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Top Tips for Assessment	
When should the candidates complete their units of work?	It is expected that candidates will be first taught the knowledge and skills required to achieve the individual unit Learning Outcome. They should then be given adequate time to apply these in order for the evidence required in the Assessment Criteria may be gathered and assessed.
How much evidence do I need to send to the moderator? The unit has been allocated 60 Guided Learning Hours (GLH). The candidate has generated a lot of work for the unit. Do I have to send everything?	You do not have to send all of the candidate's work, only enough evidence to meet all of the Assessment Criteria for the unit. The Guided Learning Hours reflect a possible time-frame of learning. The evidence sent when a unit is completed is the final product from the candidate and should not include all of the underpinning work.
My candidates will undertake group work and activities as part of their learning. Can group work be submitted for a cohort of candidates?	No. These qualifications allow for candidates to work in groups or with others, for example, in undertaking research and generating ideas. But, candidates must provide an **individual** response as part of any task outcome.
For how long is the evidence that I have collected valid?	The QCF structure does not have any restrictions on the date the unit was achieved. However, we recommend that centres do not keep units for too long before submitting them. If there is an issue with the internal assessment the candidate may have to redo the unit.

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If I have a witness statement, do you need additional evidence to support the statement?	There is no requirement to submit additional evidence to support the witness statement. A witness statement form is available on the qualification web page. Only include additional evidence if it forms part of the evidence for that learning outcome to clarify how a candidate has met the assessment criteria. Additional evidence could take the form of video footage, photographs, PowerPoint's etc.
How much do I need to annotate evidence?	Annotation is always helpful for the moderator to understand 'how' the candidate has achieved the assessment criteria. The level of annotation will depend on the individual unit and the individual candidate evidence - some units will have less or more than others.
Can I submit electronic evidence?	Yes. Where portfolios contain electronic evidence that is greater than 10MB, e.g. digital recordings or other digital information, video footage, sound recordings, this must be submitted as a DVD and posted to the moderator. If your centre uses e-portfolios, and you are prepared to provide log on information to our moderator, we can moderate the candidates' e-portfolios.
What evidence do I need to send in for each candidate?	The evidence that must be included for each candidate is as follows: • a printout of the full claim from Interchange • a Submission Cover Sheet for each candidate which can be downloaded from our qualification page • a Candidate Evidence Record Sheet which can be downloaded from our qualification page • all relevant evidence (please see the evidence requirements section within the unit specification for specific guidance) The relevant evidence that is included for each candidate will depend on the unit that is being claimed and the preference for evidencing a particular unit. The key issue is that the evidence must clearly indicate how the individual candidate has met the Assessment Criteria and therefore achieved the Learning Outcomes for each unit.