



# Evidence Record, file upload/Self-Assessment, files and Hand-in

November 2022



Contents

1. Evidence Record .....3-5

1.1. File upload and Self-Assessment .....5-11

1.1.1. Files .....12-16

1.1.1.1. Hand-in.....17-19



## 1. Evidence Record

The Evidence Record provides you with a unit breakdown of progress, files uploaded, the unit description and any default resources.

It is recommended that you study the evidence record for each unit; this will help if you self-assess your work.

1) To access the Evidence Record, from your Home page select View for the components (unit) that you want to access.

You may have more components (units) than the ones listed; select View all Components to view all.

**ManageAssess** Home Journal Components Files Groups Jan Learner (Student) Log out

Menu

Level 2 NVQ Diploma in Beauty Therapy General

Progress Through Assigned Work (0.7%)

Completed ☐ Assigned Units ☐ Unassigned Units

Component Breakdown

Open (7) Awaiting Marking (0) Marked (1)

Next 5 Components

Component Name	Due Date	Files	Status	Actions
<a href="#">UG200B5 - Carry out waxing services</a>	due unknown	0 Files	Open	<a href="#">View</a>
<a href="#">UG200N3 - Provide pedicure services</a>	due unknown	0 Files	Open	<a href="#">View</a>
<a href="#">UG21G18 - Promote additional services or products to clients</a>	due unknown	0 Files	Open	<a href="#">View</a>
<a href="#">UG21G18 - Develop and maintain effectiveness at work</a>	due unknown	0 Files	Open	<a href="#">View</a>
<a href="#">UG200B5 - Enhance the appearance of eyebrows and eyelashes</a>	due unknown	0 Files	Open	<a href="#">View</a>

[View all Components](#)

Latest Activity Showing: [My Activity](#) [NewsFeed](#) Show: 10

<https://manage.dabdev.net/tasks/marksheet/30cebf05-6643-45e2-88cd-05eb43d49208/>



## 2) The Evidence Record screen displays:

- External exam results
- Files uploaded by you and/or your tutor
- Posts tagged to the component (unit)

**ManageAssess** Home Journal **Components** Files Groups Jon Learner (Student) Log out

Menu My Components Timeline

**Evidence Record**

UB200B6 - Carry out waxing services for Jon Learner (jsnvqvrqlearner)

Start date: -- End date: --

Status: Open [Checklist](#)

Title	Result
Exam result	Nothing to display
Exam result	Nothing to display

Uploaded by Student

[upload new / manage tagged files...](#)

Uploaded by Teacher

Related posts

Observation Outcome 1

Progress (as tagged by Student) 0 of 10 tagged

0%

- Progress as marked by your self-assessment
- Progress as marked by your tutor

**ManageAssess** Home Journal Components Files Groups Jon Learner (Student) Log out

Related posts

Observation Outcome 1

Progress (as tagged by Student) 0 of 10 tagged

0%

Progress (as marked by Teacher) 0 of 10 tagged

0%

Observation Outcome 2

Progress (as tagged by Student) 0 of 8 tagged

0%

Progress (as marked by Teacher) 0 of 8 tagged

0%

Observation Outcome 3

Progress (as tagged by Student) 0 of 12 tagged



- Component (unit) description
- Default resources

## 1.1. File upload and Self Assessment

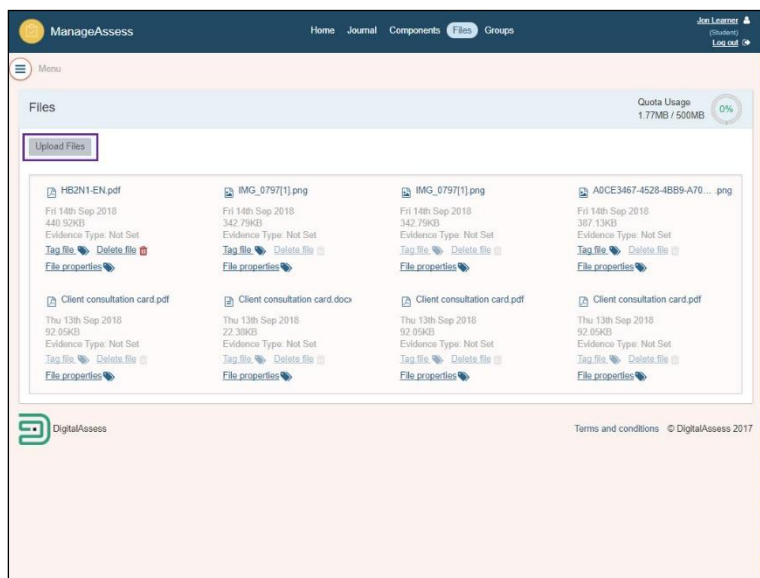
As you progress through your qualification you will gather evidence, for example consultation sheets and photos.

After gathering this evidence you can to upload and tag it to your portfolio.

1) To upload files select Files from the top menu.

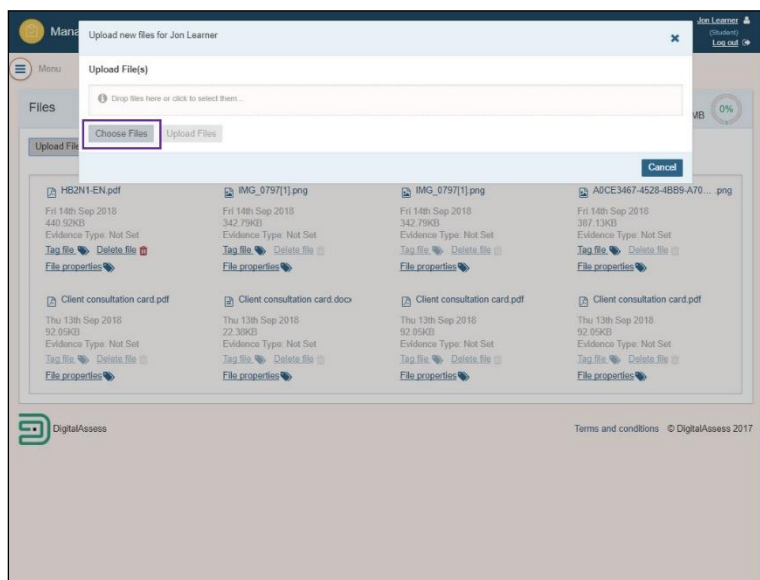


## 2) Select Upload Files.



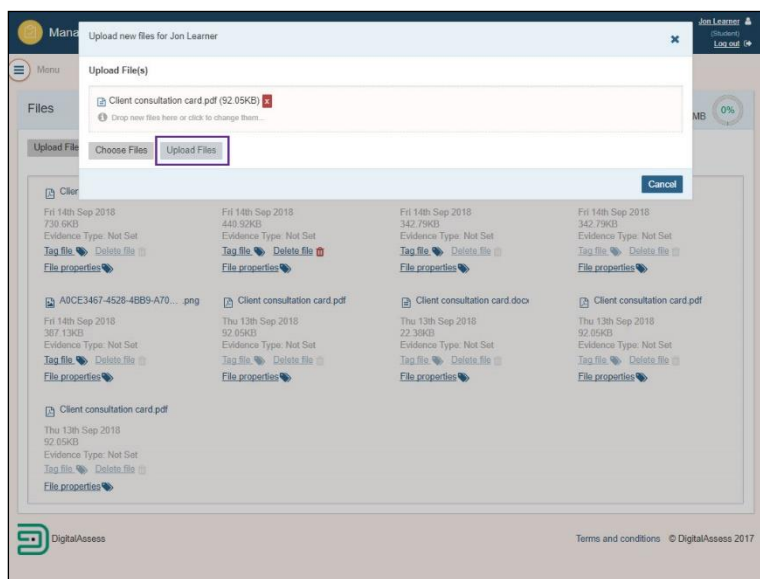
## 3) Select Choose File, then locate and select the file you want to upload.

Multiple file upload is not allowed.



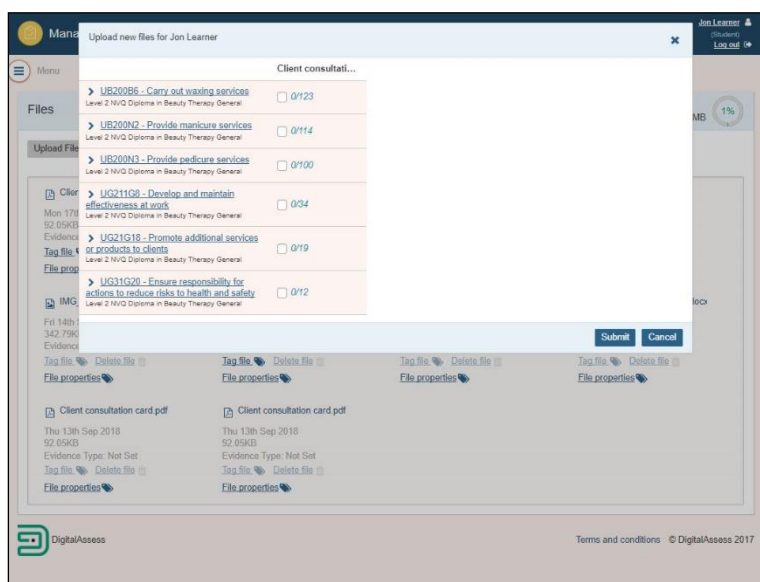


4) Once you have located and selected the file, select Upload Files.



5) Now you can now tag (Self-Assess) the evidence file(s) to your portfolio.

There are 3 ways of tagging which we will run through now.



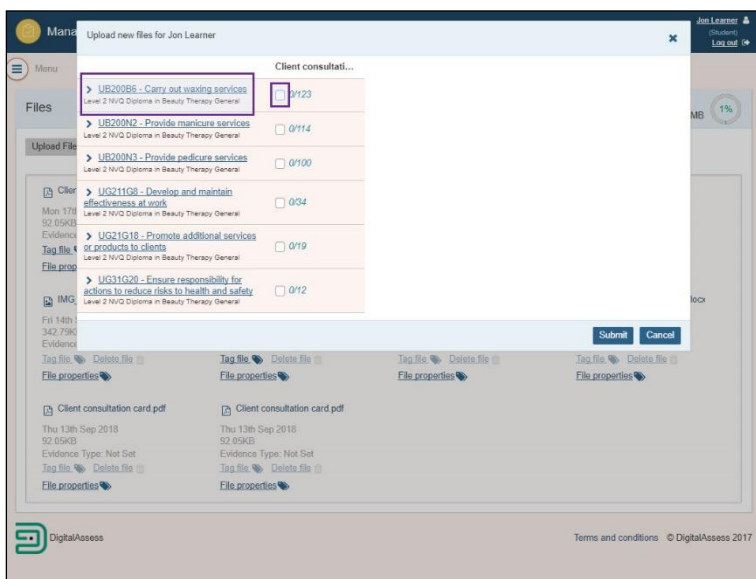
6) Self-assessment is an important skill to develop. When you enter the workforce, it is important that you are able to evaluate your own performance. To do this, you need to learn and hone the skills to identify and understand the professional or industry standards expected of you. You will then be able to reflect on your own performance to determine if you are meeting those standards.

2 out of the 3 ways of tagging evidence files allows you to self-assess. This is done by 'signing off' the criteria you tag evidence to. By doing this you are self-assessing your work, indicating that the evidence provided meets the criteria as detailed within the evidence record of a unit.

Self-assessment is not mandatory; we recommended that you discuss self-assessment with your tutor before starting to tag files.

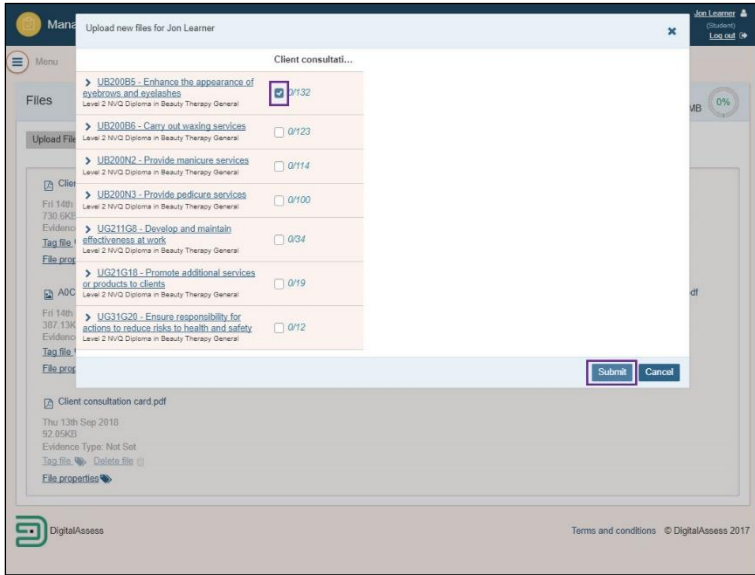
7) You can tag at unit level by selecting the unit check box.

Tagging at unit level will not sign-off any criteria within the unit, meaning that you are not self-assessing.



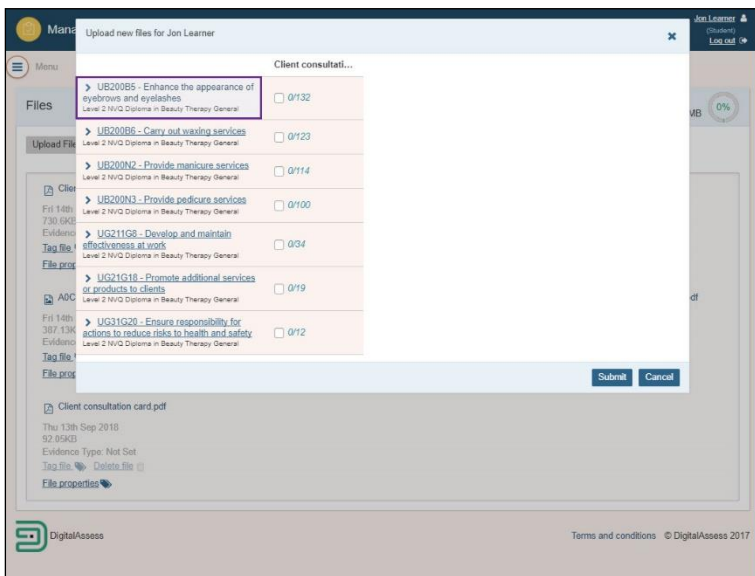


8) When you are finished select Submit.



9) You can tag at Learning Outcome level. Tagging at Learning Outcome level will sign-off all Assessment criteria within the selected Learning Outcome, meaning that you are self-assessing.

Select the unit.





10) Locate the Learning Outcome and select the check box.

Upload new files for Jon Learner

Client consultation...

UB20085 - Enhance the appearance of eyebrows and eyelashes  
Level 2 NVQ Diploma in Beauty Therapy General

0/132

Observation Outcome 1

LO1 Be able to use safe and effective methods of working providing eyebrow and eyelash treatments ☒ 10/10

LO1a: Set up and maintain the work area to meet legal, hygiene and treatment requirements ☐

LO1b: Maintain personal standards of hygiene, protection and appearance that meets accepted industry and organisational requirements ☐

LO1c: Clean all tools and equipment using the correct methods ☐

LO1d: Use accepted industry hygiene and safety practices throughout the treatment ☐

LO1e: Position equipment and materials for ease and safety of use ☐

LO1f: Position the client and yourself to minimise fatigue and risk of injury ☐

Submit Cancel

11) All Assessment criteria within the selected Learning Outcome is signed-off.

When you are finished select Submit.

Upload new files for Jon Learner

Client consultation...

UB20085 - Enhance the appearance of eyebrows and eyelashes  
Level 2 NVQ Diploma in Beauty Therapy General

10/132

Observation Outcome 1

LO1 Be able to use safe and effective methods of working providing eyebrow and eyelash treatments ☒ 10/10

LO1a: Set up and maintain the work area to meet legal, hygiene and treatment requirements ☒

LO1b: Maintain personal standards of hygiene, protection and appearance that meets accepted industry and organisational requirements ☒

LO1c: Clean all tools and equipment using the correct methods ☒

LO1d: Use accepted industry hygiene and safety practices throughout the treatment ☒

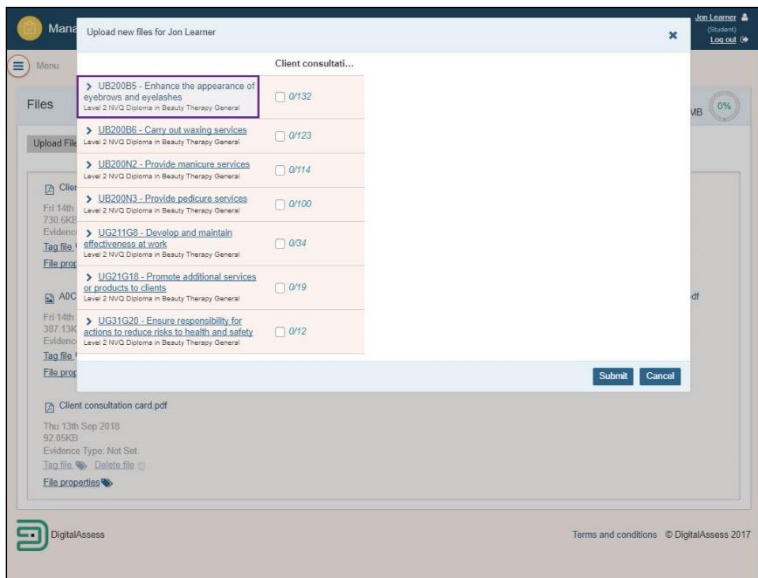
LO1e: Position equipment and materials for ease and safety of use ☒

LO1f: Position the client and yourself to minimise fatigue and risk of injury ☒

Submit Cancel

12) You can tag at Assessment Criteria level. Tagging at Assessment Criteria level will sign-off the criteria which you tag the evidence to, meaning that you are self-assessing.

Select the unit.



Upload new files for Jon Learner

Client consultation...

Assessment Criteria	Progress
UB200B5 - Enhance the appearance of eyebrows and eyelashes Level 2 NVQ Diploma in Beauty Therapy General	0/132
UB200B6 - Carry out waxing services Level 2 NVQ Diploma in Beauty Therapy General	0/123
UB200N2 - Provide manicure services Level 2 NVQ Diploma in Beauty Therapy General	0/114
UB200N3 - Provide pedicure services Level 2 NVQ Diploma in Beauty Therapy General	0/100
UG211G8 - Develop and maintain effectiveness at work Level 2 NVQ Diploma in Beauty Therapy General	0/34
UG21G18 - Promote additional services or products to clients Level 2 NVQ Diploma in Beauty Therapy General	0/19
UG21G20 - Ensure responsibility for actions to reduce risks to health and safety Level 2 NVQ Diploma in Beauty Therapy General	0/12

Client consultation card.pdf

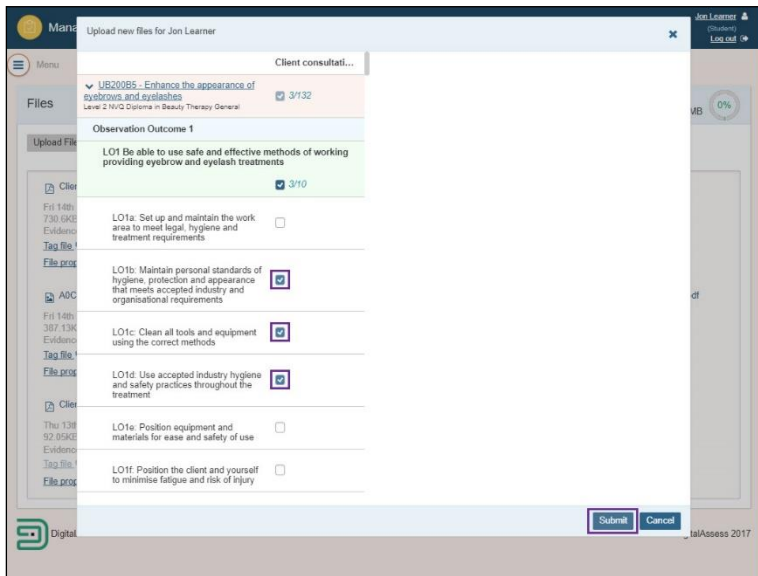
Thu 13th Sep 2018  
92.05Kb  
Evidence Type: Not Set  
Tag file... Delete file...  
File properties

Submit Cancel

DigitalAssess Terms and conditions © DigitalAssess 2017

13) Locate the Learning Outcome and then select the individual Assessment Criteria check box(es) within that Learning Outcome.

When you are finished select Submit.



Upload new files for Jon Learner

Client consultation...

UB200B5 - Enhance the appearance of eyebrows and eyelashes  
Level 2 NVQ Diploma in Beauty Therapy General

3/132

Observation Outcome 1

LO1 Be able to use safe and effective methods of working providing eyebrow and eyelash treatments

3/10

LO1a: Set up and maintain the work area to meet legal, hygiene and treatment requirements

LO1b: Maintain personal standards of hygiene, protection and appearance that meets accepted industry and organisational requirements

LO1c: Clean all tools and equipment using the correct methods

LO1d: Use accepted industry hygiene and safety practices throughout the treatment

LO1e: Position equipment and materials for ease and safety of use

LO1f: Position the client and yourself to minimise fatigue and risk of injury

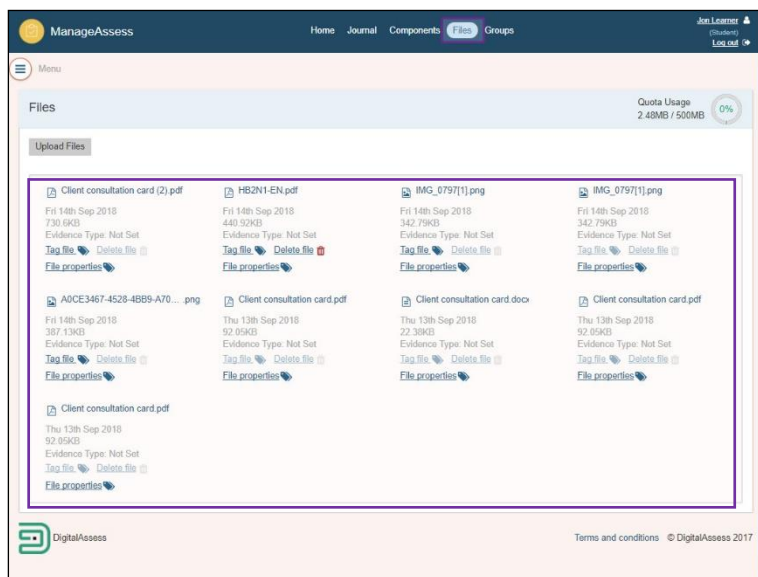
Submit Cancel

DigitalAssess 2017

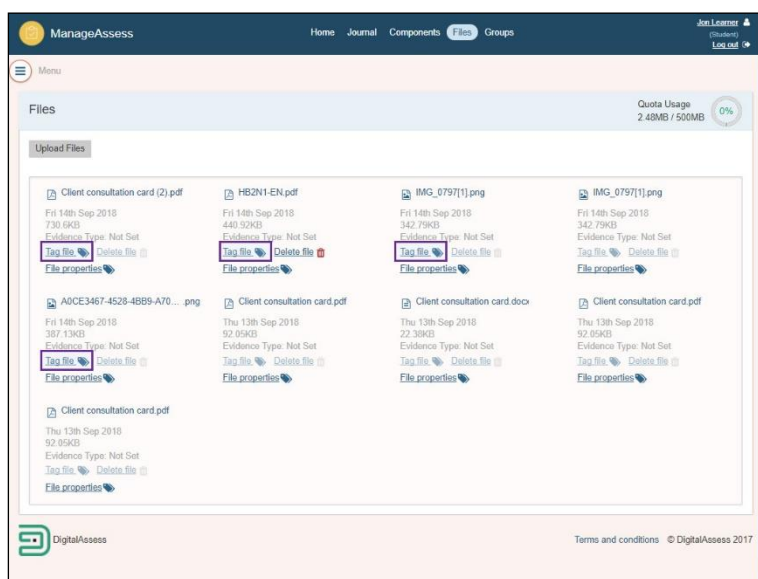


### 1.1.1. Files

1) All files you upload will be stored within Files.

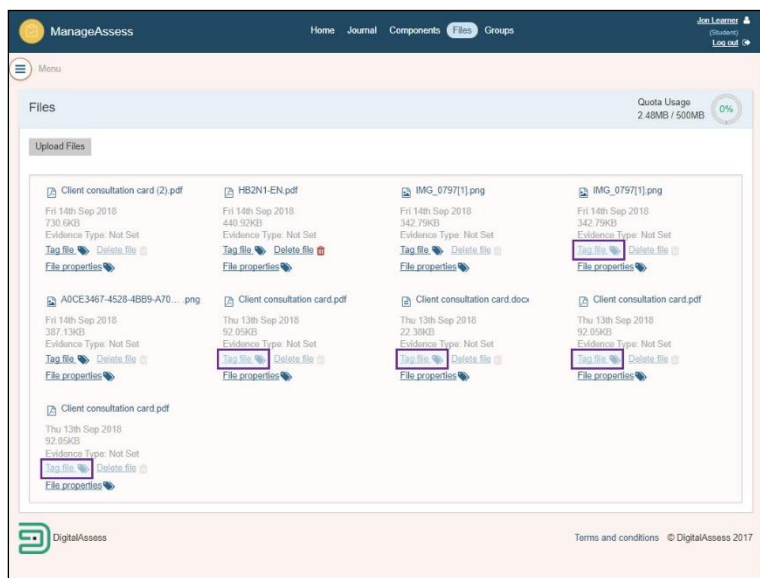


2) You can manage the tagging of any file you have uploaded by selecting Tag file.

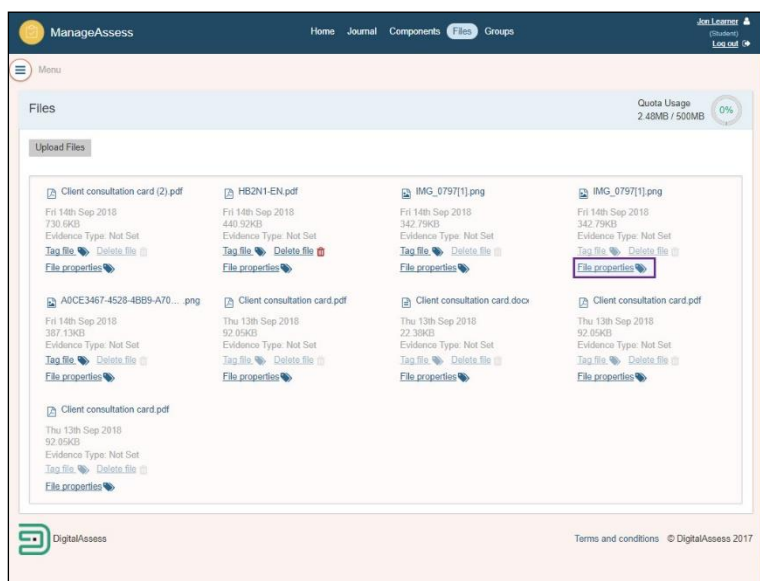




You cannot manage the tagging of any files uploaded by anyone else.

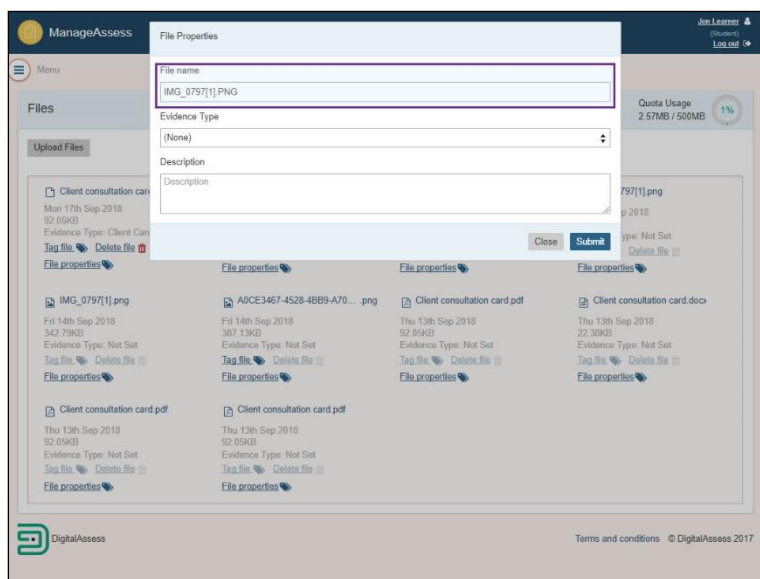


3) You can manage a file's properties by selecting File properties.

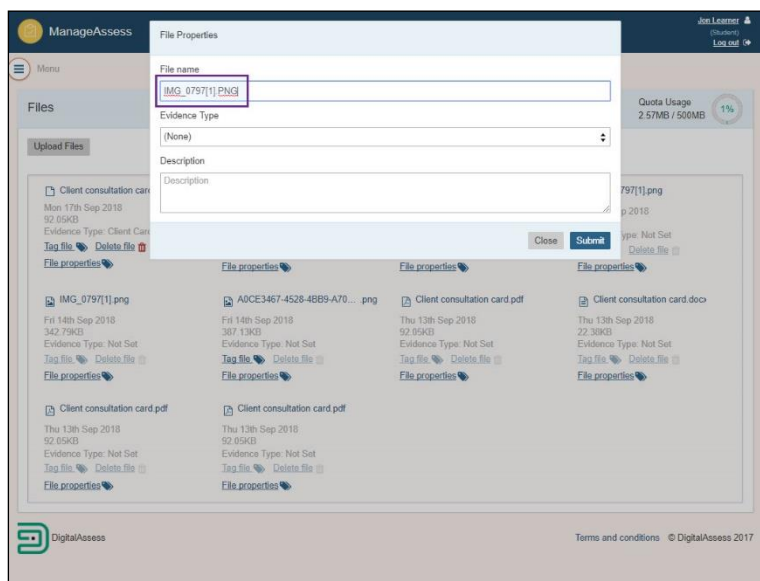




4) Within file properties you rename the file name.

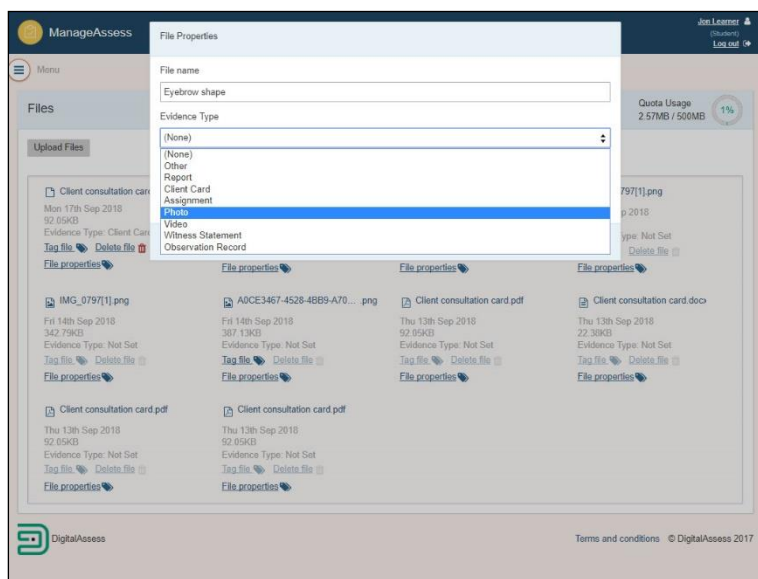
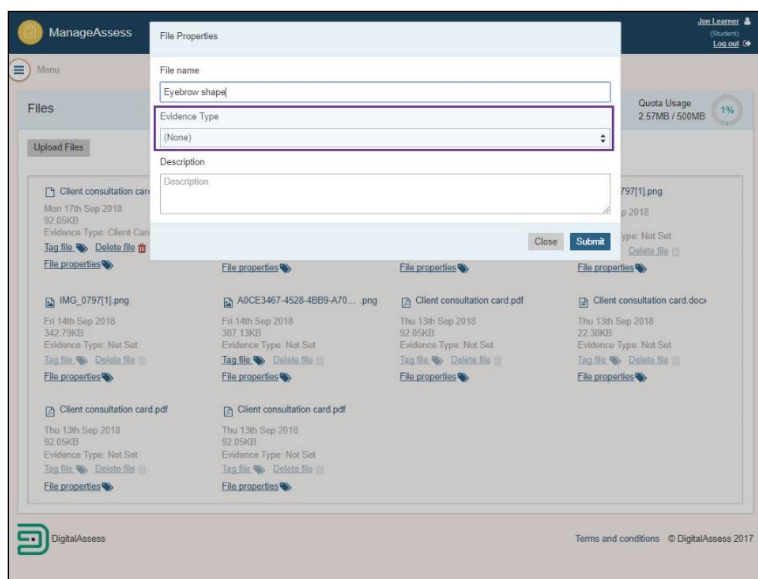


5) To change the file name, simply delete the current name and then rename it.



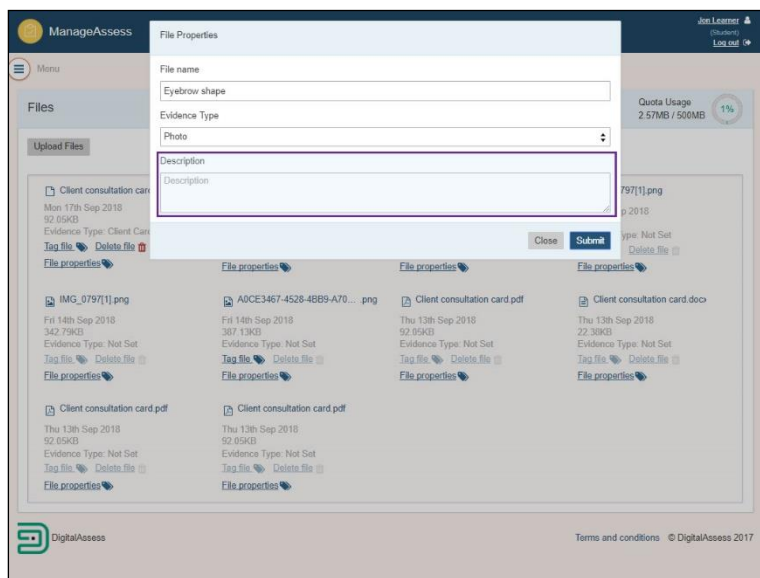


6) You can also apply an evidence type to the file.

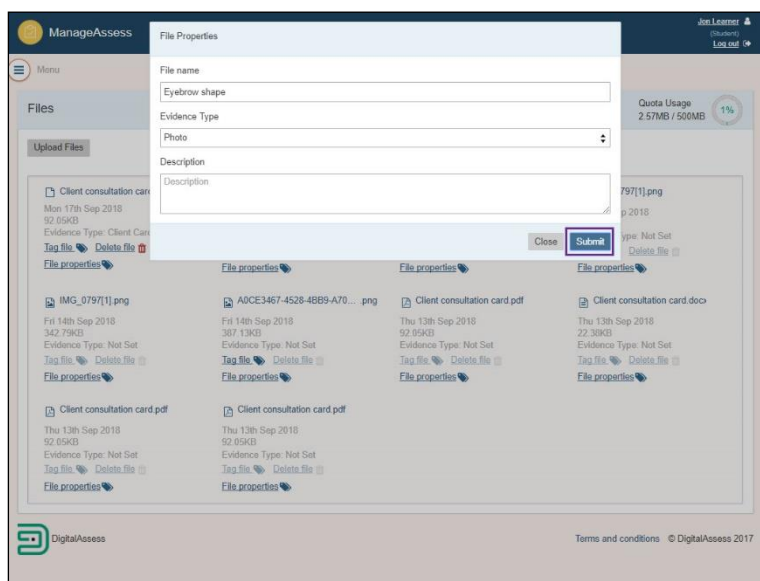




7) You can also add a description.



8) When you are finished amending a files properties, select Submit.



### 1.1.1.1. Hand-in

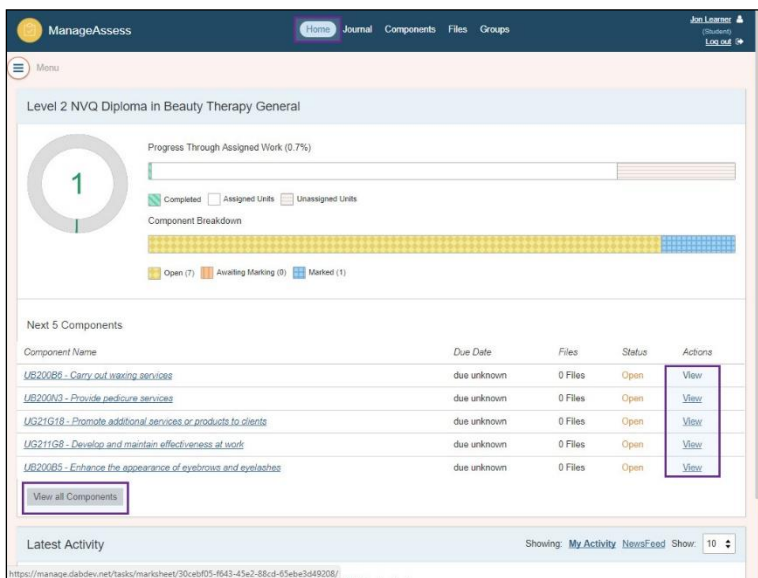
When you are confident that a unit is complete, you can hand it in to your tutor. It is not mandatory to hand in units however, you may wish to consider doing this if you are self-assessing.

**NB:** Handing in a unit locks it down and prevents you from interacting it.

Your tutor can also hand in a unit to their Internal Quality Assurer for the next stage of marking. Again this will lock it down and prevent you from using it.

1) From your Home page, select View for the component (unit) that you want to hand in.

You may have more components (units) than the ones listed, if so select View all Components.



The screenshot shows the ManageAssess web application interface. At the top, there is a navigation bar with links to Home, Journal, Components, Files, and Groups. The user is logged in as 'Jon Learner'. The main content area displays the 'Level 2 NVQ Diploma in Beauty Therapy General'. A progress bar indicates 'Progress Through Assigned Work (0.7%)'. Below this, there is a 'Component Breakdown' bar showing 'Open (7)', 'Awaiting Marking (0)', and 'Marked (1)'. A table titled 'Next 5 Components' lists the following components:

Component Name	Due Date	Files	Status	Actions
UB200B6 - Carry out waxing services	due unknown	0 Files	Open	<a href="#">View</a>
UB200V3 - Provide pedicure services	due unknown	0 Files	Open	<a href="#">View</a>
UG21G18 - Promote additional services or products to clients	due unknown	0 Files	Open	<a href="#">View</a>
UG211G8 - Develop and maintain effectiveness at work	due unknown	0 Files	Open	<a href="#">View</a>
UB200B5 - Enhance the appearance of eyebrows and eyelashes	due unknown	0 Files	Open	<a href="#">View</a>

Below the table, there is a button labeled 'View all Components'. At the bottom, there is a 'Latest Activity' section showing 'My Activity' and 'NewsFeed'.



## 2) Scroll down to the bottom of the Evidence Record screen

## 3) Select Hand In.



4) Select Hand In on the confirmation screen.

A screenshot of the ManageAssess web application interface. At the top, a dark blue header bar contains the "ManageAssess" logo on the left and a user profile for "Jon Learner" (Student) with a "Log out" link on the right. A light blue confirmation dialog box is open in the center, asking "Are you sure you want to hand in all work for this Component, to be marked?". Below the question, it states "You will not be able to add additional work if you do this." and provides "Cancel" and "Hand In" buttons. The "Hand In" button is highlighted with a red rectangle. The background interface shows a progress bar for "Progress (as marked by Teacher)" at 0%, a "Description" section with text about eyelash and eyebrow treatments, "Learning outcomes", and "Component Resources" including two PDF files: "UB20085 (pdf, 504.12k)" and "AB20026 (pdf, 1.07m)". A "Hand In" button is also visible at the bottom left of the main content area. The footer includes the "DigitalAssess" logo and "Terms and conditions © DigitalAssess 2017".



## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	12/07/2019	New document	Customer Support Manager
2	Customer Support Manager	29/06/2021	Document title change	Customer Support Manager
3.0	Customer Support Manager	04/11/2022	Steps 3 and 4 of section 1.1 amended	Customer Support Manager

## Document Review

Role	Review Status
QA and Technical manager	Customer Support Manager

## Document Owner

Document Owner	Document shared with
Customer Support Manager	

## Document Sign-off

Role	Sign-off Date
Customer Support Manager	12/07/2019