



# 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](https://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

[Forgot your password?](#)

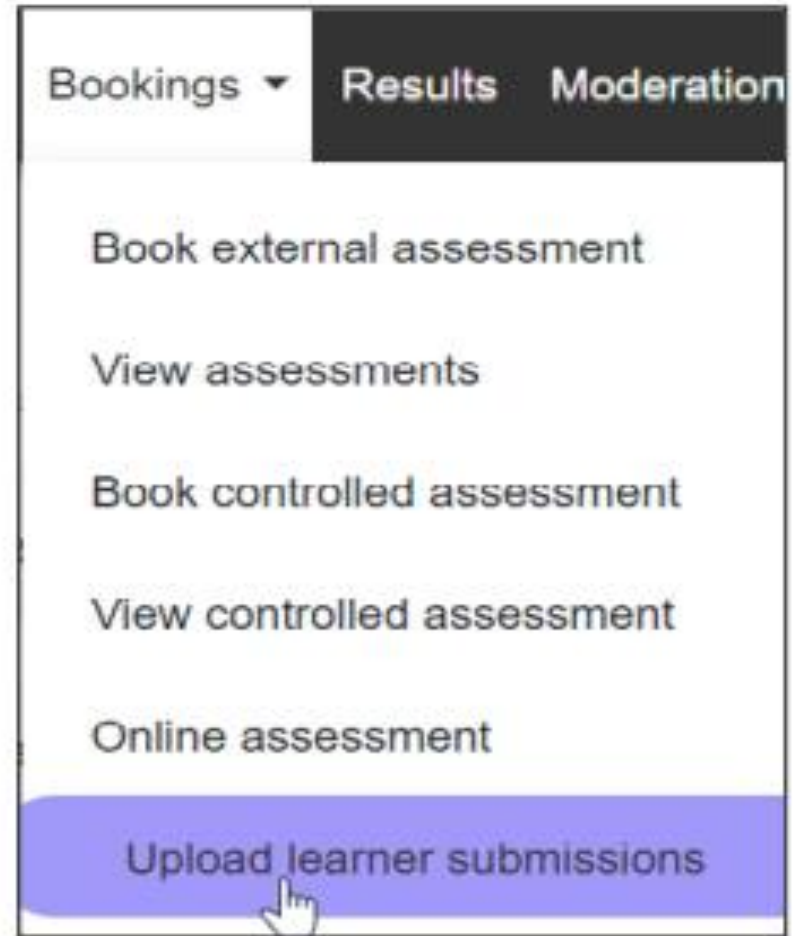
Sign in

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.

### 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	

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

Occupational Specialism A2B (MID) - 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)

Submit for Marking 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)

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.

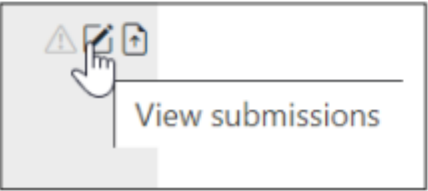
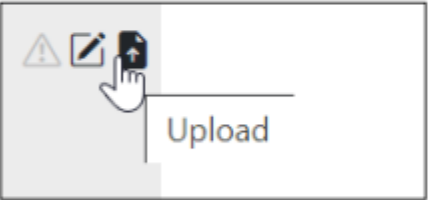
Ok



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.

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

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)							Submit for Marking	16 Mar 2023	
805726262	TEST	ONE	01/01/1975	106617023	1234567899	603/7066/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)			







Uploading files for learner:  
TEST ONE

Assessment name  
Occupational Specialism A2B (MID)

Allowed file types:  
Audio: mp3, wav, mp4, aif, aiff, m4a  
Video: avi, flv, mov, mpg, mpeg, cwt, m4v, wmv  
Image: jpg, jpeg, gif, png, bmp, psd, uxr, tga, tif, tiff  
Document: pdf, doc, docx, ppt, pptx, csv, rtf, ods, xsl, odt, sww, pss, txt, xls, xlsx, html

Drag and drop files here  
or  
Browse files

View existing files

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

View existing files

Allowed file types:  
Audio: mp3, wav, mp4, aif, aiff, m4a  
Video: avi, flv, mov, mpg, mpeg, cwt, m4v, wmv  
Image: jpg, jpeg, gif, png, bmp, psd, uxr, tga, tif, tiff  
Document: pdf, doc, docx, ppt, pptx, csv, rtf, ods, xsl, odt, sww, pss, txt, xls, xlsx, html

Drag and drop files here  
or  
Browse files

Document name	File size	Actions
Test Excel.xlsx	8.8 KB	

Close all files

Upload and Save

Learner name  
TEST ONE

Assessment name  
Occupational Specialism A2B (MID)

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 checked="" type="checkbox"/>	Test Word.docx	12 KB	
<input type="checkbox"/>	Test Excel.xlsx	8.8 KB	

Remove selected files

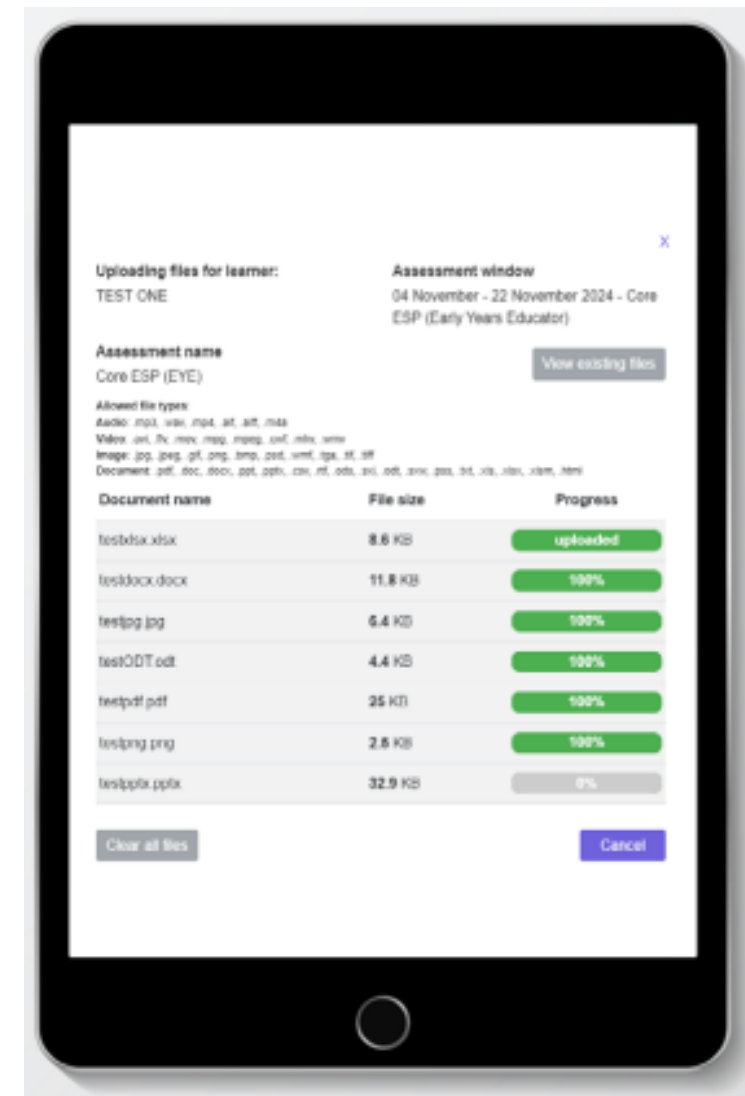
Close

Upload new files

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.



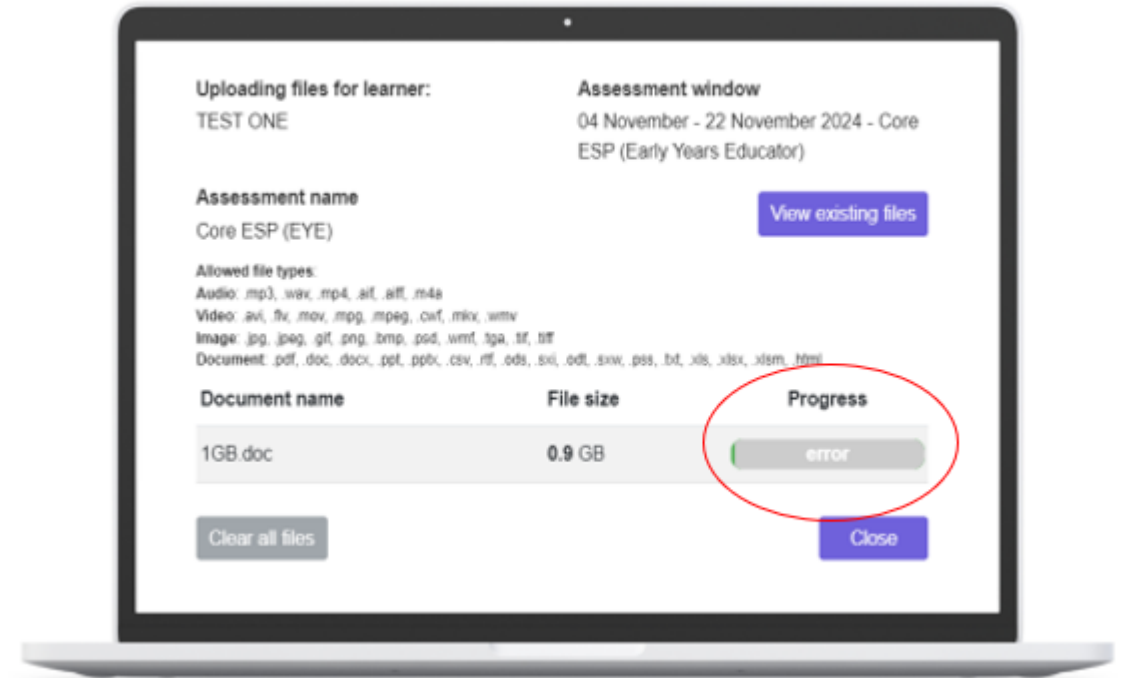
Once you have selected the files to upload and pressed the upload and save button, you'll see a progress bar next to the files highlighting the percentage of the document uploaded. It will show as completed when the file has been fully uploaded.





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
80586667	Forename	Surname	dd/mm/yyyy	Learner No	ULN	Product code	Assessment window	Assessment name	Search
80586667	NCFE CACHE Technical Level 3 Extended Diploma in Health and Social Care - HSED2 - 07 May – 26 May 2026 - HSED2						View IR Files	Submit for Marking	07 May 2026
Currently showing : All Learners (1)									
80586667	TEST	USER_001	11/11/2000	107746303		60164358	07 May – 26 May 2026 - HSED2	HSED2	Upload

First < Previous 1 Next > Last

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.

Assessment name  
Core ESP (EYE) [View existing files](#)

Allowed file types:  
image: .png, .gif, .bmp, .jpeg, .psd, .wmf, .tga, .tif, .tiff  
Document: .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .xlsb, .xlsm, .xltx, .xltm, .xlam, .xps, .htm, .html, .xml

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

Document name	File size	Invigilators register	Actions
External Assessment Invigilators Register TQ-805739711.pdf	0.2 MB	<input checked="" type="checkbox"/>	<a href="#">Download</a> <a href="#">Delete</a>

[Clear all files](#) [Upload and Save](#)

Submit Marks Declaration Confirmation

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)

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.

[Cancel](#) [Confirm Submission](#)

01/01/1975	106617023	1234567899	603/T066/X	02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)	Occupational Specialism A2B (MID)	<a href="#">Submit for Marking</a> <a href="#">05 Mar 2023</a>
				May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)	Occupational Specialism A2B (MID)	<a href="#">Submit for Marking</a> <a href="#">05 Jun 2023</a>



# 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								
805718771	LEARNER	SUBMISSIONS		106560178		601/4000/8	20 January 2023 - EYE/EA 1	EYE/EA1	
805718771	LEARNER	SUBMITTED		106560179		601/4000/8	20 January 2023 - EYE/EA 1	EYE/EA1	

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="checkbox"/>	Example file AVI_480_750kB.avi	0.7 MB	
<input type="checkbox"/>	Example file JPEG.jpeg	88.7 KB	
<input type="checkbox"/>	Example file Excel.xlsx	5.4 KB	
<input type="checkbox"/>	Example file AIF Audio File-44100hz.aif	2.8 MB	



# **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

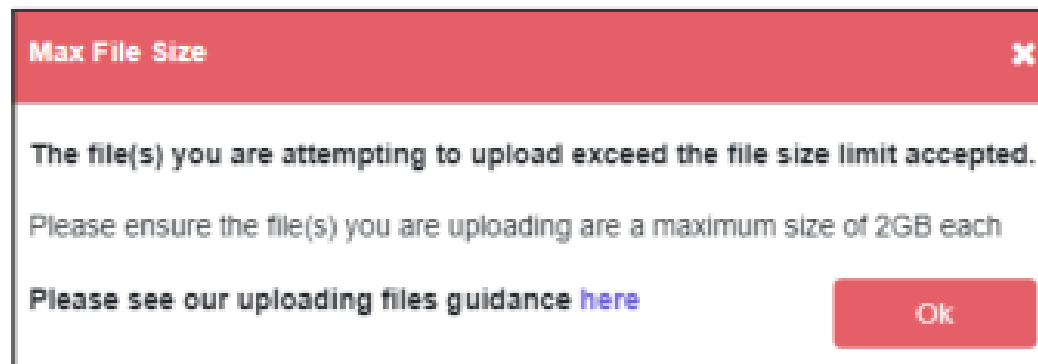




## File size

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

**NCFE**

**Q&A**



**THANK YOU**