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# Uploading Digital Evidence to the NCFE Portal

# Uploading files to the NCFE Portal

## Executive summary

Where an NCFE external assessment requires a video recording to be submitted as evidence, centres must submit these to NCFE by uploading via the [NCFE Portal](#). The time taken to transfer these files over the internet will be determined by several factors, some of which can be controlled to allow for as quick and efficient upload as possible.

In this document we aim to outline methods that centres can employ to ensure that video files created are of a manageable size whilst maintaining quality and fidelity, which should reduce the time taken to upload multiple files for students following each assessment.

Our recommendation for file size and quality, and recommended internet speeds, to allow for an efficient upload, are as follows:

## File size

The maximum individual file size accepted by NCFE is 2GB, and the maximum number of files that can be uploaded simultaneously is 10. For context, 2GB could store a high definition, 2-hour film, therefore with the correct settings is more than sufficient to accommodate video recordings from external assessments.

The smaller the file size, the quicker the upload, therefore centres should aim to create files which are as small as reasonably possible, whilst maintaining sufficient quality.

## File quality

To assist with keeping the file size to the required level, we recommend that the recording quality is amended away from what may, at times, be a default higher definition quality.

Unless otherwise stated within the assessment requirements, there is rarely a need for assessment activities such as professional discussions, presentations, or roleplays to be recorded in 4k or equivalent quality.

Lower quality options, such as 720p, are sufficient to capture the key requirements of these assessment activities and allow students to be assessed accurately and consistently without having a significant file size attached to them.

## Internet speed

You can check your current broadband upload and download speeds by doing a simple internet search for "[broadband speed test](#)" and then running the test that is returned in the results. As you will be uploading files the upload speed information is more important than the download speed.

## Recording devices

If you're unsure how to select the resolution on your recording device, then the following guide should help you.

### iPhone/iPad

Open the settings on your device, scroll down and select 'Camera' and then 'Record Video' to find the recording options available to you. Select 720p at 30fps.

### Android phone/tablet

Open the camera and select 'Video' as the capture method, in the top left of the screen there should be the settings icon, select this and adjust the front or rear camera depending on what you're using for recording to 720p if available. If this is not available, then select HD 1280x720 as the resolution.

### Windows webcam

In the Windows search bar at the bottom of the screen type 'Camera' and select the camera app, select video as the capture method rather than photograph and then hit the settings option in the top left of the screen. Select video settings and then select 720p 30fps if available, if not available then the closest settings to 1280x720 resolution will do.

### Apple Mac webcam

You cannot adjust the webcam resolution on an Apple Mac, however, they come set as 720p or higher as default for webcam recording depending on the model.

### GoPro

In the bottom section of the GoPro device screen find the 'Toolbox' option, select this and then choose 'Compress'. Following this you'll see a list of available resolutions, select 720p or the lowest available option.

### Nikon DSLR

Enter the shooting menu on your device, go to 'Movie Settings' and select 720p if available. If not available, then any option closest to 1280x720 will be accepted.

### Canon DSLR

Select video from the options and select 'settings' to change video resolution, select 720p if available, or the closest resolution to 1280x720 if not.

## File size comparison

The following are examples of why the 720p resolution is advised compared to a 4k recording:

Example	Approximate timings
10-minute recording at 720p on a slow upload speed of 5mbps	8 minutes per learner
10-minute recording at 720p on a medium upload speed of 15mbps	2.5 minutes per learner
10-minute recording at 720p on a fast upload speed of 40mbps	1 minute per learner
10-minute recording at 4k on a slow upload speed of 5mbps	1 hour 54 minutes per learner
10-minute recording at 4k on a medium upload speed of 15mbps	38 minutes per learner
10-minute recording at 4k on a fast upload speed of 40mbps	15 minutes per learner

## The following file types can be uploaded over the portal

The upload function currently accepts the following file formats on the portal:

- Audio: .mp3, .wav, .mp4, .aif, .aiff, .m4a
- Video: .avi, .flv, .mov, .mpg, .mpeg, .cwf, .mkv, .wmv
- Image: .jpg, .jpeg, .gif, .png, .bmp, .psd, .wmf, .tga, .tif, .tiff
- Document: .pdf, .doc, .docx, .ppt, .pptx, .csv, .rtf, .ods, .sxi, .odt, .sxw, .pss, .txt, .xls, .xlsx, .xlsm, .html