Learner – Logging evidence

Evidence Introduction

In order to complete a qualification, learners must provide evidence which allows an assessor to assess their abilities within the area. Learners/ Candidates can use VQManager to log evidence which can then be assessed. VQManager allows the learner to compile an electronic portfolio of evidence. Feedback to the learner is provided through the system. Learners will usually need to do the following:

- Log evidence
- Submit evidence for assessment
- View their progress and feedback from their assessor

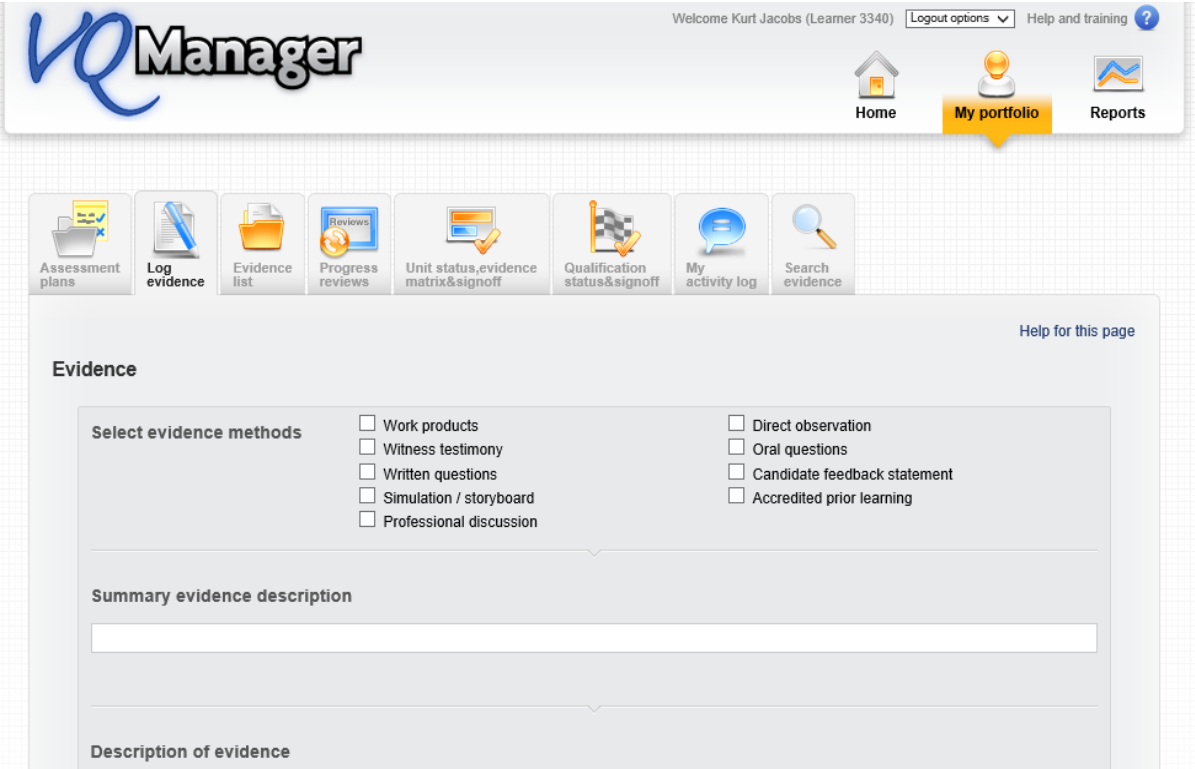
About Evidence

When you click on the 'Evidence list' tab in 'My portfolio', you see a summary of all evidence. You can refine this view by selecting a specific qualification from the 'Select qualification' dropdown list, and selecting a specific unit from the 'Select unit' list. You are also able to change the order in which the evidence appears by clicking on the 'Sort by oldest first' link.

Evidence: Log Evidence

Use this procedure to log evidence:

Step	Action
1	From the 'Log Evidence' tab fill in as much information about the evidence as you can including: • Evidence method(s) • Summary description of evidence • More detailed description of evidence **Note:** • You may upload any electronic file which is relevant to the evidence in the 'Upload and attach files in support of this evidence' section. See **p5** for more information. • You may add the details of a person who can authenticate the evidence you are logging (e.g. a witness) in the 'Authenticate Evidence' section. Here you can add the person's name and contact telephone number/ email address so your assessor can follow up with that person. (Note that this feature is not available in all centres.)



Evidence: Attaching electronic files

Electronic files can be uploaded and attached to evidence. Follow this procedure to upload and attach files:

Step	Action
1	On the 'Log Evidence' page, click on the 'Upload and attach files in support of this evidence' link.
2	Click on the 'Browse…' button and navigate to the place where the file is located on your computer. You may choose up to 4 files at a time to upload.
3	Select the file(s) you want to upload and then click on the 'Upload Files' button. The file upload will commence. Note that it may take a while depending on the size and number of files.
4	If you want to upload another file, repeat this process using the 'Upload and attach files in support of this evidence' link again.
5	The file(s) appear on the page, showing the following information: • Date uploaded • File description (name) • Name of person who uploaded the file • Size of file **Hint:** you can change the file description if you would like so that your assessor knows what it contains.

Note:

- Please try and ensure that the files you upload are as small as possible. Large files will have a negative effect on the performance of the system and take a long time to upload and download.
- Click on the icon to the left of the file which has been uploaded to view the file.
- Click on the cross icon to delete the file.
- The size of the file which has been uploaded is shown.

2	In the 'Criteria met' section use either the radio buttons to open the Qualification Tree, or navigate to the relevant area of a qualification by using the + icons and opening each qualification. Note: • If your assessor has assigned you assessment plans, these will appear in the list with different colours. Clicking on a radio button next to an assessment plan will open the Qualification Tree to show only the criteria covered by that assessment plan, highlighted in the relevant colour.
3	Tick off relevant performance criteria, range statements, and knowledge and understanding (if applicable) to which the evidence conforms. Note: • You can use the 'Select all' icon (☑) to tick all checkboxes in a section. • Similarly you can use the 'Deselect all' icon (☐) to uncheck all checkboxes in a section.
4	Click on the 'Submit to Assessor' button if you are happy that the evidence is complete. You will not be able to edit it after that. If you'd like a chance to review and edit the evidence at a later stage, click on the 'Save and continue later' button. Note that your assessor won't be able to assess the evidence until you submit it to them.

Evidence: Assessment of evidence

Once the evidence has been submitted, the assessor becomes responsible for assessing it. After it has been assessed, you can see the assessor's comments and feedback by opening the evidence. One way to do that is via the Evidence List.