



Uploading learner evidence with confidence

Agenda

- Purpose and importance of uploading learner evidence
- How to upload External Assessment digital evidence
- Moderation / External Quality Assurance
- Common missteps and how to avoid them
- What happens after you upload?
- Supporting materials
- Q&A.



Purpose and importance of uploading learner evidence

- Regulatory and quality assurance requirements
- How evidence supports assessment decisions
- Protecting centres and learners
- Efficiency for everyone
- Impact of missing, late, or incorrect evidence (delays, queries, sanctions).



How to upload digital evidence to the NCFE Portal – External Assessment



Evidence is uploaded via the NCFE Portal.

You can access your Portal account via ncfe.org.uk, then selecting '**Log in and Portal**' from the top right-hand corner

If you cannot remember your password, simply click the 'Forgot your password?' link to be directed to a reset page.



Sign in

Sign in with your email address

Email Address

Password

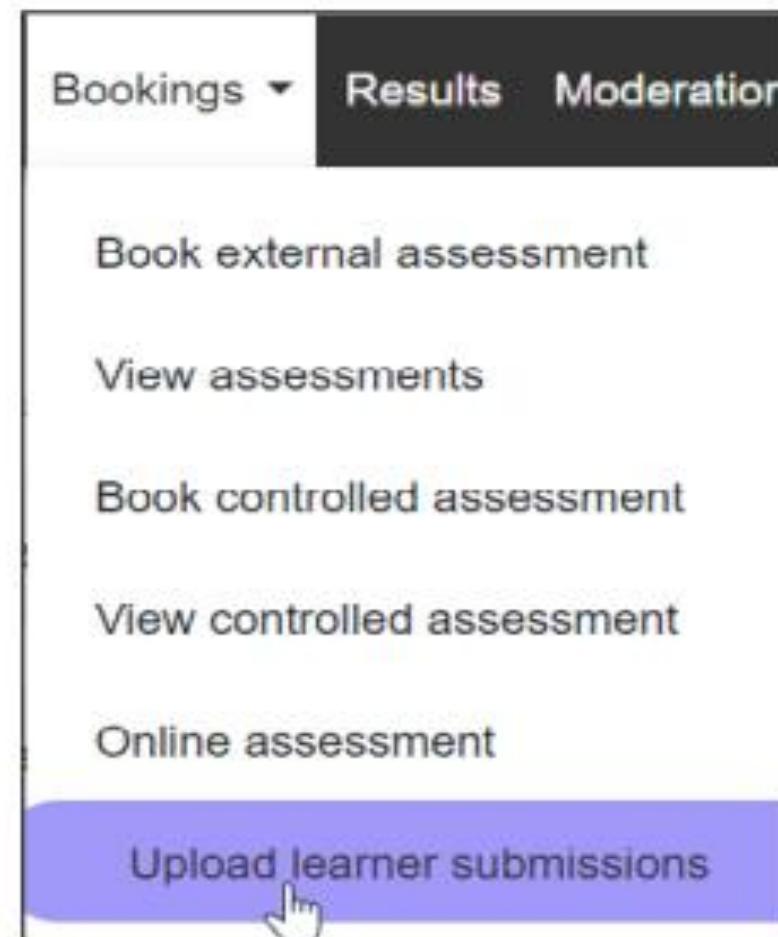
[Forgot your password?](#)

[Sign in](#)

If you are an NCFE colleague, please sign in here

[Sign In](#)

To upload learner submissions for both types of evidence, select 'Upload learner submissions' from the 'Bookings' menu. Your learners must be booked onto an assessment to use this functionality.



You can find your learners by searching batch, forename, surname, date of birth, NCFE learner number, ULN, product code, assessment window or assessment name.

By clicking the date, you will see how much time you have remaining to upload your learner evidence.

Upload learner submissions

You'll be able to upload supporting documents for learners in this area.

Please note for external assessments you must upload the Invigilator Register (IR) before you can submit any learner submissions.

Batch	Forename	Surname	DOB	NCFE learner number	ULN	Product code	Assessment window	Assessment name	Options
805726262	Forename	Surname	dd/mm/yyyy	Learner No.	ULN	Product code	Assessment window	Assessment name	<button>Search</button>
▼ 805726262	T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2 (Core) - 17 April 2023 - 28 April 2023 - Assignment 2A (Supporting Healthcare - Core)								<button>Submit for Marking</button> 10 Mar 2023
▼ 805726262	T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A1 (MID) - 20 March 2023 - 31 March 2023 - Assignment 1 (Supporting the Midwifery Team)								<button>Submit for Marking</button> 20 Mar 2023
▼ 805726262	T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2B (MID) - 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)								<button>Submit for Marking</button> 16 Mar 2023

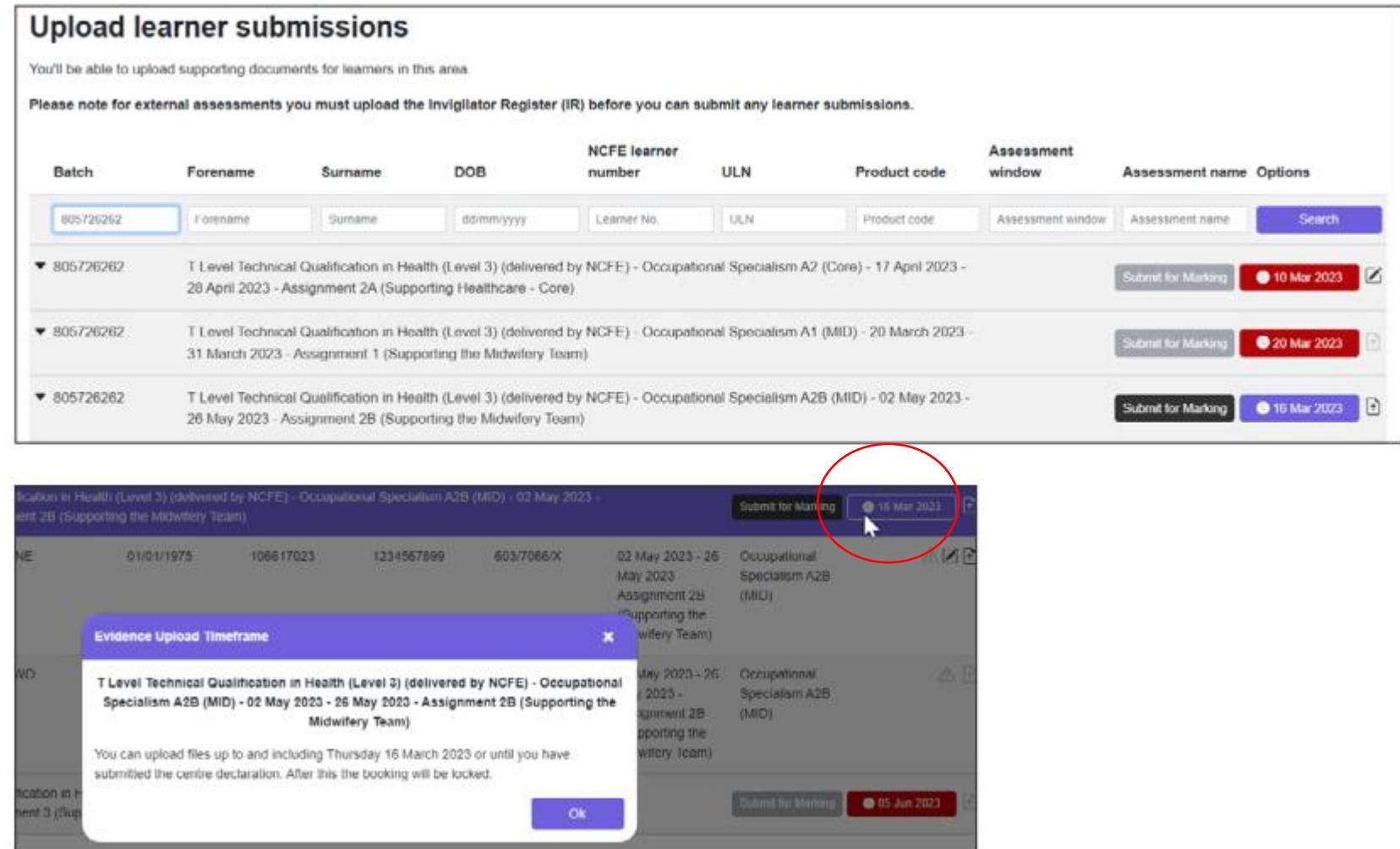
Evidence Upload Timeframe

T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2B (MID) - 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)

16 Mar 2023

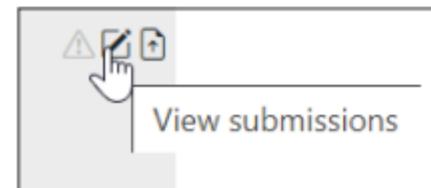
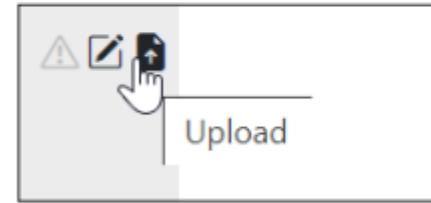
You can upload files up to and including Thursday 16 March 2023 or until you have submitted the centre declaration. After this the booking will be locked.

Ok Submit for Marking 16 Mar 2023

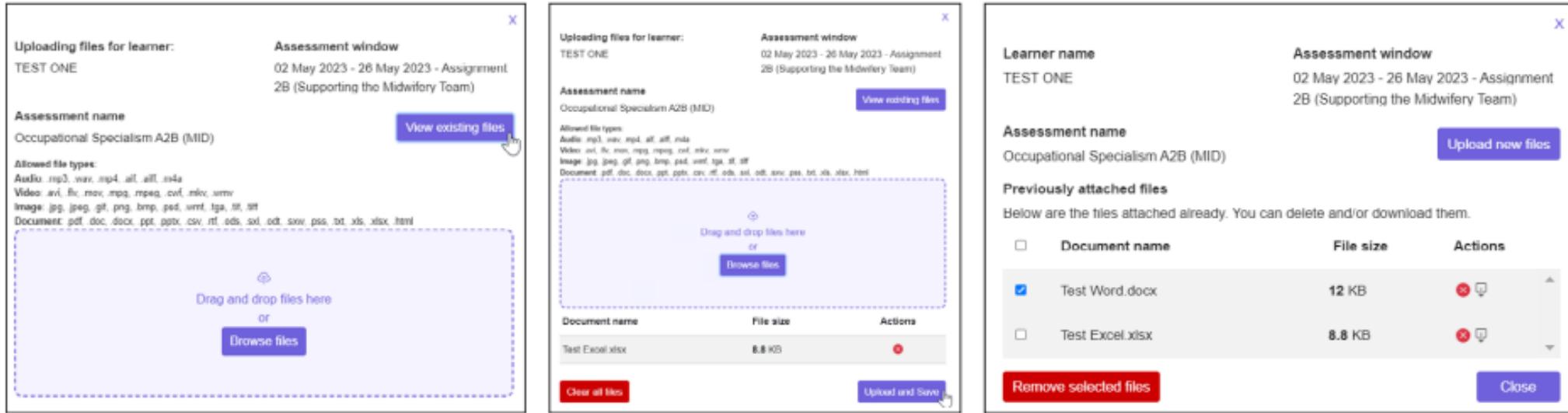


You can then select the assessment and expand the list of learners. You'll then be able to submit evidence for these learners. To upload evidence, select the upload icon from the right-hand side of the screen. You can then upload your files.

T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2B (MID) - 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)									Submit for Marking	16 Mar 2023	Print
805726262	TEST	ONE	01/01/1975	106617023	1234567899	003/7066/X	02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)	Occupational Specialism A2B (MID)			
805726262	TESTER	TWO	01/01/1970	106617024	1234567899	603/7066/X	02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)	Occupational Specialism A2B (MID)			



You can also view submissions and delete any which are no longer needed.



Uploading files for learner: TEST ONE

Assessment window: 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)

Assessment name: Occupational Specialism A2B (MID)

View existing files

Allowed file types:

- Audio: mp3, wav, mp4, aif, aiff, m4a
- Video: avi, flv, mov, mpq, mpeg, cwf, mkv, wmv
- Image: jpg, jpeg, gif, png, bmp, pdf, wmf, tga, iff, iff
- Document: pdf, doc, docx, ppt, ppsx, csv, rtf, eds, xsl, odt, xlsx, pps, txt, xls, xlsx, html

Drag and drop files here or [Browse files](#)

Uploading files for learner: TEST ONE

Assessment window: 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)

Assessment name: Occupational Specialism A2B (MID)

View existing files

Allowed file types:

- Audio: mp3, wav, mp4, aif, aiff, m4a
- Video: avi, flv, mov, mpq, mpeg, cwf, mkv, wmv
- Image: jpg, jpeg, gif, png, bmp, pdf, wmf, tga, iff, iff
- Document: pdf, doc, docx, ppt, ppsx, csv, rtf, eds, xsl, odt, xlsx, pps, txt, xls, xlsx, html

Drag and drop files here or [Browse files](#)

Document name File size Actions

Test Excel.xlsx	8.8 KB	Delete
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[Over all files](#) [Upload and Save](#)

Learner name: TEST ONE

Assessment window: 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)

Assessment name: Occupational Specialism A2B (MID)

Upload new files

Previously attached files

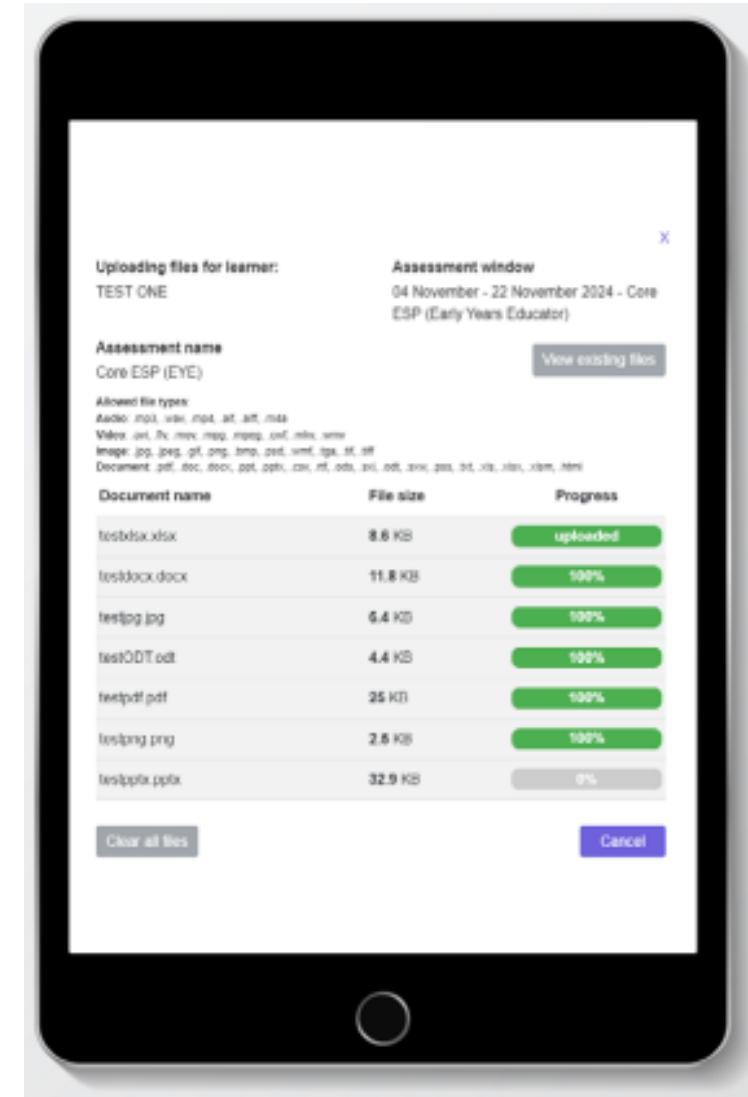
Below are the files attached already. You can delete and/or download them.

Document name	File size	Actions
Test Word.docx	12 KB	Delete Download
Test Excel.xlsx	8.8 KB	Delete Download

[Remove selected files](#) [Close](#)

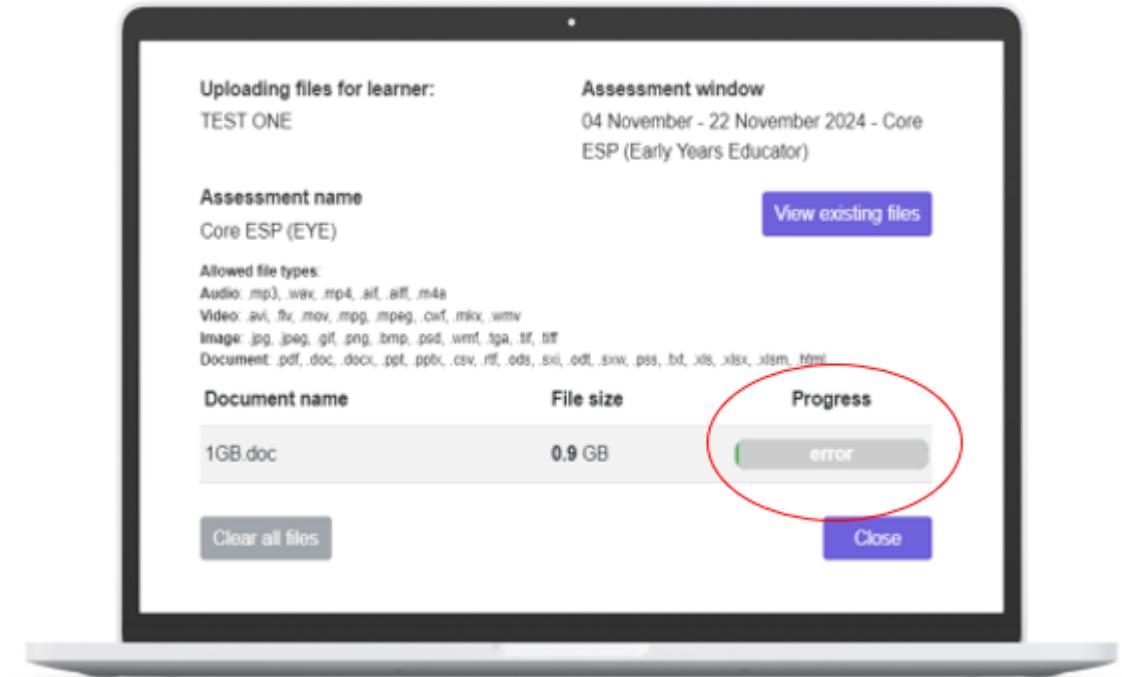
As above, you can see the learner and assessment information to ensure you're uploading work against the correct learner. You can upload up to 15 files at a time with an individual file size limit of 2GB. However, larger files will take longer to upload.

Once you have selected the files to upload and pressed the upload and save button, you'll see a progress bar next to the files highlighting the percentage of the document uploaded. It will show as completed when the file has been fully uploaded.



If any files fail to upload, they will show as an error in the progress bar.

The reason for the error could be down to a poor internet connection, so we would always advise centres make multiple attempts to upload a file before contacting our Customer Support team to tell us about a failed import.



Before confirming your submission, you will also need to upload the invigilators register for the batch. To upload the invigilator's register, click on **View IR Files**, the button on the right of the batch on the upload learner submission screen.

Upload learner submissions

You'll be able to upload supporting documents for learners in this area.

Please note for external assessments you must upload the Invigilator Register (IR) before you can submit any learner submissions.

Batch	Forename	Surname	DOB	NCFE learner number	ULN	Product code	Assessment window	Assessment name	Options
80588697	Forename	Surname	dd/mm/yyyy	Learned No.	ULN	Product code	Assessment window	Assessment name	<button>Search</button>
▲ 80588697	NCFE CACHE Technical Level 3 Extended Diploma in Health and Social Care - HSIED2 - 07 May - 26 May 2026 - HSIED2						<button>View IR Files</button>	<button>Submit for Marking</button>	07 May 2026
Currently showing : All Learners (1)									
80588697	TEST	USER_001	11/11/2000	107746303	60164358	07 May - 26 May 2026 - HSIED2			
<button>First</button>	<button>< Previous</button>	<button>1</button>	<button>Next ></button>	<button>Last</button>	Your search returned 1 booking(s). Displaying page 1 of 1				

Then either select the invigilator's register through the browse file option or drag and drop it. Once the invigilator's register appears as a file to upload, tick the box stating that it is the IR and then press the upload and save button.

By clicking on the 'Submit for Marking' button, you can confirm your submission.

The image shows a screenshot of the NCFE Learning Management System (LMS) interface. On the left, a file upload dialog box is open, prompting the user to 'Drag and drop files here' or 'Browse Files'. The dialog box includes fields for 'Assessment name' (Core ESP (EYE)), 'Allowed file types' (Image: jpg, jpeg, gif, png, bmp, pct, wmf, tga, tif, iff; Document: pdf, doc, docx, ppt, pptx, csv, RT, ods, xsl, odt, xlsx, pax, txt, xls, xlsx), and 'Actions' (Clear all files, Upload and Save). On the right, the assignment details are displayed: 'T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2B (MID) - 02 May 2023 - Supporting the Midwifery Team'. The submission date is listed as '02 May 2023 - 26 May 2023 - Assignment 2B (MID)'. A 'Submit for Marking' button is highlighted with a red circle. A confirmation dialog box titled 'Submit Marks Declaration Confirmation' is overlaid, stating: 'T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2B (MID) - 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)'. It includes a message: 'Confirming this declaration will prevent any further uploads for this booking. If you need to upload any files after this point then you will need to contact us.' with 'Cancel' and 'Confirm Submission' buttons.

Viewing and deleting learner evidence

- You can view which files have been uploaded against each learner. A learner who has had submissions uploaded will have an additional edit icon next to their booking.
- By selecting the edit function, you can view which files have been uploaded, upload additional files, or remove files.

Batch	Forename	Surname	DOB	NCFE learner number	ULN	Product code	Assessment window	Assessment name	Options
805718771	Forename	Surname	dd/mm/yyyy	Learner No.	ULN	Product code	Assessment window	Assessment name	<input type="button" value="Search"/>
▲ 805718771	NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator) - EYE/EA1 - 20 January 2023 - EYE/EA 1								<input type="button" value=""/>
805718771	LEARNER	SUBMISSIONS		106560178		601/4000/8	20 January 2023 - EYE/EA1	EYE/EA 1	<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>
805718771	LEARNER	SUBMITTED		106560179		601/4000/8	20 January 2023 - EYE/EA1	EYE/EA 1	<input type="button" value=""/> <input type="button" value=""/>

Learner name
LEARNER SUBMISSIONS

Assessment window
20 January 2023 - EYE/EA 1

Assessment name
EYE/EA1

Previously attached files
Below are the files attached already. You can delete and/or download them.

<input type="checkbox"/> Document name	File size	Actions
<input type="checkbox"/> Example file CSV.csv	0.3 KB	<input type="button" value=""/> <input type="button" value=""/>
<input type="checkbox"/> Example file AVI_480_750kB.avi	0.7 MB	<input type="button" value=""/> <input type="button" value=""/>
<input type="checkbox"/> Example file JPEG.jpeg	88.7 KB	<input type="button" value=""/> <input type="button" value=""/>
<input type="checkbox"/> Example file Excel.xlsx	5.4 KB	<input type="button" value=""/> <input type="button" value=""/>
<input type="checkbox"/> Example file AIF Audio File-44100hz.aif	2.8 MB	<input type="button" value=""/> <input type="button" value=""/>



Moderation / External Quality Assurance



Who is the External Quality Assurance Team?

The External Quality Assurance (EQA) team at NCFE manages and monitors evidence uploads for moderated qualifications.

The EQA team has three sub teams:

- **T Level moderation – T Level moderated components**
- **V Cert moderation – non-exam assessments (NEA)**
- **External quality assurance** – all other qualifications with internal assessment.



**When and why will the
Moderation team
contact you about
evidence uploads?**



Automated emails via the Portal:

- Sampling plan list is available to view
- The evidence upload deadline has been missed

Manual emails from the moderation team:

- Missing or incomplete evidence at any stage in the moderation window (**May-July**)
- Discrepancies between evidence content and marks submitted (**May-July**)

Phone:

- If attempts to contact by email have failed
- **We will cease sending reminders after 15 July 2026**



Top tip: If missing evidence is flagged, review all learners on the sampling plan to prevent repeated contact and avoid delays.

How many learners do we submit evidence for?

Cohort Size	Sample size
Up to 5	All
6 – 10	All
11 – 15	All
16 – 100	15
101 – 200	20
Over 200	25



Top Tip: For cohorts of up to 15 learners, upload all evidence immediately – no need to wait for a sampling plan.



Common missteps and how to avoid them

Missing / incomplete evidence

Solution:

- Double checking / second pair of eyes check process in place
- Check the file naming convention – this is found in the Provider Guide
- Review the 'Evidence Upload Checklists'
- Check the deadlines as to when evidence must be submitted

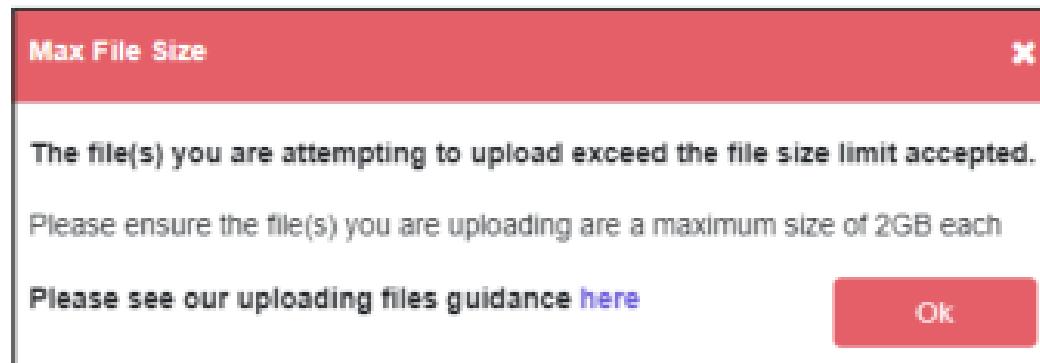




File size

The maximum individual file size accepted by NCFE is 2GB, and the maximum number of files that can be uploaded simultaneously is 15. For context, 2GB could store a high definition, 2-hour film, therefore with the correct settings is more than sufficient to accommodate video recordings from external assessments. The smaller the file size, the quicker the upload, therefore centres should aim to create files which are as small as reasonably possible, whilst maintaining sufficient quality.

If you try to upload a file larger than 2GB, you'll receive the following error message:





Internet speed

You can check your current broadband upload and download speeds by doing a simple internet search for “broadband speed test” and then running the test that is returned in the results. As you’ll be uploading files the upload speed information is more important than the download speed.



File size comparison

The following are examples of why the 720p resolution is advised compared to a 4k recording:

Example	Approximate timings
10-minute recording at 720p on a slow upload speed of 5mbps	8 minutes per learner
10-minute recording at 720p on a medium upload speed of 15mbps	2.5 minutes per learner
10-minute recording at 720p on a fast upload speed of 40mbps	1 minute per learner
10-minute recording at 4k on a slow upload speed of 5mbps	1 hour 54 minutes per learner
10-minute recording at 4k on a medium upload speed of 15mbps	38 minutes per learner
10-minute recording at 4k on a fast upload speed of 40mbps	15 minutes per learner



Moderation

- **Correct learner:** Use the registered name (preferred name can be included) and NCFE learner number
- **Naming files:** Centre number_NCFE Learner number_First name_ Surname_Task or Assignment number/s
- **Missing evidence:** Clearly label each task/assignment. If no evidence is submitted, clearly note this on the Assessor Feedback to Learner form
- **Correct contacts:** Exams Officer, Head of Centre and Programme Contact details should be up to date
- **Mark discrepancies:** Ensure marks on the Portal match the Assessor Feedback to Learner form
- **File size:** Smaller files upload faster – keep them as small as possible while maintaining quality



**What happens after you
upload?**

Evidence will be reviewed by our administrative team before being shared with the examining team.

If the team identify any issues with the evidence you've submitted, such as missing evidence, evidence submitted for the wrong learner, or illegible evidence, they will contact the Examinations Officer to seek clarification and potentially request a re-uploading of the evidence.





Supporting materials



There are many supporting materials to help you in your role, including, but not limited to:

- Evidence upload checklist
- Qualification Specific instructions for Delivery
- Key Dates Schedule or assessment timetable
- Portal User Guide
- Access to our Customer Support team – available via phone, email and webchat services



Q&A



THANK YOU