

Submitting Written Evidence for End-Point Assessment



A guide for apprentices, employers and providers

Some standards require the apprentice to provide a written piece of work that is either reviewed or assessed by the end-point assessor. For example, projects, portfolios, showcase reports and logs. Each assessment plan is different in terms of what exactly is required but we have written this guide to support you in submitting evidence to Highfield Assessment no matter which standard is being assessed.

When to submit work to Highfield Assessment

Submission dates are agreed when you call the Highfield Assessment scheduling hotline to schedule the end-point assessment. These are then confirmed on your Booking Confirmation which you will receive shortly after confirming with the scheduling team. Once these dates are agreed it is important that they are adhered to and the evidence is submitted by midday the day before this date as we have scheduled an end-point assessor to review or assess this evidence on the date agreed. Failure to provide the evidence by this date may mean that the assessment is cancelled and may be subject to cancellation charges as per your contract.



What to submit

This varies according to the standard being assessed and you should check your EPA Kit for information on exactly what needs submitting. As well as the evidence itself, you should also submit:



- a **fully completed** and **signed** written submission form - where the submission is a single piece of evidence e.g. report or project, or
- a **fully completed, referenced, mapped** and **signed** matrix form - where the submission is a collection of evidence, e.g. a portfolio or log of evidence

EPA Kits and the above-mentioned forms can be found here:

<https://www.highfieldassessment.com/apprenticeship-standards>

Within the EPA kits you see will references to what you should and should not submit as part of evidence. One of the more common assessment plan requirements is that you should not submit any “Evidence of reflective accounts or methods of self-evaluation.”

Reflective accounts are defined as *“A process where learners think critically about their learning experiences”*

Self-Evaluation is defined as *“A process where learners take ownership of their learning by judging the extent of their knowledge and understanding”*

A.I.

Artificial intelligence is a useful business tool that is being used in everyday life, and apprenticeships are no exception. Highfield understands that A.I. may form part of submissions, however, apprentices will be expected to declare and be transparent in their use of A.I. software and tools. This extends to:

- Acknowledging the use of A.I. in any submitted documentation. (This includes the extent of the A.I. used)
- Referencing any text that has been generated using A.I. tools and software. (The referencing could be as simple as annotation in the document, or contained within any annex).
- Being able to answer any questions in any assessment about how they used A.I. as part of the submission.
- A.I. expectations align with Highfields plagiarising policy, and apprentices may not use A.I. to generate text for submission without having the relevant knowledge, skills or behavior's that is being assessed.

Highfield will review submissions, and potentially check the authenticity and A.I. usage before continuing with assessments. It is important to remember that if you are using A.I. then you must reference it within your submission.

Where to submit

All written submissions and accompanying forms must be uploaded to dashboard.



How to prepare your submission for uploading

Collections of evidence (multiple submissions)



We recommend that you prepare a folder containing all evidence to be submitted and the matrix form before uploading.

Ensure you complete the matrix form as follows.

- List all evidence that is to be reviewed or assessed (we cannot review/assess any evidence that isn't listed on here) - remember to **only** include evidence that you have determined demonstrates competency against the criteria - see the EPA Kit for more details.
- Provide a reference number for each piece of evidence.
- Map each piece of evidence against the listed criteria stating the evidence reference you are presenting for that criterion.
- For each piece of evidence mapped, ensure you provide the location within the evidence of where the criterion is demonstrated, for example, page 5-6 or minute 10-12. This is very important to ensure that the assessor is accessing the correct piece of work and is not reviewing or assessing any on programme work outside of the end-point assessment requirements. This is to maintain consistency, validity and fairness of assessment.
- Complete the declaration at the bottom of the form.

Ensure that documents are only provided in one of the following formats. You can check this by checking the properties of each document and looking at the full file name.

.docx .xlsx .pptx .pdf .jpg .png .mp3 .mp4 .m4a

Ensure that documents are clearly labelled and can be identified from the references provided on the matrix.

Check that no documents are duplicated or missing.

Please note that any documents not listed, referenced and mapped on the matrix will not be assessed or reviewed.

Once you are happy that the submission is ready to upload, you may want to 'zip' this folder to ensure that all work is uploaded and nothing is missed or duplicated.

One piece of evidence (single submission)

Please ensure you have fully completed the written submission form to accompany the document. Please also ensure this is signed and clearly named.



A single submission must be uploaded as a PDF. If it has been prepared in Word or another office programme, you should be able to save it as a PDF within that programme.

Extracting evidence from e-portfolios

We understand e-portfolios are regularly used to upload and assess evidence as part of on-programme learning and assessment. Unfortunately, we are not currently able to access e-portfolio systems due to the following reasons.



- Evidence can only be presented against the assessment criteria as per the EPA Kit, as an EPAO we should not be able to view any other on-programme learning.
- We need to be assured of Highfield controlled access to evidence (including internal and external quality assurers) from the point of submission through to certification and need to be assured that submissions are not altered during this time, for quality assurance purposes.

Therefore, we ask you to extract the evidence required and follow the steps above to prepare your submission for uploading. If you require assistance or advice in doing this, please contact your e-portfolio software provider.

How to upload to the submission

Once you are ready to upload your submission, you should follow the instructions on your portal.



Once you are on the upload page, add each file that you want to upload. If you have multiple submissions to upload and haven't zipped the folder, you may want to upload them in batches and use a list to check and tick off as you are uploading.

What happens after the upload

The Customer Engagement Team will carry out a 'validity' check on your submission. Checking that the appropriate forms are accompanying the evidence and that the amount of evidence expected has been provided. If there are any concerns at this point, the team will contact you straight away. They may provide another deadline to rectify the submission and it is crucial that this deadline is met to avoid cancellation of the remainder of the assessment.



The evidence submitted is passed to our assessment team so that the appropriate assessment can be completed.

Should you have any questions in relation to evidence submission please contact the Customer Engagement Team on [01302 363277](tel:01302363277)

Checklist

Have you...

- checked all evidence meets the requirements as stated in the EPA Kit?
E.g. type of evidence, currency of evidence, amount of evidence
- checked all documents are in the correct format?
- fully completed and signed either the written submission form or matrix form?
- clearly labelled all documents and as per the references provided on the matrix form?
- checked that no documents are missing or duplicated?
- uploaded all documents by midday the day before the submission date on your Booking Confirmation?