

# e-Portfolio Policy

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**Approved externally by SFJ  
Awards' Quality & Standards  
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# 1 Purpose

The use of technology is increasing in popularity. Technology can add value to assessment practice.

SFJ Awards is committed to its use to allow learners to demonstrate their achievement effectively and efficiently and to working with centres to develop good practice in the introduction and integration of e-portfolios.

This policy sets out our approach to e-portfolios.

# 2 Definitions

For the purpose of this policy:

**e-portfolio** - is defined as:

*'An electronically based file store and information management system which is modelled on the working method used for paper portfolios, but which takes advantage of the capabilities of ICT. The learner builds and maintains a digital repository of artefacts, which they can use to demonstrate competence (in a summative assessment setting) and/or reflect on their learning (in a formative assessment setting).'*

*E-assessment – Guide to effective practice – QCA 2007*

# 3 Roles and Responsibilities

This section sets out the roles and responsibilities of all individuals involved in the use of e-portfolios:

## Learners:

- Understand how to use the e-portfolio technology effectively and appropriately
- Work with centre staff to identify any specific needs related to e-portfolios that they may have, so that appropriate reasonable adjustments are made available

## Centre Staff:

- Have a working understanding of using e-portfolios
- Understand the of security measures required in the use of e-portfolios
- Train and support learners in using the e-portfolio
- Be aware of possible malpractice in the use of e-portfolios and the precautions needed to mitigate and detect
- Support learners in the collection, uploading and storage of a range of types and formats of assessment evidence to their e-portfolio

- Support learners in the effective cross-referencing of electronic evidence files to assessment criteria
- Make sound and consistent assessment judgements online
- Monitor and manage learner progress and achievement online

#### **Internal Quality Assurers (IQAs):**

- Ensure that consistent robust delivery, assessment and internal quality assurance systems and procedures are maintained online
- Ensure that learners recommended for certification have been subjected to online internal quality assurance

#### **Heads of Centre:**

- Provide or arrange appropriate staff development (including their own) to ensure the centre's continuing capability to support e-assessment consistently, reliably and effectively.
- Ensure that agreed processes are followed and any issues are resolved promptly in conjunction with SFJ Awards, technical suppliers as required
- Comply with the SFJ Awards malpractice policy and be alert to the risks e-portfolios could present and mitigate risks

#### **SFJ Awards External Quality Assurers (EQAs):**

- Conduct electronic external quality assurance sampling activities on behalf of SFJ Awards to ensure assessment arrangements are monitored
- Support centres in the consistent delivery of qualifications and the provision of a rigorous process of internal quality assurance when using e-portfolios

#### **SFJ Awards' Qualifications and Product Development Manager:**

- Ensure that e-portfolio systems provided or endorsed by SFJ Awards are fit for purpose and sufficiently robust
- Ensure that any services provided by network suppliers meet the regulatory authorities' principles for security and data integrity, relevant industry standards and best practice
- Provide centres with clear guidance on the minimum IT requirements required for operation

## **External e-assessment and e-portfolio system providers:**

SFJ Awards e-portfolio systems are provided by a Third Party organisation.

Up to date contracts must be in place between SFJ Awards and the relevant IT providers covering:

- Industry Standards for the presentation, content and clarity of on-line systems
- Industry Standards for the security and retention of data relating to all individuals and organisations involved in the e-assessment/e-portfolio delivery
- Industry Standards for the scalability of on-line systems

## **4 e-Portfolios**

Using portfolios of evidence has long been part of the traditional assessment process for a range of competence based qualifications.

Traditionally learner evidence and associated documentation/records have been paperbased. However, electronic portfolios and record keeping is now fully supported.

An electronic portfolio (e-portfolio) is a storage area, where learners upload and submit their work and tutors and assessment staff view and mark work. Unlike traditional 'paper-based methods', e-portfolios provide varied ways of recording and presenting learner evidence.

The scope of what can be submitted via an e-portfolio for assessment purposes may be anything from a small part of the evidence for a single unit, up to the complete evidence for a whole qualification.

The generic skills required for using e-portfolios for assessment are the same regardless of which e-portfolio system is in use, although the intricacies of working with different e-portfolio products may vary.

Learners can submit a range of file formats including word processed documents, spreadsheets, images, video and sound files.

The content of an e-portfolio can be shared with others. They can be viewed by different users (assessors, internal quality assurers and external quality assurers) and enable learners to access their work at any time. E-portfolios are an advantage where centres are using peripatetic assessors and internal quality assurers.

Most e-portfolios are web-based, meaning that no specialist software or hardware is necessary as everything is accessed via the Internet.

We expect our approved centres adopting e-portfolios to fully meet the requirements for assessment and internal quality assurance stipulated in the centre approval criteria, and outlined in SFJ Awards' Qualification Handbooks, Centre Handbook, Assessment Guidance and QA (Internal and External) Guidance.

### **Registering Learners**

It is your responsibility to ensure that all our learner registration requirements have been fulfilled before a learner's first formal assessment is carried out.

## **Authenticity**

You must check that evidence presented by your learners for formal assessment is their own work. You may use an authenticity statement for this purpose.

Learners must keep their e-portfolio login details secure and not compromise the security of their e-portfolio login.

## **Electronic Evidence**

It may be possible to obtain learner evidence through methods such as Instant Messaging, Skype, FaceTime or another reliable method, to record Observations, Professional Discussion Q&A assessment methods. Such methods are acceptable as long as the evidence is clearly recorded and available for assessment, IQA and EQA purposes. We recommend that such methods or assessment are agreed with your allocated SFJ Awards' EQA prior to use to ensure they meet our requirements.

## **5 Retention of Evidence**

You must ensure that you not only retain the evidence itself for the required period for appeal (as currently happens with paper based evidence) but also that you retain the applications required to view it or alternatively, that you convert the data it into a format that remains accessible for the retention period required.

Please refer to our Centre Handbook and our Data Retention Policy, which is available from the website [www.sfjawards.com/data](http://www.sfjawards.com/data)

Loss of, or damage to, electronic evidence is treated in the same way as loss of, or damage to, paper based evidence. The likelihood of this occurring can be minimised by ensuring back-up copies are stored separately for safe-keeping.

## **6 Appeals**

Please refer to our Enquiries and Appeals Policy, which is available from the website – [www.sfjawards.com/appeals](http://www.sfjawards.com/appeals)

## **8 Language Requirements**

For further details please refer to SFJ Awards' Language Policy, available from our website – [www.sfjawards.com/language](http://www.sfjawards.com/language)

## **9 Special Arrangements**

We will support the use of Assistive Technology by centres to enhance learning and to enable assessment for learners with identified needs.

For further details about permitted Reasonable Adjustments & Special Considerations, please refer to SFJ Awards' Reasonable Adjustments & Special Considerations Policy, available from our website – [www.sfjawards.com/RA&SC](http://www.sfjawards.com/RA&SC)

Where e-portfolios are not appropriate to accommodate agreed special arrangements for learners, we will support centres to provide a traditional paper-based alternative.

## 10 Review of the Policy

This policy will be reviewed by the Quality and Assessment Manager on a regular basis as part of SFJ Awards' self-evaluation arrangements and revised as necessary in response to lessons learnt, customer feedback, changes in legislation and guidance from the Qualifications Regulators.

Our review of the policy will ensure that SFJ Awards procedures continue to be consistent with the regulatory criteria and are applied appropriately and equitably.

Policies and formal amendments to policies are approved at the next meeting by the Quality & Standards Committee.

If you have any queries about the content of the policy or you wish to give feedback then please contact SFJ Awards Tel: 01142 841970 or email [info@sfjawards.com](mailto:info@sfjawards.com)

## 11 Location of the Policy

You can download copies of the policy from our website: [www.sfjawards.com/e-portfolio](http://www.sfjawards.com/e-portfolio)