



SCHOOL MENTOR USER GUIDE :

5. Evidence Tab

Reviewing and Assessing Evidence

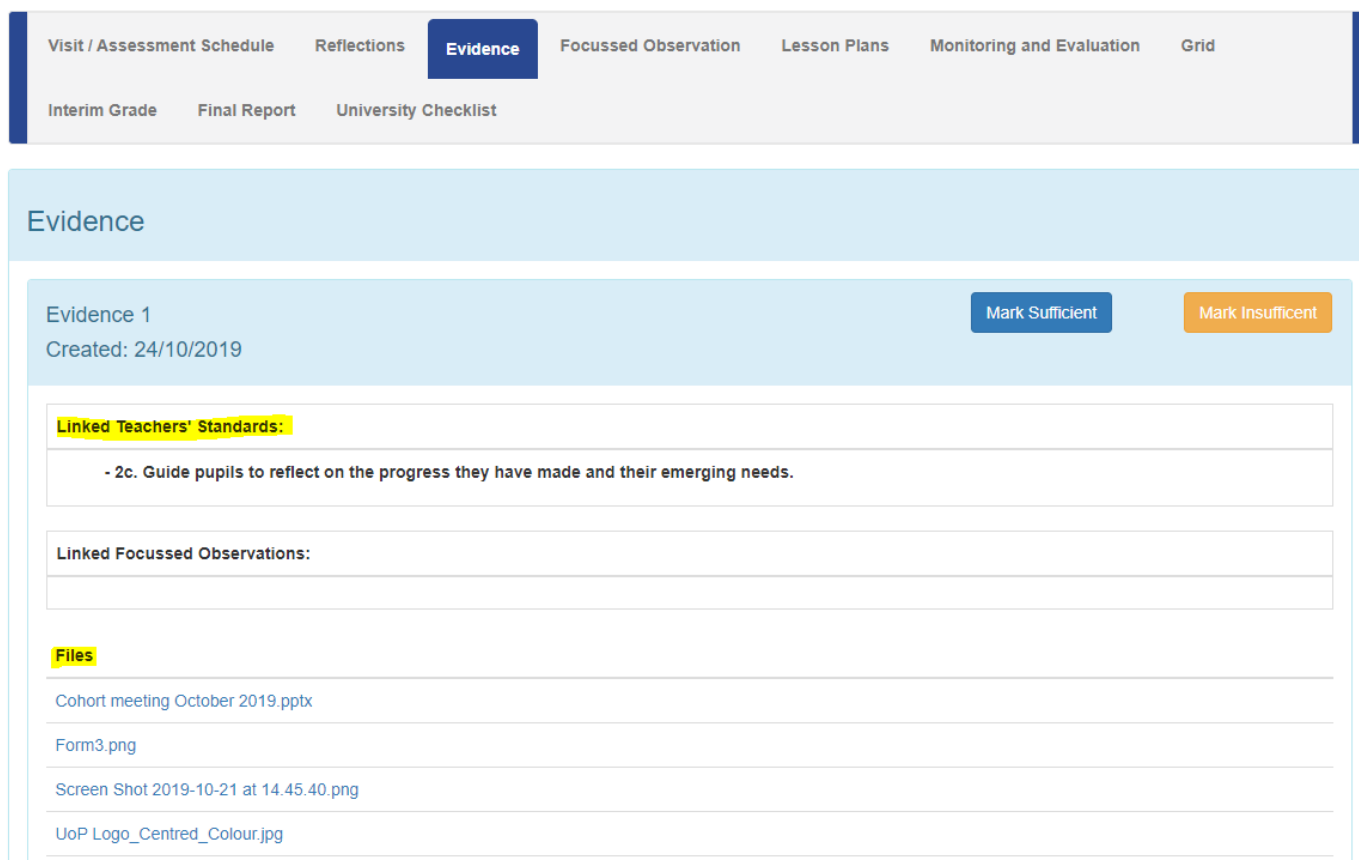
Students can submit evidence in ePAD at any time for assessment. Therefore we would advise that to manage their expectations arrange with the student when you intend to review their evidence.

Each time the student submits evidence you will receive an automatic email. This email will provide you with a link to log into the ePAD system.

Once you have logged into ePAD, select the relevant student from **My Students**

Select the **Evidence** tab from the navigation bar

The following screen will then appear:



The screenshot displays the 'Evidence' page in the ePAD system. At the top, there is a navigation bar with tabs for 'Visit / Assessment Schedule', 'Reflections', 'Evidence' (which is highlighted), 'Focussed Observation', 'Lesson Plans', 'Monitoring and Evaluation', and 'Grid'. Below this, there are additional tabs for 'Interim Grade', 'Final Report', and 'University Checklist'. The main content area is titled 'Evidence' and shows details for 'Evidence 1', created on 24/10/2019. There are two buttons for marking the evidence: 'Mark Sufficient' (blue) and 'Mark Insufficient' (orange). Below the evidence details, there are three sections: 'Linked Teachers' Standards:' with a list item '- 2c. Guide pupils to reflect on the progress they have made and their emerging needs.', 'Linked Focussed Observations:' (empty), and 'Files' with a list of four files: 'Cohort meeting October 2019.pptx', 'Form3.png', 'Screen Shot 2019-10-21 at 14.45.40.png', and 'UoP Logo_Centred_Colour.jpg'.

At the top you can see the Teachers' Standards that the student has linked, that they propose this evidence will demonstrate achievement of.

By clicking on the uploaded file(s) you will be able to view the student's documents, these files will open up in a separate window.

Once you have made a judgement select either **Mark Sufficient** or **Mark Insufficient**

If you select **Mark Insufficient** a new screen will appear with a free (green) text box for any comments you wish to make.



Student Name Rubble, Barney, Mr
Intake S18 BED PRIMARY

Paired Student Daffy Duck
Placement School

University Tutor Andrew Botros
University Mentor Ned Bishay

You are about to mark this evidence as Insufficient
Are you sure you want to mark it as Insufficient?

No, I do not want to mark as Insufficient.

[Take me back to the evidence list.](#)

You can leave a comment below (optional):

OK, mark this evidence as Insufficient

Once you have concluded your assessment and typed your comments in, click on the red box confirming you wish to mark this evidence as Insufficient

OK, mark this evidence as Insufficient

If you select **Mark Sufficient** a new screen will appear with a free (green) text box for any comments you wish to make.



Student Name Rubble, Barney, Mr
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You are about to mark this evidence as Sufficient
Are you sure you want to mark it as Sufficient?

No, I do not want to mark as Sufficient.

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You can leave a comment below (optional):

OK, mark this evidence as Sufficient

Once you have concluded your assessment and typed your comments in, click on the red box confirming you wish to mark this evidence as Sufficient

OK, mark this evidence as Sufficient

The student will then receive an automated email letting them know that their evidence has been assessed (whether it was marked sufficient or insufficient) and that they can log in to view the details