

**SQA’s e-portfolio requirements**

The criteria below should be used to support the assessment of SQA qualifications. They may be used by centres and e-portfolio providers to ensure their   
e-portfolio systems meet SQA’s requirements, and also as a reference point for SQA’s External Verifiers.

The criteria have been adapted from the UK Qualifications Regulators’ publication, [*E-assessment: guide to effective practice*](http://www.sqa.org.uk/sqa/files_ccc/guide_to_best_practice.pdf). The Guide is designed to advise centres and awarding bodies on two aspects of e-assessment: the management and delivery of e-testing and the use of e-portfolios for assessment.

SQA also provides criteria relating to [SQA requirements for e-assessment](http://www.sqa.org.uk/files_ccc/SQA) including e-testing systems, adapted from the Regulatory Authorities’ [Regulatory Principles for e-Assessment](http://www.sqa.org.uk/files_ccc/RegulatoryPrinciplesforE-assessment.pdf).

The e-portfolio criteria 1–6 below relate to the assessment experience and candidate support and therefore include issues which affect candidates as well as assessors and verifiers. Criteria 7–10 relate more to procedural issues for centres and are important for the quality enhancement process.

If you would like to submit comments on the e-portfolio criteria please send them to Christine Wood at SQA ([christine.wood@sqa.org.uk](mailto:christine.wood@sqa.org.uk?subject=E-portfolio%20criteria)).

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| **SQA’s e-portfolio requirements** | |
| **1. Accessibility and ownership** | **Comments** |
| The e-portfolio system provides easy and appropriate access for candidates, teachers/tutors, assessors and verifiers. |  |
| The system is adaptable to allow access for those with special requirements. |  |
| The system can be accessed via the internet from locations remote from the centre, including workplace and assessment locations — by candidates, centre staff and other designated individuals. |  |
| The access arrangements encourage the candidate to take ownership of the e-portfolio, eg by uploading evidence (with assistance if required). |  |
| Guidance and permissions are in place to ensure assessors and verifiers can access the necessary and appropriate areas of the e-portfolio. |  |
| Documents, and evidence in other media formats, can be easily transferred between users (where appropriate). |  |

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| **2. Monitoring** |  |
| Candidates’ progress can be easily monitored by teachers/tutors, assessors and verifiers. |  |
| The system ‘flags’ when the candidate submits work for assessment. |  |
| Comments from assessors and verifiers are protected from amendment and can be viewed online (where appropriate). |  |
| **3. Communication and supporting learner progress** |  |
| The system provides access to, or links to, communication tools (e-mail, blogs, forums, diaries), with clear rules on who has permission to use these. |  |
| The system can record and communicate the views of candidates, assessors and internal verifiers. |  |
| Communication tools allow:   * candidates to communicate with each other (where appropriate), with teachers/tutors, and with assessors * assessors to support candidates and communicate with internal verifiers |  |
| **4. Cross-referencing** |  |
| There is a facility for candidates and assessors to cross-reference evidence:   * to other items of evidence * to qualification and assessment criteria * to more than one assessment criteria * across qualifications (where appropriate) |  |

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| **5. Ease of use and quality of presentation** |  |
| The system facilitates the storing, linking, and presenting of evidence in different media formats, including evidence relating to work experience or placements. This could include:   * text files * sound files * scanned images/pictures * video files * digital photographs * web links |  |
| The system provides good visual presentation of evidence, both work-in-progress and evidence ready for assessment. |  |
| The system uses standardised templates which are user friendly. |  |
| Customisation for candidates with special requirements is permitted. |  |
| The system can present different ‘views’ of information to meet the requirements of each user. |  |
| Candidates (as well as centre staff) are able to upload evidence (with help if required) and indicate where they think this may be suitable for assessment for Outcomes/Units. |  |
| The system can link to other documents/areas, such as centre policies and procedures, information on qualifications and appropriate websites. |  |
| **6. Induction/training/support** |  |
| The system support includes the provision of induction/training for candidates, centre staff and external verifiers in the use of the e-portfolio product. |  |
| On-going technical help is available, such as:   * online (differentiated by user role and rights) * e-mail response * telephone support * in-centre technical support |  |
| Response times for support are stipulated and sufficient resources are in place to allow these to be met. |  |
| **7. Assessment and verification** |  |
| Assessors are automatically notified when evidence is available for assessment. |  |
| The system provides online access at any time for assessors and internal verifiers, and records when this takes place. |  |
| Comments from assessors and internal verifiers can be protected from amendment, and viewed by external verifiers, and there are clear controls over who views what. |  |
| External verifiers can access the system to sample candidate evidence, verify assessment decisions and confirm the audit trail, including the internal verification process. |  |

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| **8. Reporting** |  |
| There is real time reporting from workplace or assessment locations to the centre back-end systems. |  |
| Candidate assessment reports can be accessed off-site (where appropriate). |  |
| The system can report on credits and qualifications achieved. |  |
| The system allows the centre to customise reports for assessment, verification and attainment purposes (see below). |  |
| **8.1 Generic reports** |  |
| The system can generate standard reports, such as:   * start and end dates for candidates * time taken to complete Unit(s) or qualifications * forms of assessment used * numbers of candidates who have credit for completed Units * gender/diversity/age/equality analysis |  |
| **8.2 Assessment and internal verification reports** |  |
| The system can generate assessment and internal verification reports, such as:   * reports by candidate, by group of candidates or by centre * what happened in assessment ‘events’ * whether assessment has taken place * progress with qualification * evidence/Units which have been assessed and/or internally verified — when, by whom and outcome |  |

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| **9. Audit trails, security and authentication** |  |
| The system provides clear assessment tracking and an audit trail which records:   * who was assessed and by whom * what was assessed, when and where * the outcome of the assessment (the assessment decision) * where the evidence is located |  |
| The system stipulates who is permitted to access the assessment tracking and audit information. |  |
| Unique security passwords/IDs are provided for each level of user. |  |
| The system ensures that only authorised assessors/verifiers or other centre staff have access to assessment records. |  |
| The system ensures that candidates are able to amend their work/evidence only in the period before it is submitted for final assessment. |  |
| The system ensures comments/decisions made by assessors and verifiers are ‘locked’ to prevent unauthorised amendment. |  |
| The system is able to store electronic signatures to support authentication of candidate, assessor and verifier signatures on assessment records. |  |
| The system records the date and time that each document/file is saved into the e-portfolio. |  |
| Completed Units can be ‘locked’. |  |
| The system provides a back-up facility in the event of system failure. |  |
| Access to the system using the internet is secure and encrypted. |  |
| **10. Archiving, retention and Data Protection** |  |
| The system meets SQA requirements for retention of evidence. |  |
| Documents/files are regularly and effectively backed-up, archived and safeguarded against modification. |  |
| Candidates can access their e-portfolio content after completing SQA Units/qualifications, for an agreed period of time, and/or can transfer the e-portfolio content to another system or location. |  |
| The system complies with Data Protection legislation. |  |