

## Using the Expert Witness

The expert witness functionality is where the evidence is routed to another person – the expert witness rather than being submitted directly to the assessor.

Learners log evidence as normal. There is an additional section where they can complete the details of the Expert Witness with a full explanation of what will happen.

Witness testimony - was observed by the expert witness

**Description of evidence**

This is the description of what I did.

	Date uploaded	File description	Uploaded by	Size	Delete
	24/10/2012	witness testimony.doc	KEVINBACON (41144)	53 KB	

► **Upload and attach files in support of this evidence**

▼ **Expert witness**

In this section you can enter the details of an expert witness – someone who can confirm the substance of your evidence. Please enter the expert witness' name, role and email address and at the bottom of the screen click on the 'Submit to expert witness' button. An email will be sent to the expert witness' email address and they will be able to view and provide feedback on the evidence. They can then approve the evidence in which case it is sent to your assessor, or send it back to you for changes.

Name

e-mail address (Please type in the email address carefully. If it is incorrect the expert witness will not receive the email.)

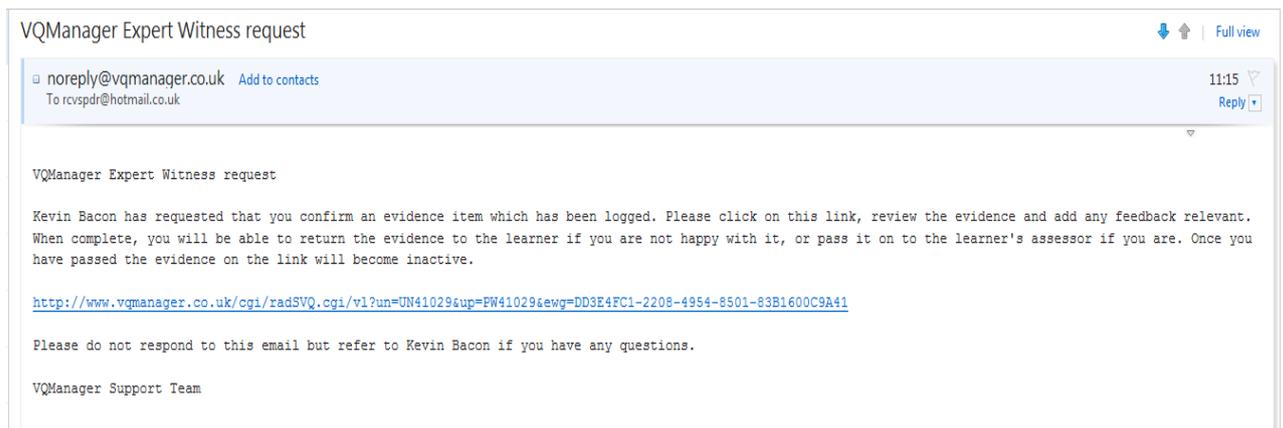
Telephone number or additional information about expert witness

The learner decides what route the evidence should take:



- Evidence can be submitted to the expert witness at the email address entered in step 1
- Evidence can be sent directly to the assessor as normal (if no expert witness is involved)
- Evidence can be saved to work on later
- Evidence can be cancelled.

The expert witness receives an email with a unique link. Clicking on the link will take the expert witness to the evidence log.



**Note:**

The expert witness will not be able to see anything other than the evidence page.

The expert witness can provide feedback and then decide whether the evidence needs to go back to the learner, or can continue to the assessor for assessment (i.e. they agree with the evidence or disagree with it).

**[-] Diploma in Creative and Digital Media Competence L3 {QCF} {OCR} 500\_8357\_0**

- [-] Unit X1 Contribute to good working relationships (CV4)**
  - [-] Element X1.1 Understand how to communicate effectively with colleagues**
    - [-] Performance criteria X1.1**
      - 1.1 Explain the importance of balancing the needs of tasks and people**
      - 1.2 Explain the importance of sharing information with colleagues**
      - 1.3 Identify ways of tactfully requesting others to change working arrangements to improve own productivity**
      - 1.4 Describe how to resolve conflict situations or dissatisfaction**
      - 1.5 Explain the importance of liaison with colleagues to productivity**
    - [-] Element X1.2 Be able to develop and maintain good working relationships during the production process**
  - [-] Unit X2 Ensure your own actions reduce risks to health and safety (CV4)**
  - [-] Unit F1 Manage and market yourself as a freelancer (CV9)**
  - [-] Unit P1 Contribute ideas for production (CV6)**
  - [-] Unit P5 Identify sources of information (CV5)**
  - [-] Unit P6 Obtain archive material (CV8)**

**Comments**

**Expert witness comments**

This is exactly what happened Kevin

Disagree with evidence
Agree with evidence

- If the expert witness agrees with the evidence it is routed to the assessor for assessment.
- If the expert witness disagrees with the evidence it is routed back to the learner for action. After action has been taken, the learner can resubmit to the expert witness, or submit directly to the assessor.

**Notes:**

- The audit trail captures the route that the evidence has taken

▼ **Audit trail**

Date	Time	Action	User	Role	Status
24/10/2012	11:13:11	Uploaded file witness testimony.doc	Bacon, Kevin (41144)		
24/10/2012	11:13:12	Learner submitted evidence to Expert Witness	Bacon, Kevin (41144)	Learner	L0000LW
24/10/2012	11:14:51	Expert witness agreed with evidence	Witness, Expert (41029)	Expert witness	L0000LQ

- Learners should include contact details for the expert witness– so that assessors can follow up with the expert witness if necessary.
- Learners can resubmit the evidence to another email address if necessary.
- The expert witness replaces the default Authenticate Evidence section found in standard evidence logging pages

If for any reason the email address used for an Expert Witness is incorrect, the evidence can be retrieved from the “Info” tab

▼ **Evidence submitted to Expert witness**

Date submitted	Evidence number	Summary	
04/02/2014	86679/E/717	Expert Witness test	Re-send
15/06/2016	86679/E/902	Test for BMET	Re-send

The email address can then be amended in the Expert Witness section

▼ **Expert witness**

In this section you can enter the details of the expert witness – someone who can confirm the substance of your evidence. Please enter the expert witness name, role and email address and at the bottom of the screen click on the 'Submit to expert witness' button. An email will be sent to the expert witness email address and they will be able to view and provide feedback on the evidence. They can then approve the evidence in which case it is sent to your assessor, or send it back to you for changes.

Name

e-mail address (Please type in the email address carefully. If it is incorrect the expert witness will not receive the email.)

Then resubmitted to the Expert Witness

