

### NOTES ON RECORDING EVIDENCE

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There are two forms for recording learner evidence for this qualification. Where possible, these forms should be filled in by the learner with the help of an assessor if necessary.

The combination of these forms provides the learner's record of what evidence has been accepted as proof of competence and where that evidence can be found, as well as recording progress towards, and achievement of units.

E-portfolio systems, if used instead of paper portfolios, will generate evidence referencing and scoring.

#### Evidence Record Sheet (ERS)

Each learner requires one ERS for each unit they complete. (OCR has designed an ERS specifically for each unit.) The form is used to link the evidence to each of the assessment criteria, and thereby show how the learner is able to meet all the assessment requirements. The appropriate evidence reference (from the Evidence Log) should be inserted beside each of the assessment criteria. There may be more than one piece of evidence applicable to each assessment criteria. For each piece of evidence, assessors will be advised to identify the method that has been used to assess the evidence. OCR external verifiers will look for this information when verifying the qualification.

When recording the method of assessment, the following individual codes should be used:

Method of assessment used	Code to be inserted on ERS
Observation of the learner by the assessor	O
Examination of the evidence by the assessor	
Examination of a product	EP
Examination of the witness testimony	EWT
Examination of a case history	ECH
Examination of a personal statement	EPS
Examination of written answers to questions	EWA
Questioning of the learner or witness by the assessor	
Questioning of the learner	QL
Questioning of the witness	QW
Professional Discussion	PD

These codes are also given on the ERS itself for reference.

#### Record of Achievement

This form is designed to record a learner's progress through the qualification. It will show, at a glance, which units the assessor considers the learner to have completed. The use of this form is optional.