

Capturing and Storing Evidence for and of Assessment in a Digital Format

It is essential to capture appropriate and sufficient evidence for and of assessment. This must be done safely and responsibly with regard to confidentiality and data protection.

This guide outlines best practices for capturing and storing evidence of/for assessment in a digital format.

Where and How to Save Evidence for/of Assessment

It is not advisable to store evidence locally on a PC or other device. If the organisation's equipment is being used, the evidence would then be accessible to the next person to use the PC/ laptop. Also, if personal equipment is being used (the learner's or the tutor's personal PC/ tablet, etc.) considerations need to be made in terms of confidentiality and ease of access for all who need to access the evidence, e.g. internal or external verifiers, tutor, etc. This would not be possible if stored locally on a device.

Storing evidence on a portable storage device such as a USB flash drive or external harddrive enables the tutor to submit the evidence digitally along with the assessment booklets, or transport it to the regional office, e.g. for printing or submitting for internal verification. Alternatively, evidence can be saved on cloud based platforms such as Google Drive, DropBox, OneDrive, or iCloud. This enables sharing of the evidence through sharing the web link and offers flexibility in terms of access and efficient working practices.

Once securely saved, all evidence should be deleted from any devices used, e.g. cameras, phones (or whichever device is used to capture evidence).

Folder Structure and File Naming

When capturing and storing evidence for/of assessment, files should be clearly named with the learner's name and the assessment criteria reference number. *Please see page 2 of this guide for further information on best practices for file naming and folder structure.*

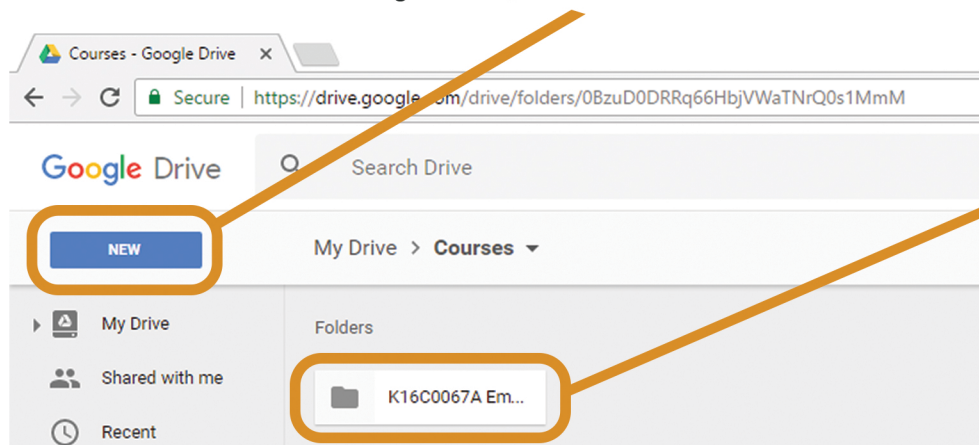
Security & Data Protection

Learner work including photo & video evidence stored on portable storage devices must be encrypted/ password protected to ensure confidentiality and data protection, and must be kept safe and secure at all times.

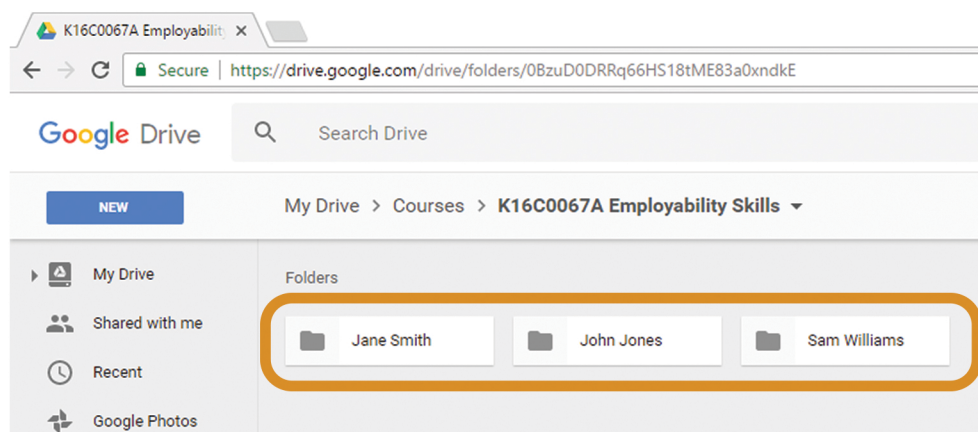
No personal data (e.g. scans of enrolments or registers with learner contact details) which identifies the learners should be stored on cloud storage at any time. Evidence of/for assessment may be stored on cloud storage. Privacy settings must be set appropriately, and evidence only shared with the necessary individuals/ departments.

Folder Structure Best Practice for Storing Evidence for/ of Assessment Digitally

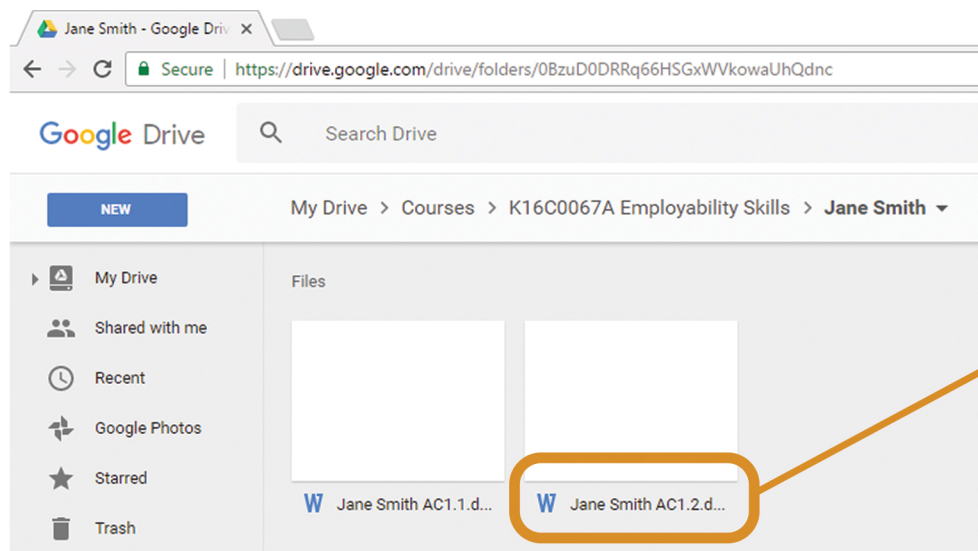
For the purposes of this guide, Google Drive has been used, but the same folder structure should be used when saving on other cloud storage or removable storage devices such as USB flash drives. To create a new folder in Google Drive, click 'New' and select 'folder'.



Create a folder for each course, with the course code included in the folder name.



Within the course folder, create a new folder for each learner on the course.



Within each learner folder, save all relevant evidence for/of assessment, e.g. final work, drafts, screen shots, photos, video recordings, etc.

Name each file according to the corresponding assessment criteria, e.g. 'Jane Smith AC1.1'.

For more information on using Google Drive please see our separate tutorial.