

Reusing evidence

Until an IQA/IV signs off piece of evidence, it can be returned, reassessed, remapped etc at any point. Once the IQA signs off the piece of evidence it is locked. This is an example of when the reuse evidence function is useful.

If a user wants to use that same piece of evidence for a different unit/different criteria, they can click on the 'reuse evidence' icon in the **Evidence List**. This makes a copy of the evidence so it can be remapped against new criteria, unit(s) or even qualification(s). This will include the evidence summary, evidence description, and any file attachments. All of this information can be changed in the new evidence item. **As the new evidence item is a copy of the original piece, the original piece of evidence is unchanged.**

The screenshot shows the VQ Manager interface. At the top, there's a header with the VQ Manager logo, a welcome message for Edna Krabbappel (Assessor 6), and navigation links for Home, My learners, Assessment tools, and Reports. Below the header is a purple bar with a 'Select learner' dropdown menu showing 'Gillett, Graham (38)'. Underneath is a row of icons for various functions: Unit assignments, Assessment plans, Log evidence, Evidence list, Question bank, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, Learner activity log, and Search evidence. The main content area has a 'Help for this page' link and two dropdown menus for 'Select qualification' (set to 'All qualifications') and 'Select unit' (set to 'All units'). Below these is a section titled 'Business Administration NVQ Level 2' with a 'Sort by oldest first' link. A table lists evidence items. The first item is highlighted, showing details: Date created (16/12/2013), Method (Witness testimony), Qualification (Business Administration NVQ Level 2.1), Description (test 2), and Last action (Assessor saved and sent for verification). To the right of the table is a 'View / Reassess' button with a green checkmark icon. A blue arrow points to a small circular icon with a refresh symbol, which is the 'Reuse evidence' icon.

	Date created	Method	Qualification	Description	Last action
Number	38/E/715	Witness testimony	Business Administration NVQ Level 2.1	test 2	Assessor saved and sent for verification

