Top tips for uploading ESP evidence

- **Test recording equipment in advance:** This will help to avoid any issues on the day. You should also have backup systems and processes in place to ensure recordings are carried out, saved and stored securely. Please review all recordings to ensure the audio and visual have been captured successfully before students leave the assessment room.
- **Ensure students don't misuse AI:** All T Level assessments should be completed independently by students, demonstrating their own knowledge and understanding. Where AI is misused, students may be investigated for malpractice and maladministration.
- **Upload your evidence in time:** Evidence must be uploaded **at the latest three working days** after the closure of the assessment window. After this date, the Portal will lock. Failure to upload evidence by this deadline may result in delays to marking and release of results.
- **Check your file sizes and types:** Files can be uploaded one by one, or up to 10 at a time, for each individual student. We strongly advise that **individual files are no larger than 1GB. Larger files will take longer to upload**. The maximum individual file size is 2GB, and you will receive an error message and be unable to upload files larger than 2GB. Please ensure that all evidence is fully checked once the assessment/task has been completed to ensure evidence is accessible. For example, documents can be opened, videos are playable and have sound etc. Our [Qualification Specific Instructions for Delivery (QSID)](#) document and our upload guidance document show the acceptable file types. Incompatible file types will generate an error message at the point of upload. Please ensure that you've uploaded each piece of evidence.
- **Refer to the checklists:** Evidence requirements are outlined in the assessment brief for students, and the checklists available alongside them. You should also make sure you follow the prescribed naming conventions within the assessment brief, or the QSID document. At batch level, a **completed and signed invigilator's register must also be uploaded**. You don't need to upload an External Assessment Cover Sheet but you must still ensure they are completed, stored securely, and presented to us if requested.
- **Be patient with the Portal:** We've reviewed our Portal capacity and upload speeds to make uploading as efficient as possible for you, but upload speeds can still be influenced by file size, your own local internet speed and the volume of traffic to the Portal. Please be patient when larger files are taking longer to upload, and retry if they fail. The smaller the file, the faster the upload (see point on file sizes above!).
- **Complete your upload checks:** After upload but before submission to us, check that all files are uploaded correctly by clicking the view submission button.
- **Remember to submit:** Once all files are uploaded for a student, the files must be submitted to us by clicking the submit for marking button and confirming the declaration.
- **Please respond to us quickly if we contact you, to ensure students' results are delivered in time:** We'll check the evidence after it has been uploaded, and if necessary, we'll let you know if there's any missing or corrupt evidence or if there are any other problems with the evidence you've uploaded. We'll apply strict timescales to our review and response, minimising any risk to students' results.
- **Contact us if you need help:** Finally, know that you aren't on your own! We're here to support you every step of the way throughout this assessment series. Please contact us immediately on tlevelsupport@ncfe.org.uk if you encounter any issues.