

Using the Expert Witness

You log the evidence as normal but then there is an additional section where you 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

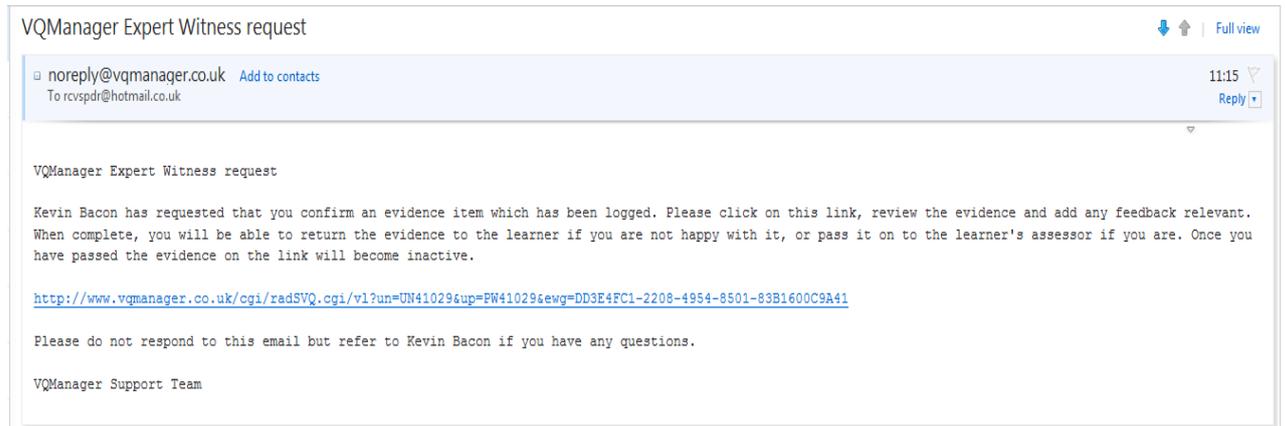
Telephone number or additional information about expert witness
07841 231133

Using the blue arrows at the bottom, you decide what route the evidence should take:

Submit to Expert Witness Submit to Assessor Save and continue later Cancel

- 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).

The screenshot shows the VQManager evidence log interface. The main content area is a list of evidence items, each with a checkbox and a description. A red box highlights the following item:

- 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)

Below the evidence log is a 'Comments' section with a sub-section for 'Expert witness comments'. A text input field contains the text: 'This is exactly what happened Kevin'. At the bottom right of the interface are two buttons: 'Disagree with evidence' and '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

I want to resend the evidence to my EW or change the EW 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

▼ **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 details and email address can then be amended in the Expert Witness section

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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

Submit to Expert witness Cancel

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.