

Expert Witness Functionality

Introduction

The Expert Witness functionality allows learners to enter the email address of a person who can verify the evidence that they are logging (e.g. a line manager or supervisor). This person doesn't need to be registered in the system and has 'one time access' to the evidence. They are able to agree or disagree with the evidence and provide feedback (e.g. "this is exactly what happened", or "you have forgotten something"). Based on their feedback they can either route the evidence back to the learner for further work, or on to the assessor for assessment.

Step 1

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

Graham Wolfson

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

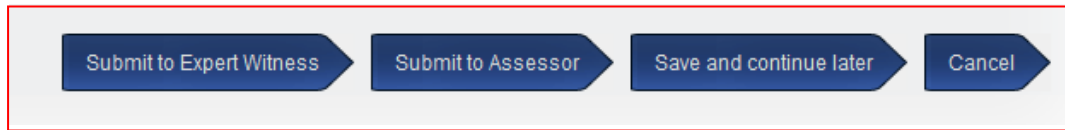
rcvspdr@hotmail.co.uk

Telephone number or additional information about expert witness

07841 231133

Step 2

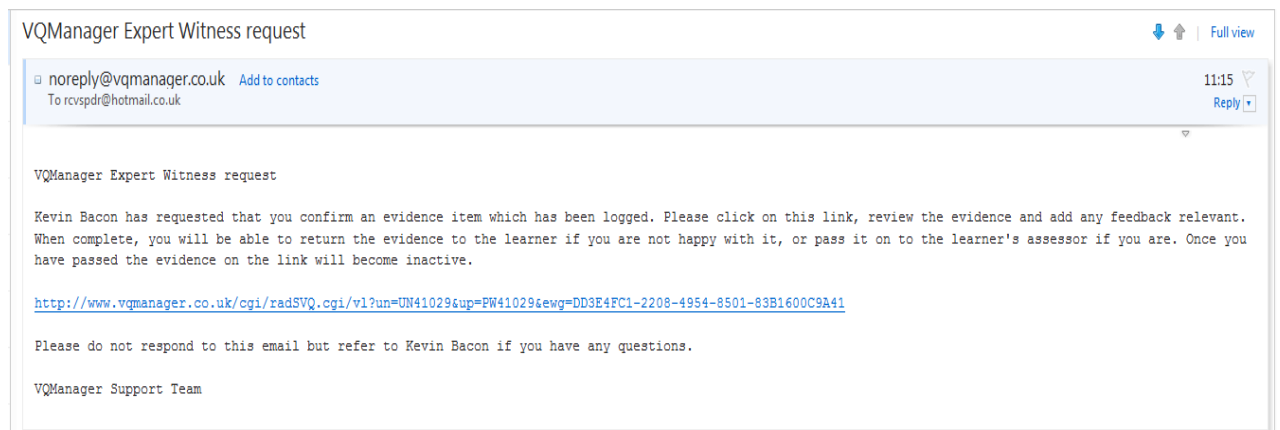
The learner decides what route the evidence should take:



- 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.

Step 3

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.

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

Centres that wish to use the Expert Witness functionality should contact Jo Tait (jotait@skillwise.net) to have it enabled.