

# Exporting Evidence for End Point Assessment (EPA)

## Introduction

To facilitate the EPA process for Apprenticeships, we have developed a new function. This will offer VQManager users a choice of downloading a PDF or creating a link so they can share evidence with the EPAO. This will avoid the need for an EPA to log into VQManager, and also the need to download and save evidence items individually.

Prior to starting this process, the assessor should work with the learner to identify the pieces of evidence they will be submitting. Where a 'clean' version is required, free from unnecessary attachments and signs of the process of improvement and re-submission, the assessor can use the 're-use evidence' function to create this.

Evidence selections made during this process are saved, and can be edited, so everything doesn't have to be in place before you start this process for the first time.

## Preparing evidence for EPA

A new option '*prepare evidence for EPA*' is available to assessors, under the My learners >> Qualification Status and Sign Off tab.

The screenshot shows the VQManager interface. At the top, there is a header with the VQManager logo, a welcome message for Billy Bryson (Assessor 912), a 'Change user/Logout' dropdown, and a 'Help and training' link. Below the header are navigation icons for Home, My learners (highlighted), Assessment tools, and Reports. A blue bar below the navigation shows the current learner: 'Learner Chang, Chantel Jade (703)'. Below this is a row of icons for various functions: Unit assignments, Assessment plans, Log evidence, Evidence list, Learner diary, Question bank, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff (highlighted), Learner activity log, Learner details, and Search evidence. Below the icons is a table of qualifications with columns for Qualifications, Start date, End date, Assessor sign-off date, and Verified. The table contains three rows of data. At the bottom of the interface, there are three blue arrow buttons: 'View Progress and sign-off', 'Prepare evidence for EPA' (highlighted), and 'Summary of evidence selected for EPA'.

Qualifications	Start date	End date	Assessor sign-off date	Verified
Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 (91)	01/01/2011	07/09/2016		<input type="radio"/>
NVQ in Customer Service L2 (GW) (89)	01/01/2011	02/11/2016		<input type="radio"/>
Key Skills (15)	02/01/2011	19/10/2016		<input type="radio"/>

The new "Prepare evidence for EPA" arrow button will open a new page, where the assessor can select what should be included in the evidence they are submitting.

Some EPAOs require audit trails and user comments whilst others don't. This step is to allow the assessor to personalise the download. Options at this point are whether to include the audit trail, and whether to include user comments on the evidence. The default option is that these selections remain unticked unless selected by the assessor.

These options can be edited at any time.







On clicking 'continue', the assessor will be taken to a view similar to the evidence matrix.

**n.b.** Only evidence which has been mapped to criteria will show in the matrix and become available for selection.



Unit assignments | Assessment plans | Log evidence | Evidence list | Learner diary | Question bank | Progress reviews | Unit status, evidence matrix & signoff | **Qualification status & signoff** | Learner activity log | Learner details | Search evidence

### Summary of evidence selected for EPA

Evidence number	Summary	Units covered	Link	Download
703/E/1000	Unit 3 WP 1	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1000.pdf?r=0&amp;i=&amp;rf={DADF0EC3-0867-4390-B557-6D7C822D3F78}&amp;org=1&amp;sc=1&amp;ev=1000&amp;ca=703">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1000.pdf?r=0&amp;i=&amp;rf={DADF0EC3-0867-4390-B557-6D7C822D3F78}&amp;org=1&amp;sc=1&amp;ev=1000&amp;ca=703</a> <a href="#">Copy this link</a>	
703/E/1001	Unit 3 WP 2	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1001.pdf?r=0&amp;i=&amp;rf={A743405D-7635-4390-BCDF-CBBA3750F44C}&amp;org=1&amp;sc=1&amp;ev=1001&amp;ca=703">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1001.pdf?r=0&amp;i=&amp;rf={A743405D-7635-4390-BCDF-CBBA3750F44C}&amp;org=1&amp;sc=1&amp;ev=1001&amp;ca=703</a> <a href="#">Copy this link</a>	
703/E/1002	Unit 3 Obs	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1002.pdf?r=0&amp;i=&amp;rf={D5192043-1236-453A-8206-E7C52B3D7F38}&amp;org=1&amp;sc=1&amp;ev=1002&amp;ca=703">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1002.pdf?r=0&amp;i=&amp;rf={D5192043-1236-453A-8206-E7C52B3D7F38}&amp;org=1&amp;sc=1&amp;ev=1002&amp;ca=703</a> <a href="#">Copy this link</a>	
703/E/1003	Unit 3 Candidate Feedback - reuse	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1003.pdf?r=0&amp;i=&amp;rf={6B864DCB-E739-4884-9C99-9302465A6941}&amp;org=1&amp;sc=1&amp;ev=1003&amp;ca=703">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1003.pdf?r=0&amp;i=&amp;rf={6B864DCB-E739-4884-9C99-9302465A6941}&amp;org=1&amp;sc=1&amp;ev=1003&amp;ca=703</a> <a href="#">Copy this link</a>	
703/E/991	Unit 2 PD	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 2	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_991.pdf?r=0&amp;i=&amp;rf={2B8E3A50-E0EA-485B-93B9-5E9D4D186CEC}&amp;org=1&amp;sc=1&amp;ev=991&amp;ca=703">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_991.pdf?r=0&amp;i=&amp;rf={2B8E3A50-E0EA-485B-93B9-5E9D4D186CEC}&amp;org=1&amp;sc=1&amp;ev=991&amp;ca=703</a> <a href="#">Copy this link</a>	
703/E/999	Unit 3 written questions	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_999.pdf?r=0&amp;i=&amp;rf={F57A87B3-017E-4F22-9ABC-8F219645D108}&amp;org=1&amp;sc=1&amp;ev=999&amp;ca=703">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_999.pdf?r=0&amp;i=&amp;rf={F57A87B3-017E-4F22-9ABC-8F219645D108}&amp;org=1&amp;sc=1&amp;ev=999&amp;ca=703</a> <a href="#">Copy this link</a>	

Add evidence Download all evidence Download table Close

A shortcut option, 'add evidence', is available to take users back to the matrix page if they wish to edit their selections.

Clicking 'Close' will save everything and take the assessor back to the Qualification sign off tab as it appears when you first click on it, i.e. with the list of quals and sign off dates.

If the assessor wishes to extract evidence from more than one qualification, they will need to repeat the process from the Qualification Status tab by selecting the new qualification.

Learner: Chang, Chantel Jade (703)

Unit assignments, Assessment plans, Log evidence, Evidence list, Learner diary, Question bank, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, Learner activity log, Learner details, Search evidence

Qualifications	Start date	End date	Assessor sign-off date	Verified
Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 (91)	01/01/2011	07/09/2016		<input checked="" type="radio"/>
NVQ in Customer Service L2 (GW) (89)	01/01/2011	02/11/2016		<input type="radio"/>
Key Skills (15)	02/01/2011	19/10/2016		<input type="radio"/>

View Progress and sign-off, Prepare evidence for EPA, Summary of evidence selected for EPA

Evidence selections are saved, and can be reviewed and amended at any time. If the learner has more than one assessor, all assessors will see the same view, and have the same access to edit the selections.

A warning appears at the top of the matrix page, letting users know that if evidence is removed after having already been shared with an EPA, this could cause the EPA to see an error message when viewing the evidence.

**Please note: If you remove evidence from a previously created EPA for which you already distributed copies of the evidence, this may result in dead links.**

Select evidence to prepare for EPA

Date  Assessor  Summary  Description  IQA dates  EV date  Method  Performance criteria  Range statement  Knowledge and understanding

### **Reviewing the selected evidence, and sharing it with the EPA**

Selected evidence can be viewed and exported from VQManager in several ways. Firstly, users can select “copy this link” and paste that into their browser.

Some browsers will allow you to right-click on the link once it’s highlighted, and select an option to open it in a new tab. Below is a screenshot of how this looks in Chrome.

703/E/990	Unit 2 witness	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 2	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_703_Evi_990.pdf?r=0&amp;i=&amp;rf=7B7B5611">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_703_Evi_990.pdf?r=0&amp;i=&amp;rf=7B7B5611</a>	Copy Go to http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/... Print... Inspect	Ctrl+C  Ctrl+P Ctrl+Shift+I
703/E/991	Unit 2 PD	Certificate in Warehousing and Storage L2 (QCF)	http://dev.v...		

Alternatively, users can click on the icon on the right and open a PDF document showing the evidence. Using either method, the evidence is displayed in the same way as it is within the VQManager system. The qual tree will show open where criteria are ticked, so it is easy to see what the evidence covers.

Evidence for Chang, Chantel Jade as on 19/05/2020

**Evidence methods**

Work products  
 Witness testimony  
 Written questions  
 Simulation / storyboard  
 Professional discussion

Direct observation  
 Oral questions  
 Candidate feedback statement  
 Accredited prior learning  
 Diary entry

**Evidence number**

703/E/990

**Date**

10/11/2016

**Summary evidence description**

Unit 2 witness

**Description of evidence**

test

**Audit trail**

Date	Time	Action	User	Role	Status
06/08/2015	14:30:41	Learner submitted evidence to Assessor	Chang, Chantel Jade (703)	Learner	L0000LQ
06/08/2015	14:31:20	Assessor returned evidence to Learner for action	Bryson, Billy (912)	Assessor	L0100QL
06/08/2015	14:32:00	Learner submitted evidence to Assessor	Chang, Chantel Jade (703)	Learner	L0100LQ
06/08/2015	14:32:27	Assessor saved and sent for verification	Bryson, Billy (912)	Assessor	L0100QI
10/11/2016	11:50:02	IQA verified and sent to External verifier	Devine, Summer (966)	IQA	L0110IE

**Criteria met**

**Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501\_1061\_5**

**Unit 1 Health, safety and security at work**

Learning outcome 1 be able to work safely

**Assessment criteria 1**

- 1.1 take appropriate action in the event of fire, emergencies or accidents
- 1.2 identify where alarms, emergency exits, escape routes, emergency equipment and assembly points are located
- 1.3 demonstrate safe and appropriate use of emergency equipment
- 1.4 discriminate between different alarm sounds
- 1.5 comply with equipment operating procedures and manufacturers instructions
- 1.6 demonstrate safe handling and lifting techniques
- 1.7 demonstrate correct use and maintenance of any protective clothing and/or equipment
- 1.8 comply with personal responsibilities under the Health & Safety at Work Act/COSHH



**Comments**

Learner comments to assessor (Chang, Chantel Jade)

By submitting this evidence for assessment, I confirm that it is the result of my own work.

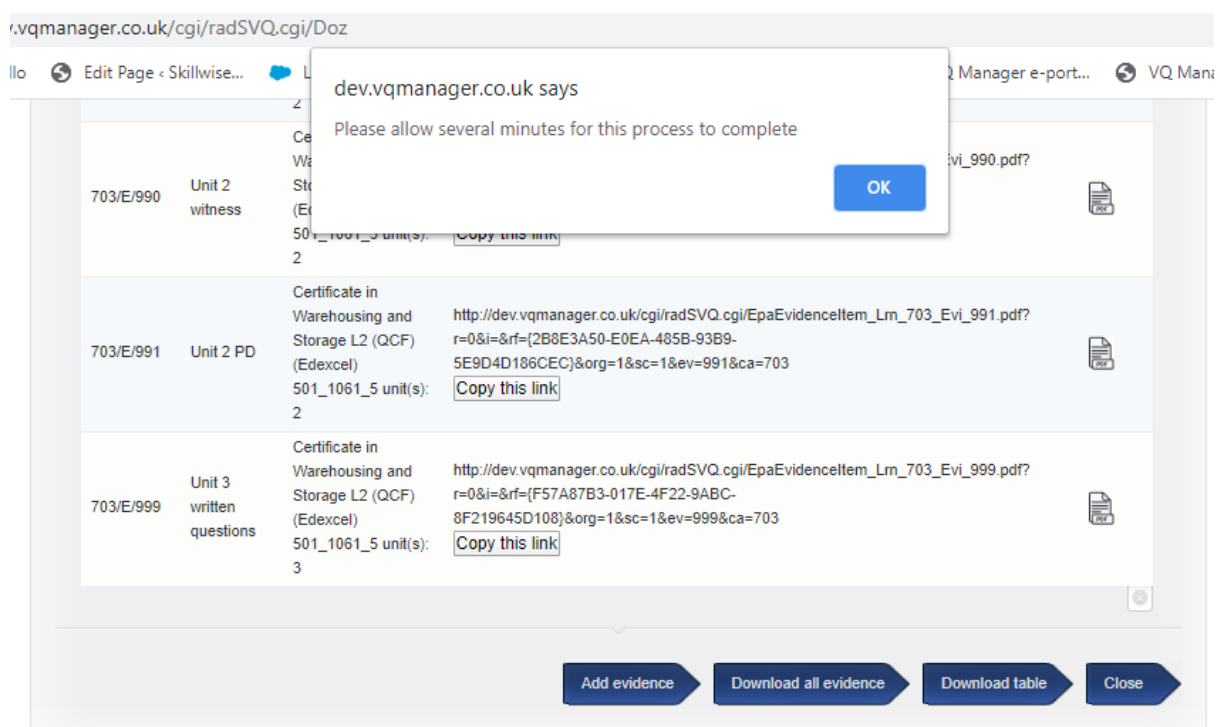
Assessor comments

Attachments to the evidence are displayed in the normal way, and can be opened by clicking on them. There is no need to download these separately for the EPA to be able to view them.

	Date uploaded	File description	Uploaded by	Size	Delete
	27/05/2020	boys.png	You	918 KB	

reset file descriptions

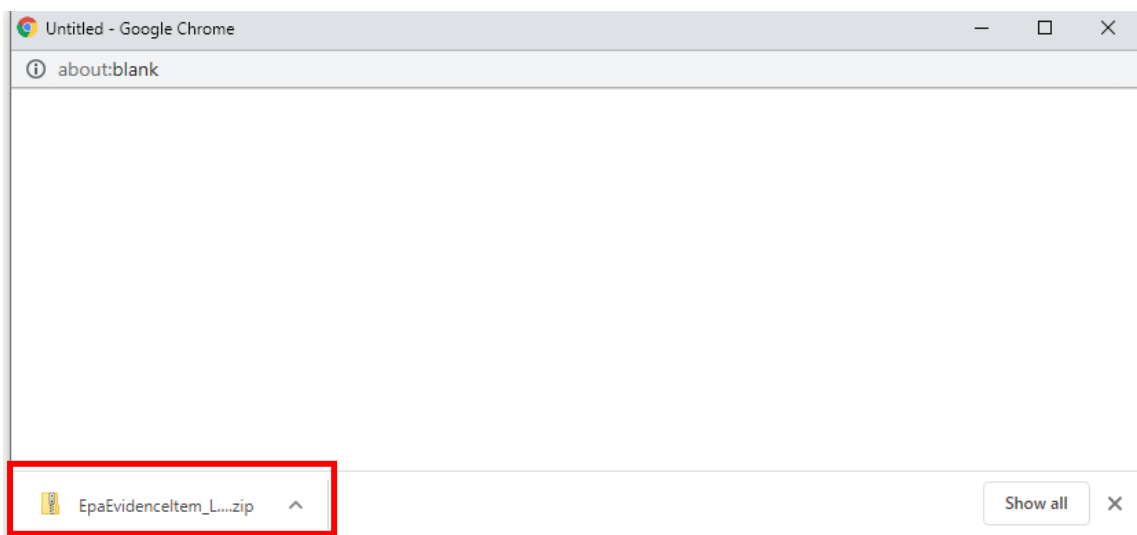
Lastly, there is an option to download all the selected evidence as a zip file, containing a set of PDFs of all selected evidence items. On selecting the “Download all evidence” arrow, a pop up appears, letting users know this process may take a little time to complete. Please make sure your popup blocker does not prevent this warning, as that will also stop the download.



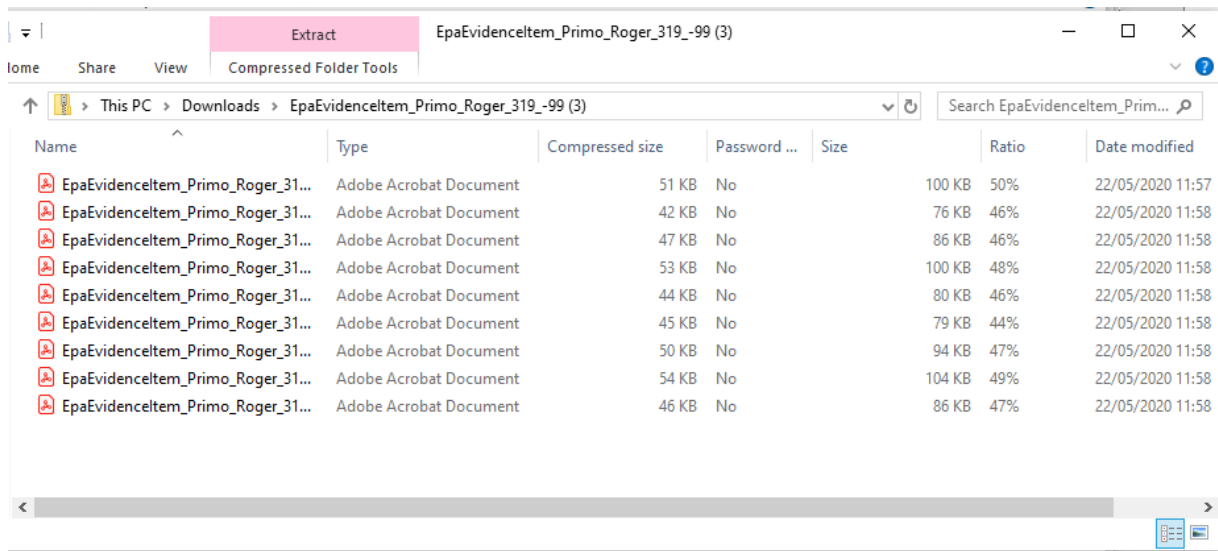
The screenshot shows a web browser window with a URL bar containing `dev.vqmanager.co.uk/cgi/radSVQ.cgi/Doz`. The page displays a list of evidence items. A modal dialog box is open, displaying the text: "dev.vqmanager.co.uk says Please allow several minutes for this process to complete" with an "OK" button. The background content includes a table with columns for ID, description, and file links.

703/E/990	Unit 2 witness		
703/E/991	Unit 2 PD	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 2	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_991.pdf?r=0&amp;i=&amp;rf={2B8E3A50-E0EA-485B-93B9-5E9D4D186CEC}&amp;org=1&amp;sc=1&amp;ev=991&amp;ca=703">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_991.pdf?r=0&amp;i=&amp;rf={2B8E3A50-E0EA-485B-93B9-5E9D4D186CEC}&amp;org=1&amp;sc=1&amp;ev=991&amp;ca=703</a>
703/E/999	Unit 3 written questions	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_999.pdf?r=0&amp;i=&amp;rf={F57A87B3-017E-4F22-9ABC-8F219645D108}&amp;org=1&amp;sc=1&amp;ev=999&amp;ca=703">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_999.pdf?r=0&amp;i=&amp;rf={F57A87B3-017E-4F22-9ABC-8F219645D108}&amp;org=1&amp;sc=1&amp;ev=999&amp;ca=703</a>

At the bottom of the page, there are four buttons: "Add evidence", "Download all evidence", "Download table", and "Close".



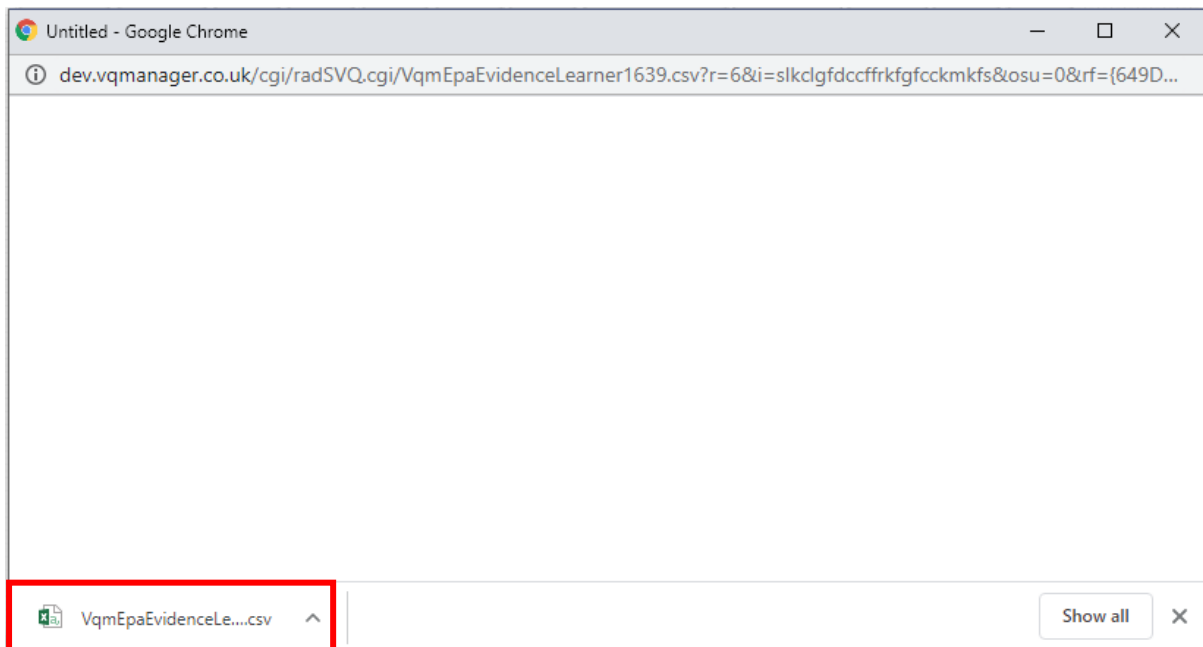
The screenshot shows a Google Chrome browser window with the address bar containing `about:blank`. The download bar at the bottom of the window shows a file named `EpaEvidenceItem_L...zip` with a zip icon, which is highlighted with a red rectangle. There is a "Show all" button to the right of the download bar.



All the selected evidence is located in the zip folder and users can open and view each one as required.

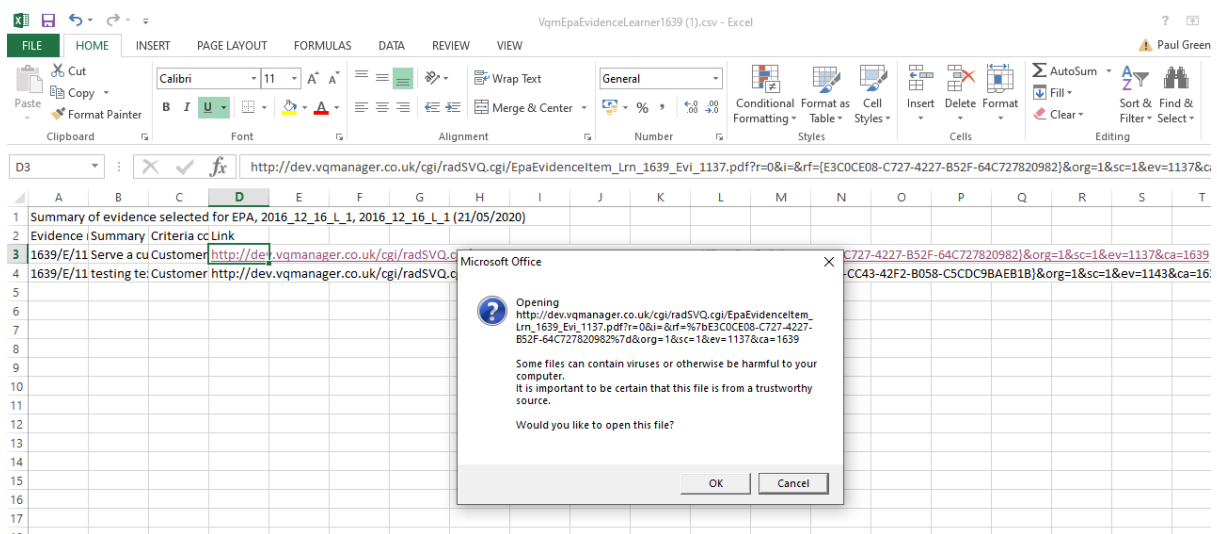
The file names of downloaded PDF and Zip files include the learner’s name and VQManager user ID, but assessors can change that before sharing with the EPA if they wish.

Users are also able to export the summary table into Excel if you need to by selecting the “Download table” arrow. This enables the table to be shared with the EPA, or saved elsewhere as a record of what has been submitted for EPA.



Summary of evidence selected for EPA, Chang, Chantel Jade (19/05/2020)			
Evidence number	Summary	Criteria covered	Link
703/E/945	test evidence 1	Certificate in Warehousing and Storage	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7</a>
703/E/988	Questions unit 1	Certificate in Warehousing and Storage	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7</a>
703/E/989	Unit 2 storyboard	Certificate in Warehousing and Storage	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7</a>
703/E/990	Unit 2 witness	Certificate in Warehousing and Storage	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7</a>
703/E/991	Unit 2 PD	Certificate in Warehousing and Storage	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7</a>
703/E/999	Unit 3 written questions	Certificate in Warehousing and Storage	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7</a>
703/E/1000	Unit 3 WP 1	Certificate in Warehousing and Storage	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7</a>
703/E/1001	Unit 3 WP 2	Certificate in Warehousing and Storage	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7</a>
703/E/1002	Unit 3 Obs	Certificate in Warehousing and Storage	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7</a>
703/E/1003	Unit 3 Candidate Feedback - reu	Certificate in Warehousing and Storage	<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7</a>

The downloaded table includes the links for each piece of evidence (column D), and these can be opened in a browser.



## EPAO view of evidence

To reiterate, for the End Point Assessor, evidence will display in the same layout as it does in VQManager. A typical evidence item will be 3 – 4 pages long, when extracted into a PDF file, though slightly less if user comments and audit trail are excluded.

File attachments in the evidence will be displayed, and can be opened by clicking on them.