**E-Portfolios -Tracking and Voice Recording**

SQA are fully supportive of centres using e-portfolios for presenting candidate evidence of competence. E-portfolios can make the assessment process more efficient and effective. However, we would urge centres to bear the following in mind when using an e-portfolio or before choosing to use a particular e-portfolio.

1. Qualifications are not all the same in terms of assessment strategy, delivery and sector/awarding body guidance, therefore a specific e-portfolio may work well in terms of its design for one qualification but this does not mean it will work **as effectively** for all qualifications.
2. There is no one market leader in terms of e-portfolio delivery for the Social Services SVQs.
3. It is a centre’s responsibility to ensure the e-portfolio they purchase is fit for purpose for the qualification they are using it for.
4. It is the centre’s responsibility to ensure that during an EV visit someone is available to provide support and guidance on the use of the e-portfolio.
5. SQA are not responsible for extending the length of an EV visit if an e-portfolio system is not working effectively or if the EV is having difficulty navigating it. The centre is responsible for ensuring the system they choose is fit for purpose and is working effectively.
6. It is the centre’s responsibility to ensure all candidate evidence, units, assessment plans, assessor and IV feedback are accessible on the day of an EV visit. Therefore if the e-portfolio system is not functioning on the day of the EV visit this will be reflected in the EV report and will inform the final outcome of the visit.
7. SQA is not responsible for teaching EVs about how to work e-portfolio as these are commercial products with contracts entered into between the centre and the e-portfolio company. Any problems with a system not matching the requirements of the qualification are for the centre to take up with the company they purchased the e-portfolio system from and not to do with SQA.
8. However an e-portfolio functions it must have a process whereby the candidate evidence has clear links made to the units detailed on the specific evidence so these points can be located and tracked against the unit standards.
9. If an e-portfolio uses voice recordings then the point in the recording where claims are made must be noted so that these points can be located for the purposes of assessment, internal and external verification.
10. An e-portfolio will not assess a candidate or carry out observations of that candidate in their work practice therefore claims by any e-portfolio company for greatly reduced assessor time need to be carefully considered - as these areas of the assessor role are the most time consuming and cannot be undertaken by an e-portfolio.
11. If an e-portfolio is endorsed by another awarding body this does not mean it is endorsed by SQA and it also does not mean it is fit for purpose for all SQA qualifications.
12. For further information on SQA’s requirements and guidance for e-portfolios go to <http://www.sqa.org.uk/sqa/68836.5666.html>

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