

Preparing for a remote EQA review

Version 1 September 2020



We want your remote EQA review to be a positive experience therefore to ensure this runs as smoothly and efficiently as possible, we've provided some guidance to assist you. When preparing for your remote EQA review you must read the [EQA Review Centre Guidance document](#). This document provides a list of possible evidence you could provide to your EQA for each criterion on the review report. **You must complete this document to state the evidence you have and where it can be located.** Once completed, you can share this with EQAs across QA groups and amend year on year.

Making sure you have the required information in place and ready to send to your EQA will prevent any delays to your review.

2 weeks prior to your agreed review date, you must send the below to your EQA using the Serv-U link supplied by your EQA. Serv-U is NCFE's secure file sharing platform.

- [Completed centre information document](#)
- List of learners who have had assessments adapted.

If **Functional Skills** is covered as part of your review. You must send the below document **2 weeks prior** to your EQA using the Serv-U link supplied by your EQA.

- [Completed Assessment Tracking document.](#)

This document must be completed in full and include all booked assessments i.e. passed/failed/cancelled/expired. You must also read the [Regulations for the Conduct of Controlled Assessment – Functional Skills.](#)

One week prior to your agreed date, you must send the below to your EQA using the Serv-U link supplied by your EQA.

- [Centre feedback document](#)
- [Completed EQA Review Centre Guidance Document](#)
- Telephone numbers and email addresses of two learners and a convenient time for me to contact them on the date of the review. You should use the [Learner feedback form](#) to provide this information. By completing this form, you are providing permission for learners to be contacted.

If this is not your first review, refer to your previous EQA report via the [portal](#) and ensure any actions have been addressed.

It is important that you are fully prepared for your EQA review and all information is sent to your EQA within the specified timescales. Any delays or missing evidence may result in:

- a delay to your EQA visit report
- your EQA review being rescheduled
- actions on your EQA report
- a delay to learner certificates
- a cancellation fee

Sending information through Serv-U

All evidence must be shared electronically through NCFE's secure file sharing platform (Serv-U).

Your EQA will send you a Serv-U link to request the files. This link will be password protected and you will be sent the password separately.

Before you start to upload your files, you must ensure you have all the evidence required, as per, NCFE's EQA Review Centre Guidance document.

To help the EQA to locate the information, you'll need to create 4 separate folders on your computer, as labelled below. Each folder must include the information for each section as specified in the EQA Review Centre Guidance document.

- Management Systems and Administration
- Resources
- Assessment (There must be subfolders within this folder for each learner to include all the evidence for each learner. Please also only send the evidence required for review e.g. the unit requested by the EQA)
- Internal Quality Assurance

Files and folders must be:

- clearly labelled, making it clear what the document is, which learner/unit/submission it relates to
- uploaded in full, rather than separate pages. Where documents are scanned, the pages must be uploaded the correct way up and must be of good quality
- Zip Folders, this will enable you to upload evidence much quicker.

Uploading the evidence to Serv-U

1. Locate the email from your EQA with the Serv-U link
2. Copy and paste the link to your browser
3. Click **browse** to upload your first Zip Folder – Management Systems and Administration
4. Continue to upload the remaining 3 Zip Folders



Welcome

You have temporary access to Serv-U File Sharing to upload files. Access to upload files will expire on 21/09/2020 at 00:00:00. The files you upload will be made available to [Kelly Graham](#).

Select your file(s) to upload


1.	<input type="text" value="Zip File 1 - Management Systems and Administration.docx"/>	<input type="button" value="Browse..."/>
2.	<input type="text" value="No file selected"/>	<input type="button" value="Browse..."/>
3.	<input type="text" value="No file selected"/>	<input type="button" value="Browse..."/>
4.	<input type="text" value="No file selected"/>	<input type="button" value="Browse..."/>
5.	<input type="text" value="No file selected"/>	<input type="button" value="Browse..."/>

5. The confirmation screen below shows that the files have been successfully uploaded. Your EQA will be notified that the files are available.

ncfe. File Sharing

File Upload Confirmation

The following file was successfully uploaded and sent to [Kelly Graham](#) on 14/09/2020 at 14:26:11

1  Zip File 1 - Management Systems and Administration.docx


Need to send more files to Kelly Graham?

6. If you need to send more files. Select 'Select more files' and follow the steps above.

ncfe. File Sharing

File Upload Confirmation

The following file was successfully uploaded and sent to [Kelly Graham](#) on 14/09/2020 at 14:26:11

1  Zip File 1 - Management Systems and Administration.docx

Need to send more files to Kelly Graham?

If you're finished, please close this window.

