



How E-quality Paperless Portfolio fits the QCA e-Assessment checklist

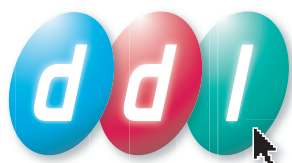
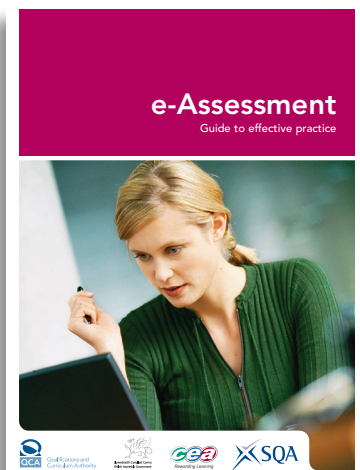
The qualifications regulators for England, Wales and Northern Ireland have created a guide called “**e-Assessment: Guide to effective practice**”. The guide was developed by a team at the Qualifications and Curriculum Authority (QCA) to offer practical information and advice to people involved in the management and delivery of e-assessment within qualifications.

The guide includes a checklist of functionality that prospective e-portfolio users should consider when deciding whether to use an e-portfolio, and which one to choose.

To save you time, we have considered the questions in the checklist and commented on how E-quality fits the functionality requirements raised. We think it makes it clear that E-quality is the complete e-portfolio which meets all VQ needs, cuts costs and improves your productivity.

The full guide is available on the QCA website at www.qca.org.uk/libraryAssets/media/qca-07-3209_e-Assessment_Guide.pdf

If you would like more information about E-quality Paperless Portfolio and details about how to see a demonstration of E-quality in action, visit www.e-qualityportfolio.co.uk, contact us by email - equal@ddluk.com or telephone 0191 280 4162.



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Scope	
If you wish to use the e-portfolio for other purposes (for example, personal development, diagnostic and/or formative assessment), does the product cater for these additional uses?	Yes, E-qual will cater for most types of qualification or assessment standards
Accessibility	
Is the e-portfolio easily accessible by learners, teachers, assessors and moderators?	Yes, it is accessible by all users at any time when an internet connection and web browser are available
Can the product be accessed from locations remote from the centre?	Yes, it is accessible from any location where an internet connection and web browser are available
Can documents/evidence be transferred simply between the relevant users?	Yes
Is it clear who 'owns' the portfolio?	Yes
Monitoring learner progress	
Can a candidate's progress be monitored easily?	Yes, by all roles
Is it possible to conduct initial assessment checks online?	Yes
Can action planning be conducted online with learners?	Yes
Does the system 'flag' when work is received for review?	Yes, Assessors receive notification in their portfolio management area when new work has been carried out
Can additional courses be selected for learners?	Yes, users can be assigned any number of qualifications
Can comments from internal and external assessors be viewed? If so, by whom? Can these comments be protected from amendment?	Yes, comments can be viewed by relevant other roles. They can only be edited by the owner
Cross-referencing	
Is it simple to cross-reference evidence, if this is a prerequisite of the qualifications you are working with? How easy is this to do?	Yes, a simple interface allows adding of evidence across the qualification and a matrix of evidence is created automatically
Can one evidence file (with more than one piece of evidence) be cross referenced to more than one assessment criterion?	Yes, evidence can be cross referenced quickly and easily to any appropriate areas of the qualification
Reports	
Is there real time reporting from workplace to centre back-end systems?	Yes, standard SOAP based webservices are available for reporting
Can learner reporting systems be accessed off-site?	Yes, reports are accessible where an internet connection and browser are available
Can the system report on credits and qualification achievements?	Yes, E-qual can report on partial and full completion
Can the centre customise reports?	Yes
Generic reports	
Can the system generate the following generic reports? For example: <ul style="list-style-type: none"> • size of assessor's case-load • start and end dates for candidates • time taken to complete unit(s) or qualification (in days) • forms of assessment used • number of candidate registrations per assessor • numbers in receipt of credit for completed units • gender/diversity/equality analysis • report by age of candidates • analysis of candidates against national benchmarks. 	Yes, E-qual generates most of these reports automatically. It currently does not have reports on number of days taken to complete, although start and end dates are reported on. It does not enable gender/diversity/age analysis or analysis against national benchmarks

Assessor reports	
Can the system generate the following assessor reports (related to individual learner)? For example: <ul style="list-style-type: none"> • contact prior to visit • what has happened on visit • learner progress • whether assessment has taken place • last time learner seen (attendance) • next scheduled visit • contact schedule overview • flag when learner approaching four weeks between contacts. 	Yes, E-qual generates all of these reports automatically except the four weeks between contacts flag
Employer reports	
Can the system generate the following employer reports? For example: <ul style="list-style-type: none"> • course target plans • candidate progress • percentage completed in time. 	Yes, E-qual generates all of these reports
Audit trails, security and authentication	
Does the product provide an audit trail? If so, who can access the audit trail?	Yes, all management and verification roles can access audit documentation
Are unique security passwords/IDs provided for each level of user?	Yes
Are read-only rights provided?	Yes, managers have read only rights on just the portfolios allocated to them
Is there provision to show only qualified assessor or internal verifier involvement?	Yes
Is it possible to electronically store sample signatures/handwriting?	Yes, scanned signatures can be uploaded into E-qual
Is it possible to 'lock' completed units?	Yes
Does the product provide a back-up facility in the event of system failure?	Yes, standard backup procedures are implemented using server and tape backups. Application is hosted and data is stored in a secure data storage warehouse
Ease of use and quality of presentation	
Is it easy to store: <ul style="list-style-type: none"> • text • sound • scanned images/pictures 	Yes, E-qual will store any file format
Does the product provide good visual presentation of evidence?	Yes, there are 3 different ways of visualising added evidence
Does the product use standardised templates? Are they user friendly?	Yes, E-qual uses standard functionality throughout
Does the product permit customisation for candidates with special requirements	Standard operating system accessibility functions are supported
Can the system present different 'views' of information dependent on role (for example, learner, assessor or moderator)?	Yes, each role has there own functionality and view of evidence
Does the product provide links to other documents/areas, for example, centre policies and procedures and qualification documentation?	Yes, E-qual contains a Resources area where any general documentation and other materials can be added and shared
Can both staff and learners upload evidence?	Yes
Can CDs be generated from portfolio content?	Yes

Internal and external assessment	
Are networked standards available to assessors, to enable easy assignment to students on- and off-site?	<i>Standards are available in each portfolio, online, for easy assignment</i>
Are assessors automatically notified when evidence is available for assessment?	Yes , Assessors receive notification in their portfolio management area when new work has been carried out
Can internal/external assessors have access online at any time, with a record of when this takes place?	Yes , verifier sampling and reporting records when assessors work has been looked at
Can assessor access be 'managed', and recorded when it takes place?	Yes , all comments are dated and the last access by the assessor is recorded
Can comments from assessors be viewed, with control over who views what data?	Yes , assessors comments can be viewed by the relevant roles
Can comments be protected from amendment?	Yes , once comments are locked they cannot be changed
Communications links	
Can the e-portfolio be integrated with the centre's email system?	Yes , E-qual provides facilities to include email addresses for all users that will link with standard email systems
Can learners have webmail accounts?	<i>There is no email system within E-qual. Most centres already have a standard email system in place which we do not deem necessary to replace</i>
Can the system link with the centre's VLE or learning management system?	<i>E-qual can be made available through a centre's VLE and SOAP webservices may make integration possible with some systems</i>
Are email contacts and distribution lists for course students produced automatically?	Yes
Can the system be accessed remotely by designated staff, learners, employers and so on?	Yes
Is there the facility for staff to use the system offline for assessment or verification purposes?	<i>There is not currently an offline system</i>
Can PDAs be used for off-site assessment purposes?	<i>There is not currently a PDA version, although DDL are investigating the viability of such a system</i>
Archiving and retention	
Are archived documents safeguarded against modification?	Yes , documents that have been uploaded cannot be modified and once they have been locked they cannot be removed
Can a learner access content at a later date/transfer it to another e-portfolio system or location?	Yes , although there is not currently a comprehensive defined standard for portfolio integration, evidence can be exported from E-qual
Induction/training/support	
Does the supplier provide induction/training programmes for candidates and centre staff in the use of the e-portfolio product?	Yes , walkthrough's and documentation is provided. Training is available
Would the supplier be prepared to provide training for awarding body assessors in the operation of the e-portfolio product?	Yes
What help provision is there? For example: <ul style="list-style-type: none"> • online (differentiated by user role and rights, and contextualised) • email response • telephone support • in-centre technical support (including any geographical limitations). 	<i>Each role has its own animated overview and user guides are available. A full email support system is in operation as well as office hours telephone support. A Support area for frequently asked questions is also available on the E-qual website</i>