

Guidance for centres on presenting electronic evidence for external quality assurance



PART OF **nocn** GROUP

Centres are increasingly utilising a wide range of electronic methods for recording different aspects of the assessment and internal quality assurance process. This often leads to streamlined, creative and effective ways of producing evidence for external verification. One Awards welcomes such developments, and actively encourages centres to trial new approaches, if they lead to quality improvement and ensure continued compliance with One Awards and NOCN requirements.

However, to ensure that the quality assurance process can be undertaken by One Awards External Quality Assurers (EQAs) effectively and efficiently, all electronic evidence must be easily accessible and clearly presented.

Where centres present evidence for verification electronically, the following requirements apply:

1. Proper computer workstations (chairs, desks etc) with room for associated paperwork
2. All machines and devices must work at an acceptable speed with large high resolution monitors
3. If all evidence is to be provided electronically, two monitors must be provided to allow for viewing multiple documents concurrently
4. The PC or laptop provided should be solely for the use of the EQA while they are undertaking their work i.e. not required by other members of staff during that time
5. Individual/guest password to access material (i.e. not 'borrowing' the login of a member of provider staff)
6. Access to Moodle or other VLE should be with viewing rights only, not editing rights
7. Access to the Internet & Microsoft Office (Word, or similar) – so EQAs can draft reports while looking at student material
8. A private space to work, not a public area accessible to learners and all provider staff
9. Documents should be clearly labelled and easy to read and access. It should be very straightforward to find the information
10. All evidence and software should work effectively, e.g. video clips and sound recordings
11. If any evidence includes audio recordings, headphones or speakers must be provided.
12. All assignment briefs must be available for reference, either in paper form with the student work, or electronically
13. In the event that there are technical problems on the day of the visit and verifiers are not able to access documents electronically, centres must make paper copies available or the visit rearranged (re-visits are chargeable).
14. In cases where EQAs are sampling evidence remotely, points 6, 9, 10 and 12 apply.

NB. If for any reason EQAs are not able to complete the sampling activity during a centre visit, the visit will be postponed and reconvened. In such cases a charge of £150 per visit will be made to the centre.

Version 2.0		Page 1 of 1
Original created: 04 November 2020	Last edited: November 2020	Due for review: November 2021
Guidance for centres on presenting electronic evidence		