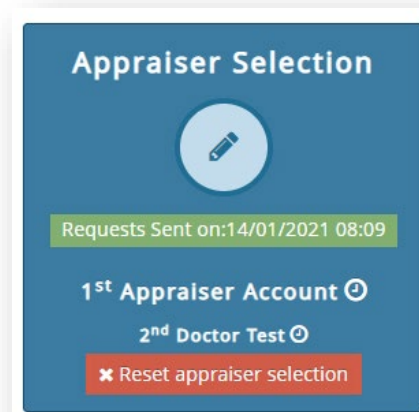
📅 Click to see the appraisers availability on a calendar.

✅ The appraiser is available within this quarter.

❌ The appraiser is unavailable within this quarter.

⚠️ Shows an appraiser with restricted availability. Hover for information.

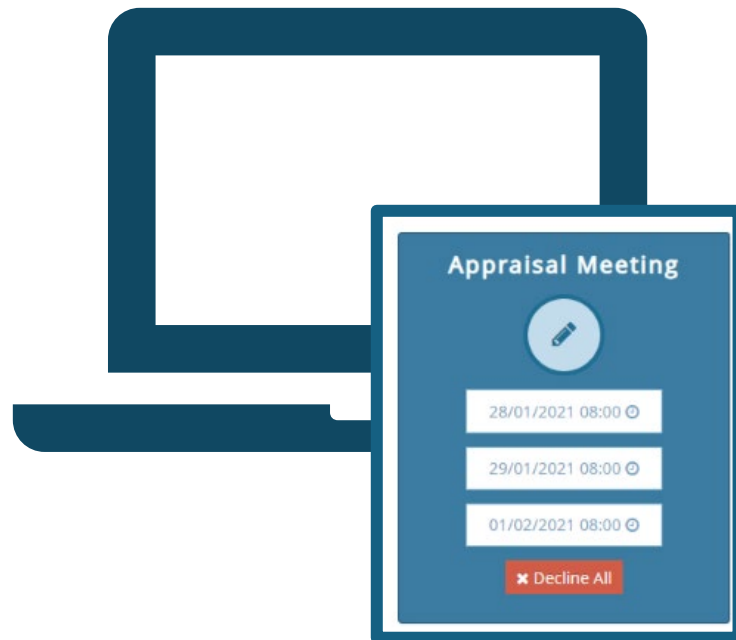
🚫 Shows an appraiser that has been used for the maximum times allowed (2) in the last 5 appraisals.



# Arranging an Appraisal Meeting

## Arranging Your Appraisal Meeting

Once your appraiser has confirmed they are happy to conduct your appraisal, you will receive an email notification. You can then proceed to arrange a suitable date and time for the meeting.



### 1. Scheduling Your Meeting:

- Once you receive the confirmation, arrange your meeting date and time in advance.
- Appraisals can take place virtually or face to face.
- Virtual Appraisal: If you're having a virtual appraisal, the appraiser will record this when they complete your appraisal summary at the end of the process.

### 2. Meeting Date Suggestions:

- After your appraisal request is accepted, the appraiser will suggest available meeting dates.
- These suggestions will appear in the '**Appraisal Meeting**' box, showing the proposed date and time.
- The box will turn blue, indicating you need to accept or reject the proposed dates. Simply click on the date to confirm your choice.

### 3. Confirming the Date:

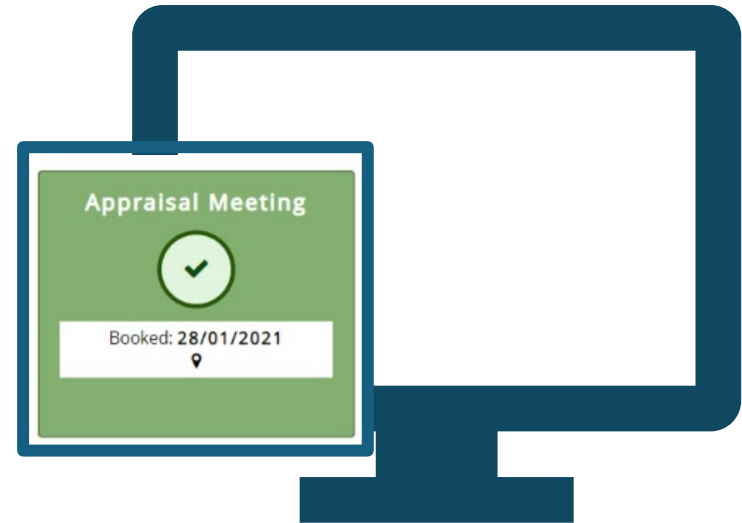
- Since many doctors are being appraised at the same time across Wales, it's recommended to confirm your meeting as soon as possible to secure the most convenient time.
- Once a date is confirmed, the '**Appraisal Meeting**' box will turn green, confirming the meeting is set.

#### When the Appraiser Adds the Date Directly:

- In some cases, if you and the appraiser agree on a date, they may choose to enter it directly into their calendar.
- In this situation, you will not need to accept the date. It will automatically appear in the '**Appraisal Meeting**' section and will turn green.

**Lockout Period:** The standard lockout rules apply, meaning your appraisal folder will be locked **14 days before the meeting**.

By following these steps, you can easily arrange and confirm your appraisal meeting with your appraiser.





# Entering Appraisal Information

You can begin entering information for your current appraisal once your previous appraisal summary has been completed. Here's how to manage your appraisal information on the system:

The screenshot displays the 'Appraisal Information' page. The left-hand menu includes 'My Appraisals', 'Appraisal Information' (selected), 'Revalidation Progress', 'My Details', and 'Files Area'. The top bar shows 'Appraiser: Not set', 'Meeting Date', and 'Status: Unlocked'. The main content area features tabs for 'Appraisal Information', 'Constraints', 'Insights and Reflections', 'Current PDP', and 'Declarations'. A green '+ Add Information' button is centered. Below it, a table with columns 'Date Created', 'Category', 'Title', 'Domains', 'Supporting Documents', and 'Actions' is shown. The table is empty, with the message 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A search bar and 'Previous/Next' buttons are at the bottom right.

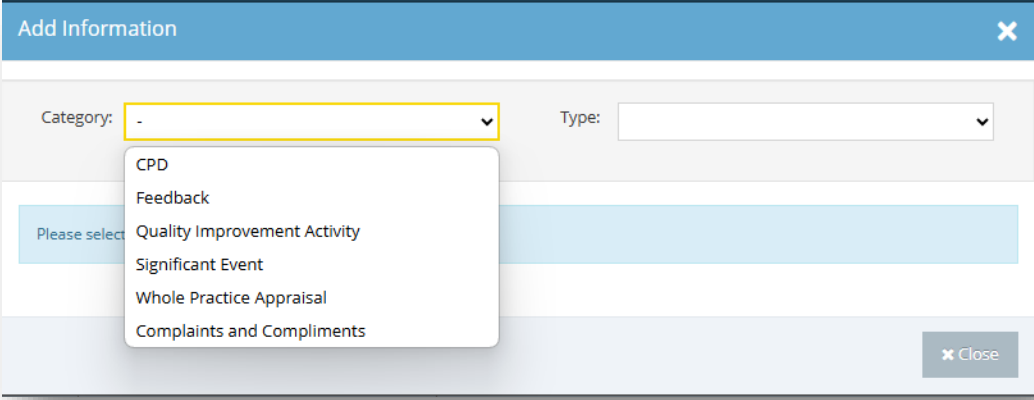
## 1. Accessing the Appraisal Information Page:

- **Start Adding Information:** To enter appraisal details, click on the 'Appraisal Information' button. You can find this in the left-hand menu or as the first box on the 'My Appraisals' page.
- **Timeframe:** You can add or update your information up to 14 days before your scheduled appraisal meeting.
- **Visibility:** Note that your appraiser cannot view any information you upload until 30 days before the appraisal.

## 2. Adding Appraisal Information:

- Click '+ Add Information':
  - On the Appraisal Information page, click the green '+ Add Information' button to start adding content.
- Select a Category:
  - From the first column, choose from various information templates such as:
    - CPD (Continuing Professional Development)
    - Feedback
    - Quality Improvement Activities
    - Significant Events
    - Whole Practice Appraisal (WPA)
    - Complaints and Compliments
- Choose a 'Type':
  - After selecting a category, choose a 'Type' from the drop-down menu.
- Select Relevant Domains:
  - For all categories except Feedback, specify which domain(s) the information you're entering relates to. You can select multiple domains if needed.
  - For more guidance on domains, refer to the [Good Medical Practice](#).
  - **Helpful Tip:** Each template has a description in a shaded box, explaining the different areas of information. This can help you decide which category and domain to choose.

+ Add Information



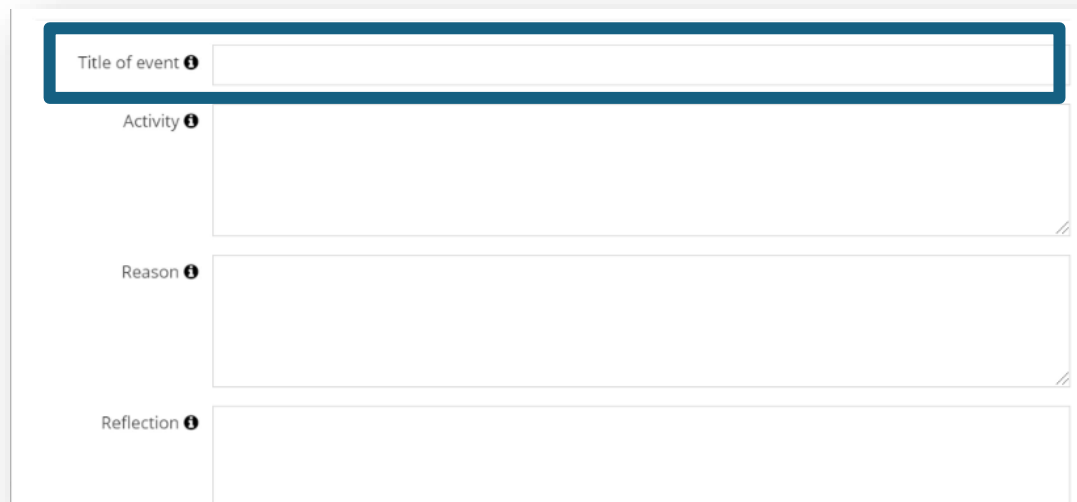
The screenshot shows a web form titled 'Add Information'. It has a blue header bar with a close button (X). Below the header, there are two dropdown menus: 'Category:' and 'Type:'. The 'Category:' dropdown is currently open, displaying a list of options: CPD, Feedback, Quality Improvement Activity, Significant Event, Whole Practice Appraisal, and Complaints and Compliments. To the left of the 'Category:' dropdown, there is a light blue button that says 'Please select'. To the right of the 'Type:' dropdown, there is a light blue button that says 'Please select'. At the bottom right of the form, there is a grey button with a close icon and the text 'Close'.

## 3. Editing and Deleting Information:

- Edit or Delete: Once information is entered, you can edit or delete it at any time using the action column on the right side of the table.

#### 4. Adding Titles and Additional Information:

- Title Each Entry: Provide a title for each piece of information you add. This helps with navigation and ensures both you and your appraiser can easily find and review each entry.
- You can upload supporting files that your appraiser can view before the meeting:
  - Click 'Add File' at the bottom of the template.
  - Choose 'Upload File', browse your device for the file, and click the green +Add button.
  - Enter a document title and any optional information.
  - Finally, click 'Save Information'.



The image shows a screenshot of a form template with four sections, each with a label and an information icon (i):

- Title of event**: A single-line text input field.
- Activity**: A multi-line text input field.
- Reason**: A multi-line text input field.
- Reflection**: A multi-line text input field.

## 5. Adding Constraints Information:

- What Are Constraints? Constraints refer to any personal, hospital, or service-related limitations or restrictions that may impact your practice or appraisal.
- How to Add Constraints:
  - Go to the Constraints page, where you can add specific constraints relevant to your practice.
  - Each section has a drop-down menu where you can either search or scroll through to select the appropriate area.
  - After adding an entry, you can 'Add Notes' to provide more context for each constraint.
- Optional: If you don't have any constraints, you can leave this section blank.
- Optional: If you don't have any constraints, you can leave this section blank.

Use this section to highlight any constraints you have experienced during the appraisal period in your development. These may be personal, related to your work place, or related to the service as a whole. Firstly add a category by clicking the green button, a pop up will allow you to choose from a tree. You will then be able to add free text explaining the context by using the "add notes" button on the right-hand side. These may form part of the discussion with your appraiser and all categories selected from the tree are collated anonymously and fed back to the Health Board on a Wales wide basis. Personal details are never revealed.

For further information and support around health and well-being please visit [Health Education and Improvement Wales College](#)

### > Personal constraints ⓘ

**Personal constraints notes:**

Discrimination

New free text

Dependant children

New Free Text

### > Hospital constraints ⓘ

**Hospital constraints notes:**

Changes to work environment

New Free Text

### > Service constraints ⓘ

**Service constraints notes:**

Comments:

Previous format free text

✓ Save ✕ Cancel

+ Add/Edit Constraints ⓘ View/Edit Overall Comments

Add/Edit Note ✕

Add/Edit Note ✕

+ Add/Edit Constraints ⓘ

Add/Edit Note ✕

+ Add/Edit Constraints ⓘ

## ➤ Summary of the last 12 months

You may wish to identify any particular achievements, describe those initiatives in your appraisal discussion, and will contribute to the appraisal summary.

## ➤ Identify development needs for your next appraisal

You may use this section to highlight, to your appraiser, any development needs for your next appraisal.

## ➤ Aspirational PDP

### 6. Insights and Reflections:

- Click on the '+ Add Information' button in the Insights and Reflections section to enter reflections.
  - Important: Ensure that no identifying information is included here, as your appraiser cannot alter this section.
- Progress Reflections: Reflect on progress made since your last appraisal.
- Development Needs: Identify areas for further development in preparation for your next appraisal.
- Aspirational PDP: Enter aspirational personal development plan (PDP) activities that you aim to work on in the future. Your appraiser can review these during the appraisal, and you can comment on your progress.

### 7. Reviewing and Updating Your Personal Development Plan (PDP):

- Current PDP: In this section, you can view your PDP from previous appraisals. You can comment on the outcomes and progress of any previously agreed plans.
- Updating PDP Status:
  - For each item in your PDP, select whether you have met, partially met, or not met your goals.
  - Click the 'Update Status' button, and a pop-up box will appear for you to choose the appropriate response.

Appraisal Information	Constraints	Insights and Reflections	Current PDP	Declarations	<a href="#">Download Information</a>	
Your current list of agreed PDP from your last appraisal. Please add the status of each and where completed, the location of the evidence of completion.						
Area	What/Description	Why	How	who	Outcome	

## 8. Completing Declarations:

Before your appraisal meeting, make sure to complete all required fields in the Declarations section.

- Click through each area, provide the necessary information, and read each declaration carefully.
- Completing these fields is required to submit your appraisal information.

Appraisal Information	Constraints	Insights and Reflections	Current PDP	Declarations	<a href="#">Download Information</a>
-----------------------	-------------	--------------------------	-------------	--------------	--------------------------------------

✓ Declarations Overview

Please read each declaration carefully and choose a response.

With some responses you will be asked to indicate in which domain you have entered information about the statement. **You need to complete each declaration before each appraisal.**

> Confirm Personal & professional Details (Scope of work)	✗ Disagreed
> Probity (Good Medical Practice)	Pending
> Probity (Appraisal Material)	Pending
> Health	Pending
> Directives or suggestions from outside agencies	Pending
> Complaints	Pending
> Safeguarding	✓ Agreed
> Training Role(s)	✗ Disagreed

✓ Save Declarations

# Revalidation Progress

The '**Revalidation Progress**' page tracks your progress towards your revalidation. It includes:

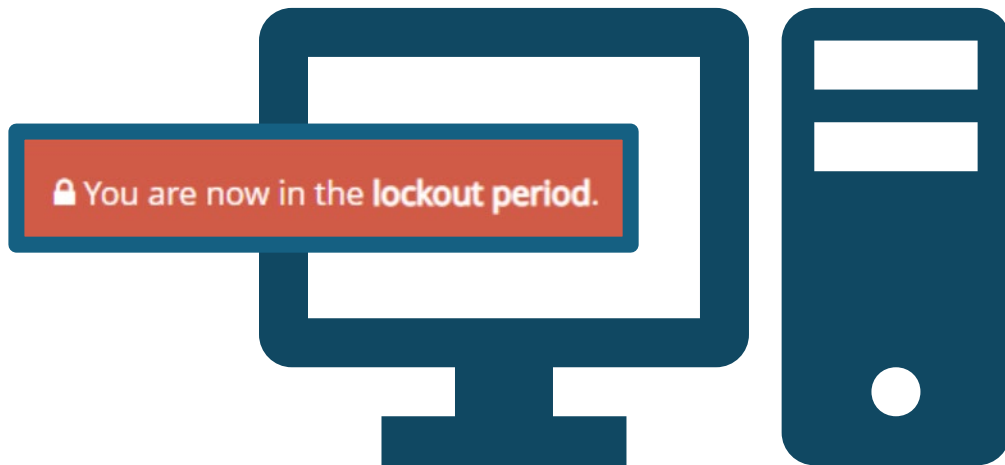
- Your **revalidation date**.
- A **history of previous revalidation dates**.
- Progress indicators for the current cycle, with **green** showing completed tasks, **amber** indicating tasks needing further work, and **grey** for tasks yet to be completed.

Revalidation Progress <small>Your next revalidation date is</small>					
<b>Key for icons:</b> ✎ Edit exceptional circumstances    💬 Appraiser comments, if any, to the Responsible Officer. This is a new function applicable post August 2017 📄 View appraisal summary    — Not completed    ✓ Completed    ⚠ Needs further work					
➤ Current Revalidation cycle to					
These are the appraisals that will be included in your current revalidation cycle.					
	Current Appraisal	18/09/2018 ⓘ 📄	29/03/2018 ⓘ 📄	26/03/2018 ⓘ 📄	09/01/2018 ⓘ 📄
Exceptional Circumstances ⓘ	✎	🔍	🔍	🔍	🔍
Scope of work ⓘ	✓	✓	✓	✓	—
PDP Reviewed ⓘ	—	—	—	—	—
CPD ⓘ	—	—	—	—	—
Probity & Health declarations ⓘ	✓	✓	✓	✓	✓
Review of Complaints and Compliments ⓘ	—	—	—	—	—



## Appraisal Lock Out Period

To ensure that your appraiser has enough time to review your appraisal information before the meeting, there is a lockout period that prevents any further changes.



### What is the Lockout Period?

Your appraisal information will be locked at midnight 14 calendar days before your scheduled appraisal meeting. This means you will no longer be able to add new information or make changes to existing entries.

### Why is This Important?

The lockout period ensures that your appraiser has adequate time to review your information thoroughly before your appraisal. This also allows for a more focused and effective discussion during your appraisal meeting.

### Key Points:

- **No Changes After Lockout:** Once the lockout period begins, you will not be able to update or amend your appraisal details.
- **Timing:** The lockout happens 14 days prior to your appraisal to give your appraiser sufficient time to assess your information.

Make sure all your information is complete and accurate before the lockout period begins to avoid any issues.

**After your appraisal meeting, your appraiser will complete an Appraisal Summary. Here's how you can review, accept, or reject it.**

**1. Appraisal Summary Completion:**

- **Summary Timeline:** Once your appraisal meeting is over, your appraiser will complete the summary, which should be ready within two weeks of the meeting.
- **Notification:** You will receive an email notification when the appraisal summary is ready for review.

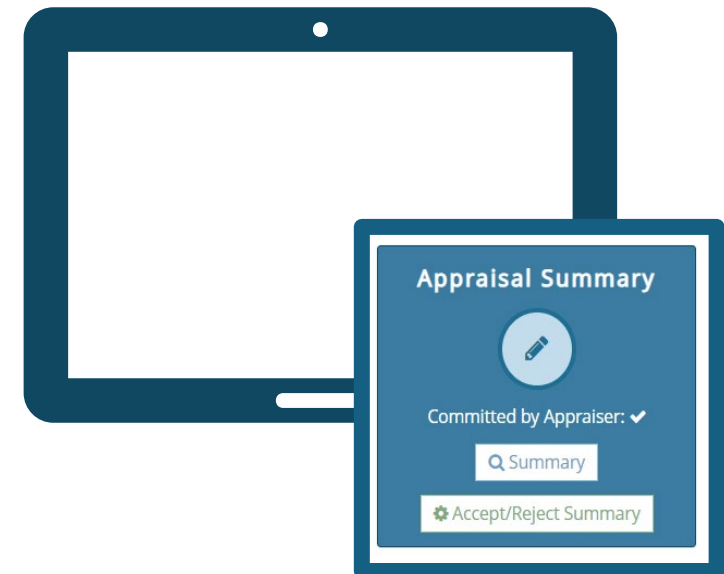
**2. Reviewing the Appraisal Summary:**

- **Access the Summary:** You can find your Appraisal Summary in the 'Appraisal Summary' box on your appraisals page.
- **Read the Summary:** Carefully review the summary your appraiser has written for you.

**3. Accepting or Rejecting the Summary:**

- **Accept the Summary:**
  - If you agree with the summary, click 'Accept'. This will mark your appraisal as complete for this year.
- **Reject the Summary:**
  - If you find any inaccuracies or if something needs to be changed, you can click 'Reject Summary'.
  - After clicking reject, you will be prompted to write a note to your appraiser, explaining your reasons for the rejection.

# ur Appraisal Summary

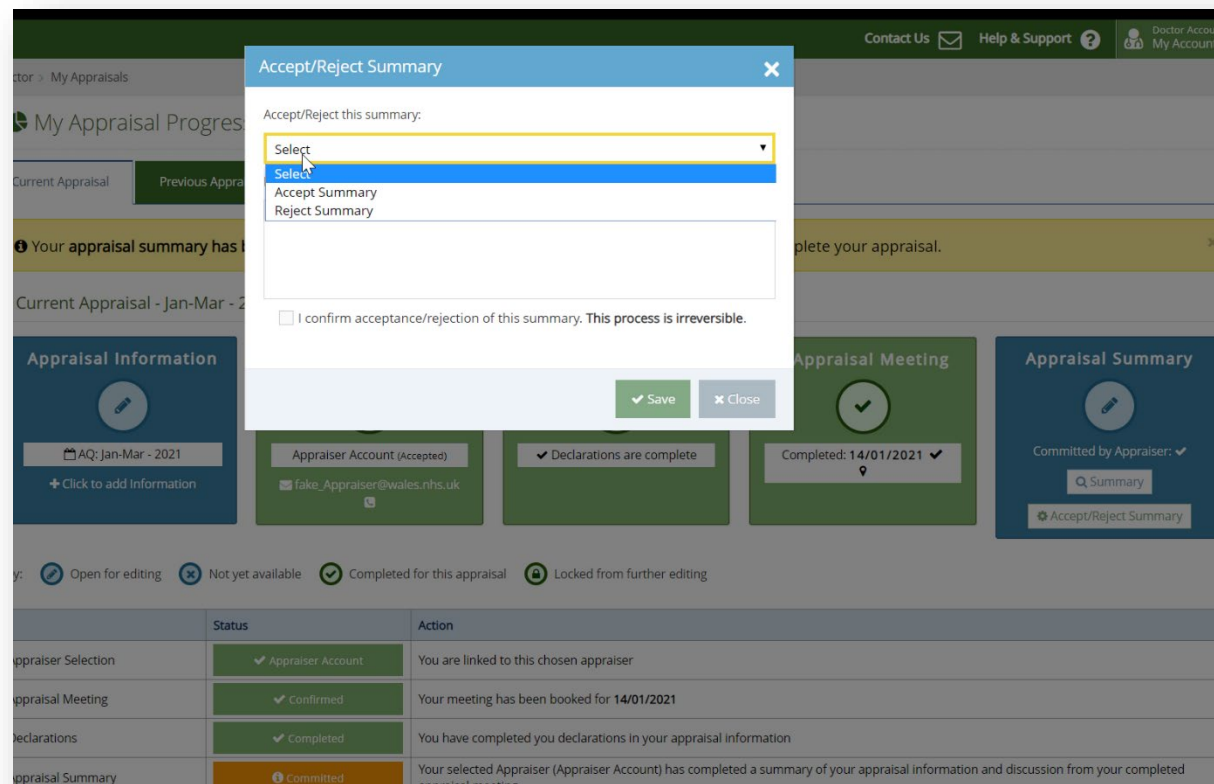


#### 4. Next Steps After Rejection:

- Appraiser Review: Your appraiser will review your comments and make any necessary changes to the summary.
- Resubmission: Once your appraiser has made the changes, the summary will be resubmitted for your review.

#### 5. Disputes:

- If you and your appraiser cannot come to an agreement on the changes, a dispute may arise.
- Please refer to the exceptions protocol for more information on how disputes are handled.



Accept/Reject Summary

Accept/Reject this summary:

Select

Accept Summary

Reject Summary

☐ I confirm acceptance/rejection of this summary. This process is irreversible.

Save Close

My Appraisal Progress

Current Appraisal Previous Appraisal

Your appraisal summary has been completed.

Current Appraisal - Jan-Mar - 2021

Appraisal Information

Appraisal Meeting

Appraisal Summary

Appraiser Account (Accepted)

Declarations are complete

Completed: 14/01/2021

Committed by Appraiser: ✓

Summary

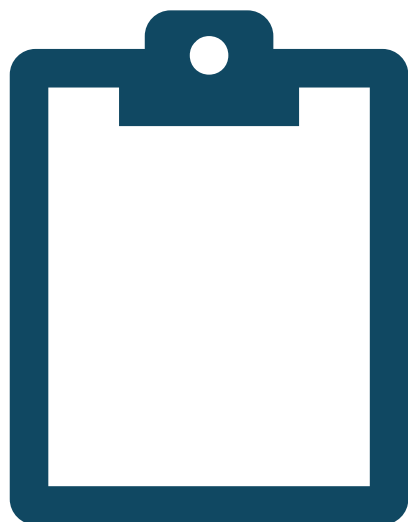
Accept/Reject Summary

Open for editing Not yet available Completed for this appraisal Locked from further editing

	Status	Action
Appraiser Selection	✓ Appraiser Account	You are linked to this chosen appraiser
Appraisal Meeting	✓ Confirmed	Your meeting has been booked for 14/01/2021
Declarations	✓ Completed	You have completed your declarations in your appraisal information
Appraisal Summary	Committed	Your selected Appraiser (Appraiser Account) has completed a summary of your appraisal information and discussion from your completed appraisal meeting

Once your appraisal summary has been completed and agreed upon, you will need to complete a brief survey and provide your bank details to receive payment. Here's how it works:

Please refer to the exceptions protocol for more information on how disputes are handled.



1. Completing the End of Appraisal Survey:

- Survey Purpose: The survey is designed to gather feedback on the quality of your appraisal meeting and your appraiser.
- Survey Questions: You will be asked a series of questions about your experience during the appraisal process.

2. Providing Your Feedback:

- Answer All Questions: You must answer every question in the survey for the pop-up box (where you enter your bank details) to appear.
- Survey Completion: Once you have answered all the questions, you will be prompted to enter your bank details.

3. Entering Bank Details:

- Bank Details: Enter your bank account information to ensure that you are paid for completing your appraisal.

4. Receiving Payment:

After completing the survey and entering your bank details, your payment for completing the appraisal will be processed.

Important Notice

Please be aware that the processing time can take up to **8 – 12 weeks**. If you have not received your payment by the end of the 12-week period, please contact the **Appraisal Support Team** for assistance.

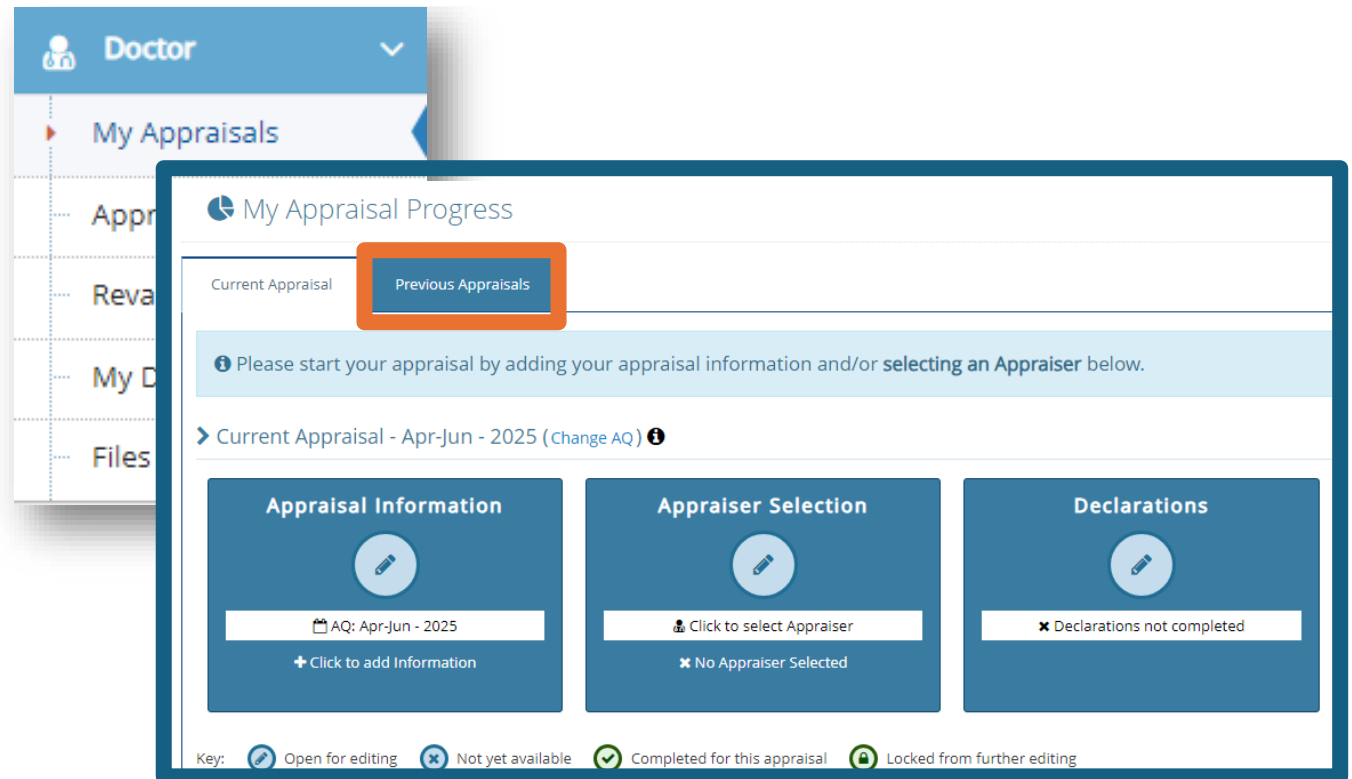
# Accessing Archived Appraisal Summaries and Managing Files

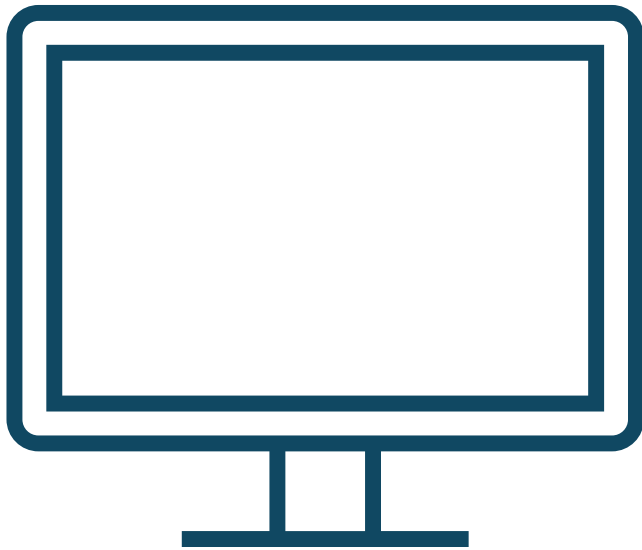
If you need to review or manage files from previous appraisals, here's how to access your archived appraisal summaries and handle supporting documents.

## 1. Accessing Archived Appraisal Summaries:

### View Previous Appraisals:

- Go to the 'My Appraisals' page.
- Select the 'Previous Appraisals' tab (the second tab on the page).
- This page will display all the information you have previously uploaded to MARS.
- If the page is blank, this means no previous appraisals or data have been stored.





## **2. Managing Files in the Files Area:**

### **Finding Your Files:**

The Files Area can be found on the left-hand navigation bar.

Here you will find all the supporting information you've uploaded to MARS, including files from previous appraisals.

### **Creating Space in the Files Area:**

If you need to free up space, you can either save the files back to your computer or delete them from the system.

Once your appraisal is completed, there is no need to retain the files in MARS, as they will no longer be needed by anyone in the future.

### 3. File Upload Information:

#### Accepted File Types:

MARS accepts the following file formats for upload:

Word documents: .doc, .docx

Rich Text Files: .rtf

Excel Files: .xls, .xlsx

PDFs: .pdf

Images: .jpg, .jpeg, .png, .gif

File Size Limit:

There is a 200 MB limit for the total file size in the Files Area.

#### Reducing File Size:

Be cautious when uploading images, as they can easily exceed the 2MB size limit. To check the file size:

Right-click on the file and select 'Properties'. The size will be displayed in KB (1,024 KB = 1 MB).

Reducing Image Size: You can reduce the resolution or crop the images to make them smaller or discard unnecessary parts of the image.

Word Documents vs PDFs: Word documents generally have smaller file sizes than PDFs. More tips on reducing file sizes, especially for images in Word documents, can be found on the Microsoft website.



#### 4. Sorting and Deleting Files:

##### Sorting Files:

To help manage your files, go to the Files Area from the pull-down menu in the top right-hand corner of the screen.

You can click on the 'SIZE' column header to sort the files by size, either largest to smallest or vice versa.



##### Deleting Files:

To delete a file, click on the 'X' in the far-right column next to the file entry. This will remove the file from the system.

**Saving Files Back to Your Device:** If you want to save a file back to your device, click on the file name under the File Name column. The file will open, and you can then save it to your computer.

After saving the file to your device, remember to delete it from MARS as outlined above.

Search:

Select	File Name	Type
<input type="checkbox"/>	 Colleague Feedback.docx	 Text Document







Showing 1 to 1 of 1 entries

Deleted

Once you have deleted files from here:

- The number on left pane will remain to show how many files that were uploaded and used for that appraisal.
- Deleting the files will free up quota as you see at the top of this page
- A file that is deleted and not used in appraisals will not appear

Icon Key:

-  File in use
-  Delete File
-  Open/view file
-  Download All
-  Delete Selected
-  Add File

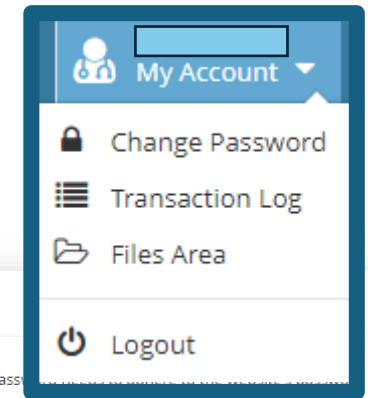
# Changing your Password

## Changing your Password

To change your password, follow these steps:

1. **Log in to MARS:** Once you're logged in, navigate to the top right-hand corner of the screen.
2. **Go to 'My Account':** Click the white drop-down arrow next to your profile name.
3. **Select 'Change Password':** From the drop-down menu, choose the first option, **Change Password**.
4. **Enter a New Password:** On the next screen, you'll be prompted to enter your new password. Make sure to:
  - Enter a **password** that is at least 12 characters long.
  - Include **at least one uppercase letter**.
  - Include **at least one number**.
  - Include **at least one special character** (e.g., !, @, %, \*, \$, £).
5. **Save the Changes:** Once you've entered and confirmed your new password, click the **green 'Save'** button to update your password.

**Important:** Ensure that your new password meets the security requirements to avoid any issues when logging in.

A screenshot of the 'Change Password' form. At the top, it says 'Change Password' with a magnifying glass icon and 'change your password'. Below this, it states: 'Use the form below to change your password, your current password is required to confirm your identity. Your password must be at least 12 characters contain at least:'. The requirements are listed as: '1 upper-case letter', '1 number', and '1 special character i.e. (!,@,%,[,\*,\$,£) etc.'. The form has three input fields: 'Current Password:' (with 'Current' entered), 'New Password:' (with 'New' entered), and 'Confirm New Password:' (with 'Confirm' entered). At the bottom, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

# Transaction Log

## Transaction Log

You can also access your 'Transaction Log' from the same 'My account' drop down menu. This provides an electronic record of all the actions that are performed on your account.

# Further Information

## MARS Help & Support

For assistance with MARS, visit the [MARS Help & Support Page](#) for guidance and troubleshooting.

## Contact Us

We hope you have found this guide useful. If you have any questions, experience difficulties using MARS, or would like to leave feedback, please feel free to contact us:

### Post:

Revalidation Support Unit  
Health Education and Improvement Wales  
Tŷ Dysgu, Cefn Coed, Nantgarw, CF15 7QQ

### Email:

[HEIW.MARS@wales.nhs.uk](mailto:HEIW.MARS@wales.nhs.uk)