Digital sampling guidance

The preferred method to share samples for External Quality Assurance is to provide the EQA with access to the platform used by your centre for storing learner evidence. Please follow **stage 1** instructions and then provide a link/user access to the EQA.

Alternatively, to share samples using the ASDAN website follow **stage 1** and **stage 2** of the instructions.

To ensure that all required documentation is sent in preparation for the EQA sampling activity, please also refer to the 'External Quality Assurance Sample Centre Checklist' document.

✅ Stage 1. Preparing the Evidence

1. Ensure that digital learner portfolios are well organised and that all **evidence** is clearly and accurately cross-referenced to the relevant assessment criteria
2. Create a main centre folder. Within the centre folder create a folder for each learner. Inside each learner folder, create sub folders for each unit. Ensure all required evidence correlating to the unit and the **assessment checklist** are in the correct unit folder
3. All evidence files titled with learner name, unit title and assessment criteria
4. Include a folder titled IQA and save all records of IQA activities in this folder. Save all IQA records in this folder with clear titles such as: EQA sample centre checklist, IQA sampling plan, pre-delivery IQA check, IQA feedback reports, Records of internal standardisation

⬆ Stage 2. Uploading Evidence onto the ASDAN Website

1. Compress main centre folder – If files are not zipped, the EQA activity may be cancelled as files will be difficult to navigate/download.
2. Login to the ASDAN website
3. Click on the purple button showing your email address
4. Click 'Moderations'
5. Select 'View moderation'
6. Select 'Upload sample documentation'
7. Drop files
8. Once all evidence is in place confirm by selecting the box
9. Select 'Confirm and submit'
10. If requested by the EQA to provide additional samples, please follow steps 1-9 and drop evidence into the 'Additional documentation section'.

⚠ **Note:** In the interest of cybersecurity, GDPR and safeguarding, please use either your own secure storage or upload to the ASDAN website and refrain from supplying supplementary documentation via email. In the rare case that this may be required, please ensure files are encrypted/password protected and learner names are not used in full but reduced to initials.