

Top tips for uploading ESP evidence



To avoid any issues on the day, you should **test recording equipment in advance** and have backup systems in place.

Make sure the audio and visual have been captured successfully before students leave the assessment room.



All T Level assessments should be completed independently by students, **without the misuse of AI**.

Where AI is misused, students may be investigated for malpractice and maladministration.



Evidence must be uploaded within **three working** days after the assessment window has closed.

Failure to upload before the portal locks may result in delays to marking and results.



Individual files ideally must be no larger than 2GB and files can be uploaded one by one, or up to 10 at a time, for each individual student. Please see [Qualifications Specific Instructions for Delivery \(QSID\)](#) for guidance.



Refer to the checklists and assessment brief for students by following the prescribed naming conventions or the QSID document.

At batch level, a completed and signed invigilator's register must also be uploaded.

External Assessment Cover Sheets don't need to be uploaded but you must still be completed, stored securely, and presented to us if requested.



Upload speeds can be influenced by file size, your own local internet speed and the volume of traffic to the Portal. **Be patient with the Portal** and only retry if they fail.



Check that all files are uploaded correctly by clicking the view submission button before uploading.

Files must be submitted to us by **clicking the submit for marking button** and **confirming the declaration**.



We will let you know if there's any missing or corrupt evidence or if there are any other problems. **Please respond to us quickly if you are contacted**.



Contact us if you need help! We're here to support you every step of the way throughout this assessment series. Please contact us on **tlevelsupport@ncfe.org.uk** if you encounter any issues.