

## Deleted and Deleting Evidence

### I have accidentally deleted an evidence item, can I retrieve it?

No, when the evidence is deleted, it has gone from the database. The action is non-reversible and deleted evidence cannot be retrieved.

### Can you delete evidence if it is no longer required?

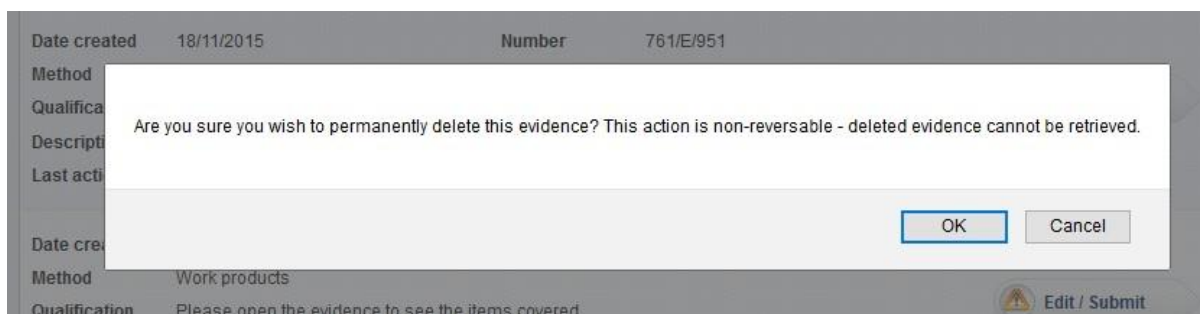
Yes you can delete evidence. We don't do this for you as a matter of policy.

Evidence can be deleted by the user who currently has the evidence to work on. Use the "Last action" section to establish who the evidence is with and that user can delete the evidence. If this is not you, the system will not allow you to delete the item. Use the "Delete Evidence" icon on the right to delete the evidence.



Date created	18/01/2014	Number	115629/E/8567
Method	Written questions		
Qualification	BTEC Certificate in Preparing to Work in Adult Social Care L3 (QCF) Edexcel 501_1813_4 1, 2, 3		
Description	btec 11and diploma 15		
Last action	Trainer/assessor saved and sent for verification		

The message popup which appears when opting to delete evidence is very robust to ensure the user is aware that the deletion is a permanent action. It reads as follows:



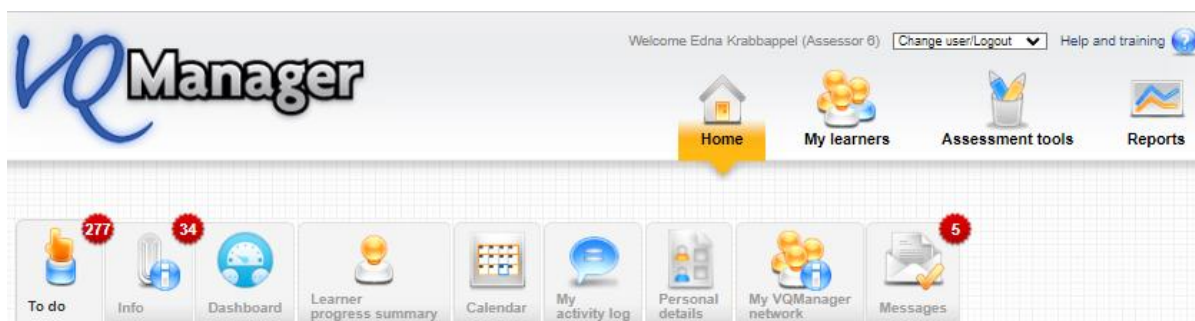
Are you sure you wish to permanently delete this evidence? This action is non-reversible - deleted evidence cannot be retrieved.

OK Cancel

### Allow assessor to delete evidence in certain states from To Do list

Assessors are now able to delete evidence directly from the **To Do** list, where it hasn't already been assessed.

This new function applies to assessors only, and only to evidence in the **Unassessed evidence** and **Unsubmitted evidence** tables on the **To do** tab.







Welcome Edna Krabbappel (Assessor 6) | Change user/Logout | Help and training





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To do (277) | Info (34) | Dashboard | Learner progress summary | Calendar | My activity log | Personal details | My VQManager network | Messages (5)

▼ Unassessed evidence

Leamer	Date received	Evidence number	Qualification		
Welford, James(872)	16/09/2021	872/E/1413	Customer Services NVQ - L2 9	Countersign	
Welford, James(872)	13/04/2017	872/E/1022	No qualification / criteria selected	Assess	
King, Dan(1550)	09/09/2016	1550/E/979	Key Skills 6	Assess	
Flanders, Rod(7)	08/06/2007	7/E/82	Customer Services NVQ - L2 1	Assess	

▼ Unsubmitted evidence

Leamer	Date saved	Evidence number	Qualification		
Wolfson, Graham(330)	16/11/2010	330/E/238	BTEC in Hairdressing (Test) 1, 2	Edit	
Welford, James(872)	05/01/2011	872/E/249	Customer Services NVQ - L2 6	Edit	
Smith, Annette(706)	28/10/2010	706/E/224	BTEC in Hairdressing (Test) 2	Edit	
Smith, Annette(706)	02/11/2010	706/E/234	BTEC in Hairdressing (Test) 1	Edit	
Mann, Christopher John(713)	28/10/2010	713/E/227	BTEC in Hairdressing (Test) 2	Edit	

The usual pop-up warning appears when you select the delete icon each time.  Please be very careful when doing this as deletions are non-reversible, deleted evidence cannot be retrieved.

