1. Log into your SDC account as a registered user: www.sdc.gov.sg

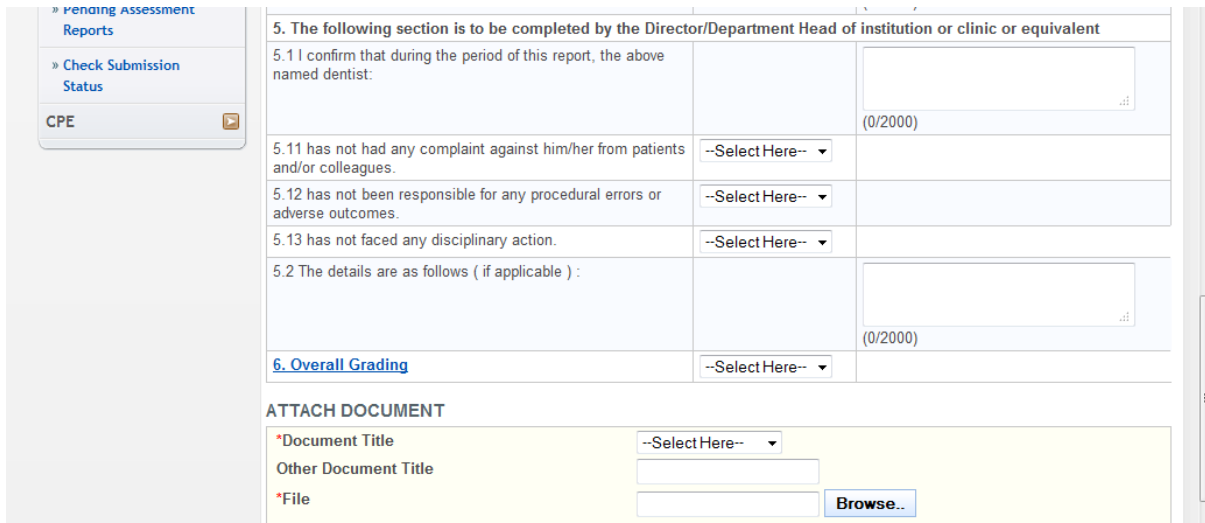2. Upon Successful login to your SDC account, click on Supervisory – Pending Assessment Reports

3. The Pending assessment reports will be displayed. Click on Supervisee's name to open up the assessment.

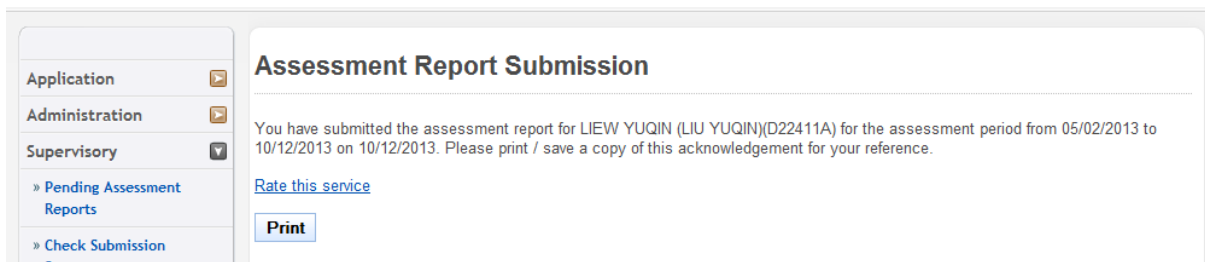4. Complete the report/evaluation online. For Supervisors that are not clinical directors/Head of Department, please input "To be completed by HOD" in Part 5.1 of the Report.

5. Click "submit" to complete the assessment.

6. An confirmation message will be displayed after submission of report.
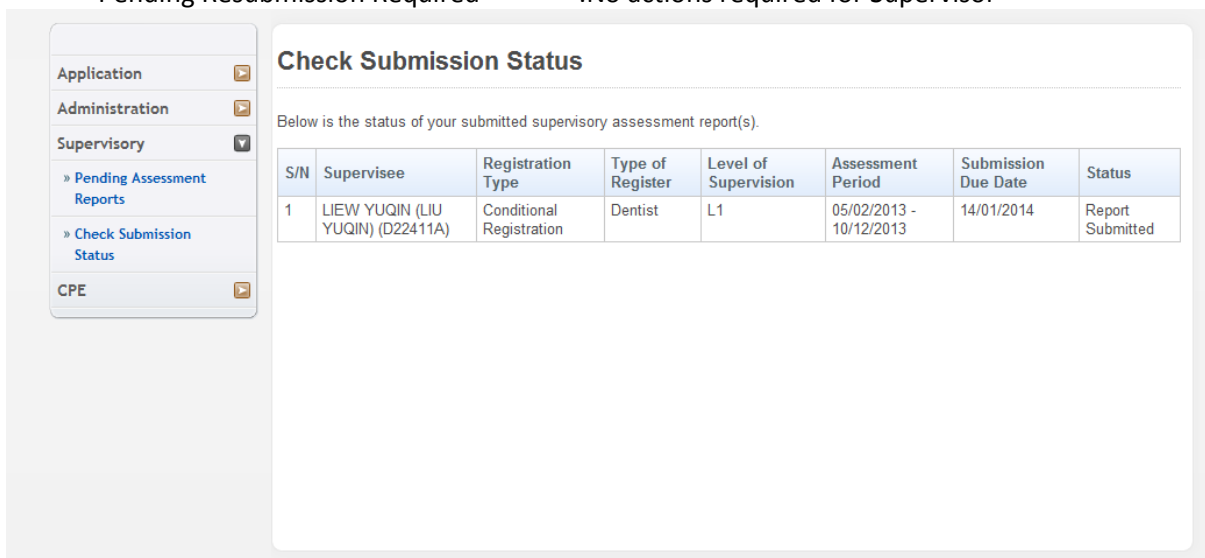
7. To Check status of submission, please click on "Check Submission Status"

- Supervisor Informed   : Indicates that report is not submitted to SDC
- Report submitted   : Indicates that report is submitted to SDC
- Completed   : Indicates that report is accepted by SDC
- Pending Resubmission Required : No actions required for Supervisor