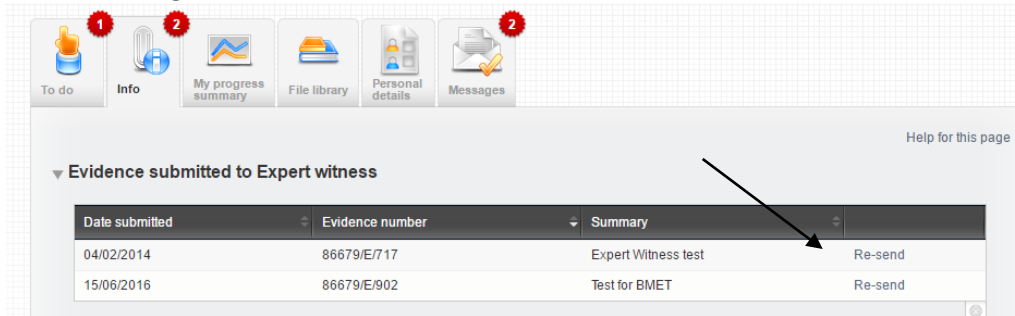


Using the Expert Witness

I want to resend the evidence to my Expert Witness or change the Expert Witness details

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



The details and 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.

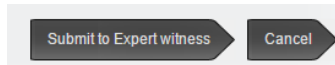
Name

Paul G

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

paulgreenhalgh@skillwise.net

Then resubmitted to the Expert Witness



I want to delete the evidence rather than resend to another Expert Witness

If you no longer want that piece of evidence to go to an Expert Witness and maybe wish to delete it, you need to follow the process above but insert your own email address so that the evidence link will be sent to you. You can then disagree with the work using the link, the evidence is returned to you as a learner and because you now own that piece of work again, you can delete it.

Why hasn't my Expert Witness received the email?

There are two main reasons why the evidence does not reach the Expert Witness

1. The email has been filtered out and may be located in the Junk Folder. Please check there first.
2. If the email address was copied rather than manually entered there will likely be a space at the end of the e-mail address. This is easy to include by accident if you copied and pasted the e-mail address into the evidence form. You can remove the space, and re-send the evidence to the Witness.