

# Guidance for the Production of Electronic Evidence for Portfolio

## Structure for evidence

A portfolio is a collection of folders and files containing the candidate's evidence for each Essential Skills Wales qualification. Folders should be organised in a structured way so that the evidence can be accessed easily by an OCR moderator. This structure is commonly known as a folder tree. It would be helpful if the location of particular evidence is made clear by naming each file and folder appropriately.

There should be a top level folder detailing the candidate's centre number, candidate number, surname and forename, together with the scheme code, so that the portfolio is clearly identified as the work of one candidate.

Each candidate's portfolio should be stored in a secure area on the centre network. Prior to submitting the portfolio to OCR, the centre should add a folder to the folder tree.

Please note:

File names and/or hyperlinks to the relevant files should be specified in the Essential Skills Wales recording documents.

In order to demonstrate evidence of tutor feedback given to a candidate, a comments facility or a separate candidate feedback document can be used.

## Data formats for evidence

In order to minimise software and hardware compatibility issues it will be necessary to save candidates' work using an appropriate file format.

Candidates must use formats appropriate to the evidence that they are providing and appropriate to viewing for assessment and moderation. Open file formats or proprietary formats for which a downloadable reader or player is available are acceptable. Where this is not available, the file format is not acceptable.

Electronic portfolio is designed to give candidates an opportunity to demonstrate what they know, understand and can do using current technology. Candidates do not gain marks for using more sophisticated formats or for using a range of formats.

Evidence submitted is likely to be in the form of word processed documents, PowerPoint presentations, digital photos and digital video.

To ensure compatibility, all files submitted must be in the formats listed below. Where new formats become available that might be acceptable, OCR will provide further guidance. OCR advises against changing the file format that the document was originally created in. It is the centre's responsibility to ensure that the electronic portfolios submitted for moderation are accessible to the moderator and fully represent the evidence available for each candidate.

## **Accepted File Formats**

### **Movie formats for digital video evidence**

MPEG (\*.mpg)  
QuickTime movie (\*.mov)  
Macromedia Shockwave (\*.aam)  
Macromedia Shockwave (\*.dcr)  
Flash (\*.swf)  
Windows Media File (\*.wmf)  
MPEG Video Layer 4 (\*.mp4)

### **Audio or sound formats**

MPEG Audio Layer 3 (\*.mp3)

### **Graphics formats including photographic evidence**

JPEG (\*.jpg)  
Graphics file (\*.pcx)  
MS bitmap (\*.bmp)  
GIF images (\*.gif)

### **Animation formats**

Macromedia Flash (\*.fla)

### **Structured markup formats**

XML (\*.xml)  
Text formats  
Comma Separated Values (.csv)  
PDF (.pdf)  
Rich text format (.rtf)  
Text document (.txt)

### **Microsoft Office suite**

PowerPoint (.ppt)  
Word (.doc)  
Excel (.xls)  
Visio (.vsd)  
Project (.mpp)