



## How to upload evidence

**Step 1** – Click on the qualification tab you are uploading working for.

**Step 2** – Click on the Upload Work widget.

The screenshot displays the SMART ASSESSOR user interface for Hilary Indigo. At the top, there are navigation tabs for 'Overview', '50087009 Edexcel Lev...', '6012653X C&G Level 2...', and '60001082 C&G Level 3...'. The '6012653X C&G Level 2...' tab is selected. The main content area is divided into several widgets: 'Progress' (grey), 'Upload Work' (teal, highlighted with an arrow from Step 2), 'Units' (purple, showing a list of units from 201 to 240), 'Learning Plan' (blue, showing 'Next Session: 25th April 2016'), 'Resources' (orange, showing a stack of books with a '1' icon), 'Files From Course' (pink, showing 'No files found.'), 'Create a CV' (red), and 'Progress Map' (green). On the left, there is a user profile for Hilary Indigo, including her photo, name, and contact information for assessors. At the bottom, there are three circular buttons: 'Book Training', 'Contact Support', and 'Suggest Changes'. A footer message states 'Your next session with : Monday 25th April 9:00AM'.



**Step 3:** Click on the type of evidence you want to upload. Click Choose file and then choose the document from your machine, follow by clicking upload.

Upload File    Link Using URL    Paper Hardcopy    Use other completed units    Select Form  
Select Browse to upload evidence from your hard disk.  
This will then be added to your Evidence Library below where you can cross reference it across your mandatory and optional units.

Choose file   No file chosen   Upload

Evidence Filter

Assigned to Course    All

50087009 Edexcel Level 1 Functional Skills in English

Create Group

| Group | ID   | Evidence Name                              | Description | AFB | Date Uploaded          | Size     | ES | Type | Assessment | Grade | Unit 1                   | Unit 2                              | Unit 3                              | Actions |
|-------|------|--|-------------|-----|------------------------|----------|----|------|------------|-------|--------------------------|-------------------------------------|-------------------------------------|---------|
|       | 9242 | TEST121120150933.docx                      |             |     | 12/11/2015 09:33:32 AM | 11.24KB  |    |      |            |       | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |         |
|       | 9241 | Testo2 ipad.jpeg                           | Testing     |     | 12/11/2015 07:01:12 AM | 2.21KB   |    | DO   |            |       | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |         |
|       | 9236 | Brodie Setaro ILP.pdf                      |             |     | 25/06/2015 09:18:26 AM | 445.67KB |    |      |            |       | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |         |
|       | 9221 | How to clear Cache in IE9.docx             |             |     | 22/05/2015 10:35:11 AM | 2.76MB   |    |      |            |       | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |         |
|       | 9220 | Example Review 1                           |             |     | 20/05/2015 02:14:57 PM | 0B       |    |      |            |       | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |         |
|       | 9218 | Smart Assessor sample upload evidence.docx |             |     | 20/05/2015 11:02:33 AM | 12.42KB  |    | PE   |            |       | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |         |
|       | 9217 | maths.docx                                 |             |     | 20/05/2015 10:16:45 AM | 13.38KB  |    |      |            |       | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |         |



Welcome, Hilary Indigo

Original Version

Evidence Description and Assessment Method

Uploaded evidence file : Example Evidence.docx - 11.33KB

Evidence uploaded by: Hilary Indigo[L] on 15/04/2016 2:30:47 PM

This file will be uploaded to your Evidence Library. First please give it a Name and Description and select the Assessment Method from the options below.

Name:

Declaration:  Please tick to confirm I declare that all material in this submission is my own work except where there is clear acknowledgement and appropriate reference to the work of other.

Description:

Assessor Feedback:  Last Updated by :  
Last Updated on :  
Remaining left characters: - 4000

Upload External Feedback:

Learner Comments:

Points for improvement:

Assessment Method: DO  WT  PE  QA   
PS  DI  SI  ET   
RA  OT  APL/RPL

Assessment:

Session

Grade

Upload Copy of Signature

No file chosen

| Signed in Agreement : | Name : | Signed :                 | ES : | Date : | Signature req:           |
|-----------------------|--------|--------------------------|------|--------|--------------------------|
| Primary Assessor      |        | <input type="checkbox"/> |      |        | <input type="checkbox"/> |
| Secondary Assessor    |        | <input type="checkbox"/> |      |        | <input type="checkbox"/> |
| Learner               |        | <input type="checkbox"/> |      |        | <input type="checkbox"/> |
| Employer              |        | <input type="checkbox"/> |      |        | <input type="checkbox"/> |
| IQA                   |        | <input type="checkbox"/> |      |        | <input type="checkbox"/> |

You can now fill out the evidence description page:

- Tick the declaration to confirm it is your own work
- Give a description of the evidence
- Record your comments
- Select the evidence type
- Link the evidence to a session
- Digitally sign the evidence
- Click save to return to the evidence library



## How to link evidence to units and map to criteria

**Step 1** – select the unit or units the evidence links to.

**Step 2** – Click on the black tick to display the unit criteria.

Upload File  Link Using URL  Paper Hardcopy  Use other completed units  Select Form  
Select Browse to upload evidence from your hard disk.  
This will then be added to your Evidence Library below where you can cross reference it across your mandatory and optional units.

Choose file No file chosen

Your data saved successfully.

Evidence Filter  
 Assigned to Course  All

6012653X C&G Level 2 Diploma in Work-based Agriculture

Create Group

| Group | ID   | Evidence Name                              | Description | AFB | Date Uploaded          | Size     | ES | Type | Assessment | Grade | Unit 201                            | Unit 202                            | Unit 203                            | Unit 204                 | Unit 206                 | Unit 236                 | Unit 240                 | Unit 253                 | Unit 255                 | Unit 259                 | Unit 380                 | Unit 381                            | Actions                  |  |
|-------|------|--|-------------|-----|------------------------|----------|----|------|------------|-------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--|
|       | 9247 | Example Evidence.docx                      |             |     | 15/04/2016 03:03:46 PM | 11.33KB  |    |      |            |       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |  |
|       | 9236 | Brodie Setaro ILP.pdf                      |             |     | 25/06/2015 09:18:26 AM | 445.67KB |    |      |            |       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |  |
|       | 9221 | How to clear Cache in IE9.docx             |             |     | 22/05/2015 10:35:11 AM | 2.76MB   |    |      |            |       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |  |
|       | 9220 | Example Review 1                           |             |     | 20/05/2015 02:14:57 PM | 0B       |    |      |            |       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |  |
|       | 9218 | Smart Assessor sample upload evidence.docx |             |     | 20/05/2015 11:02:33 AM | 12.42KB  |    | PE   |            |       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |  |
|       | 9217 | maths.docx                                 |             |     | 20/05/2015 10:16:45 AM | 13.38KB  |    |      |            |       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |



Map evidence : - 9247 - Example Evidence.docx

Assessor Feedback:

Last Updated by :  
Last Updated on :  
Remaining left characters: - 4000

Save and continue Save and return

Unit 203 - Establish and maintain effective working relationships with others

Evidence Requirements:

| Assessment methods       |   |                                   |   |
|--------------------------|---|-----------------------------------|---|
| DO-Direct Observation    | 0 | ET-Exams and Tests                | 0 |
| WT-Witness Testimony     | 0 | RA-Reflective Account             | 0 |
| PE-Product Evidence      | 0 | OT-Other                          | 0 |
| QA-Questioning & Answers | 0 | APL/RPL-Recognised Prior Learning | 0 |
| PS-Personal Statement    | 0 | SI-Simulation                     | 0 |
| DI-Discussion            | 0 |                                   |   |

Select All PC's

| Map                                 | Maintain working relationships with others  | Gaps                                | Comment | Sign Off                            |
|-------------------------------------|---|-------------------------------------|---------|-------------------------------------|
| <input type="checkbox"/>            | 1.1- Identify opportunities to improve working practices with the appropriate person                | <input checked="" type="checkbox"/> |         | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | 1.2- Carry out activities requiring co-operation with others in accordance with required procedures | <input checked="" type="checkbox"/> |         | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | 1.3- Communicate with others in a way which promotes effective working relationships                | <input checked="" type="checkbox"/> |         | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | 1.4- Keep others informed about work plans or activities which affect them                          | <input checked="" type="checkbox"/> |         | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | 1.5- Seek assistance from others without causing undue disruption to normal work activities         | <input checked="" type="checkbox"/> |         | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | 1.6- Respond in a timely and positive way when others ask for help or information.                  | <input checked="" type="checkbox"/> |         | <input type="checkbox"/>            |
| Map                                 | Understand why good working practices are important   | Gaps                                | Comment | Sign Off                            |
| <input checked="" type="checkbox"/> | 2.1- State why good working relationships are important   | <input type="checkbox"/>            |         | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | 2.2- Suggest ways in which good working relationships can be maintained                             | <input type="checkbox"/>            |         | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | 2.3- State the methods of dealing with disagreements within the workplace                           | <input type="checkbox"/>            |         | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | 2.4- Describe own level of responsibility in relation to dealing with disagreements                 | <input type="checkbox"/>            |         | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | 2.5- State why effective communication is important.  | <input type="checkbox"/>            |         | <input type="checkbox"/>            |

Save and continue Save and return

**Step 3** – click to generate a grey tick in the check box in the map column to the left of the criteria

**For your information:**

**Green** box, indicates the criteria has been signed off by the assessor.

**Yellow** box, indicates evidence already mapped into the criteria (each box represents individual pieces of evidence)

**Red** box, indicates no evidence has been mapped into the criteria

**Step 4** – click save and continue, to save mapping and to continue in this page.

Or

Click save and return to return back the evidence library.