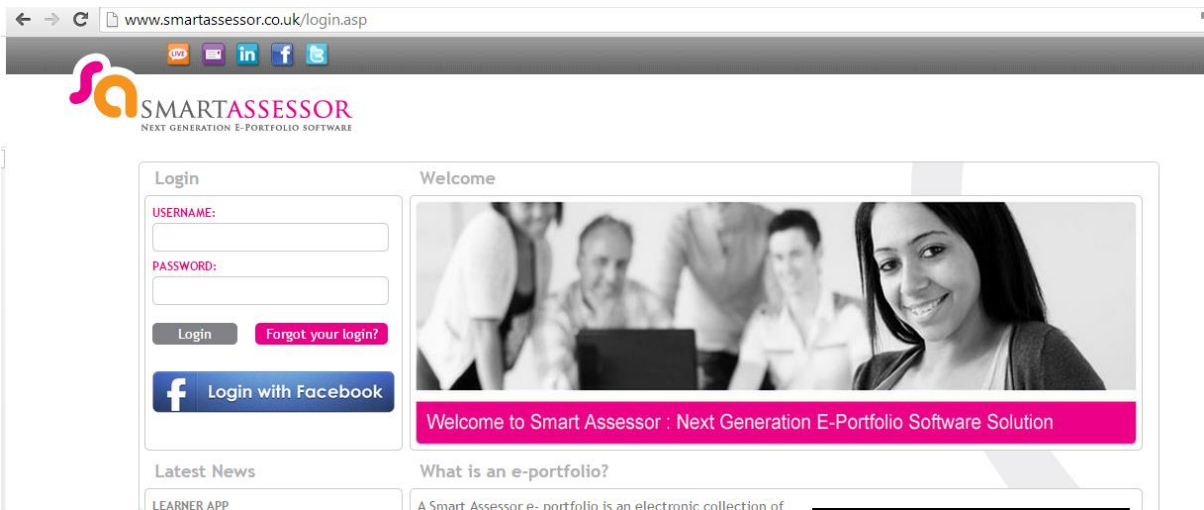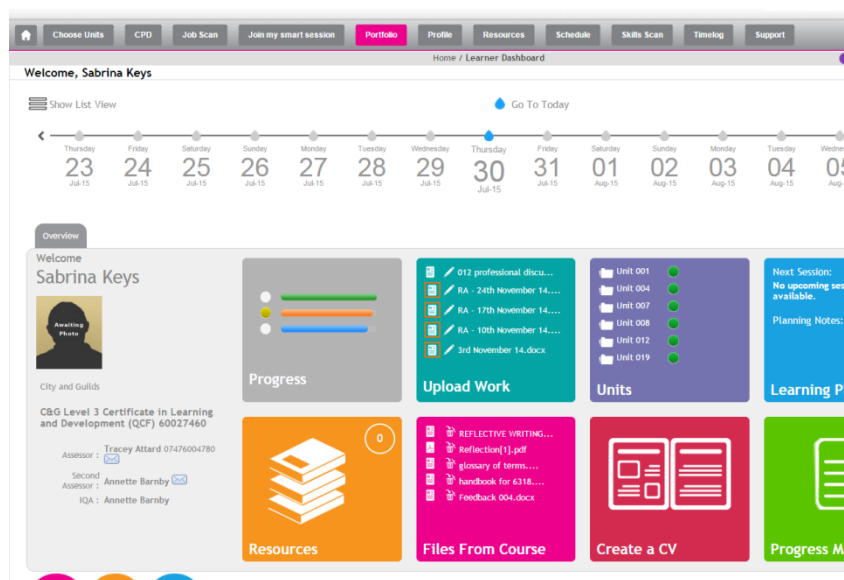Smart Assessor is a fresh and advanced web hosted e-portfolio, using electronic portfolios makes it quick and easy to track how well you are progressing at the click of a button.

Check your phones for an
email or text with your login details and log on to Smart Assessor

Read and agree the introductory statement. You should now be able to view your portfolio

☞ Check your personal details are correct on your profile, you must update this if you have any changes to your contact details

☞ To access the documents that you are required to complete – go to the resources icon

☞ Download the following 3 documents to the desktop
- SWOT Analysis
- All About You
- Learning Styles Questionnaire

☞ Complete all three documents and save to the desktop

☞ From your portfolio, go to your Evidence Library to upload your documents
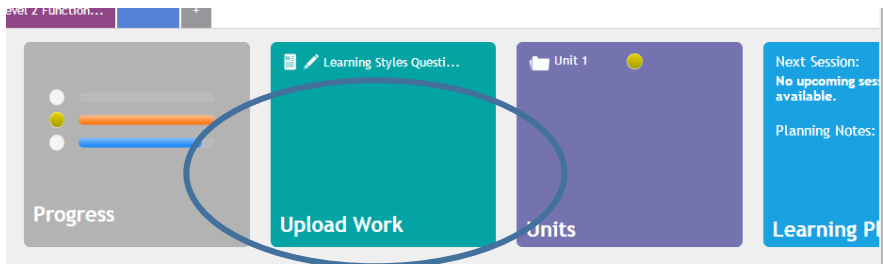
☞ Choose the evidence to upload from your desktop into the evidence library

👉 Complete the document information screen

Put a brief description of the piece of evidence

Tick this plagiarism declaration

Tick the type of evidence – in this case it is PE – Product Evidence

Tick this box to confirm the details

👉 You will have to go through this process every time you upload evidence to your Smart Assessor portfolio, always provide your assessor with a description of the evidence and select which type of evidence it is. A key is at the bottom of the screen
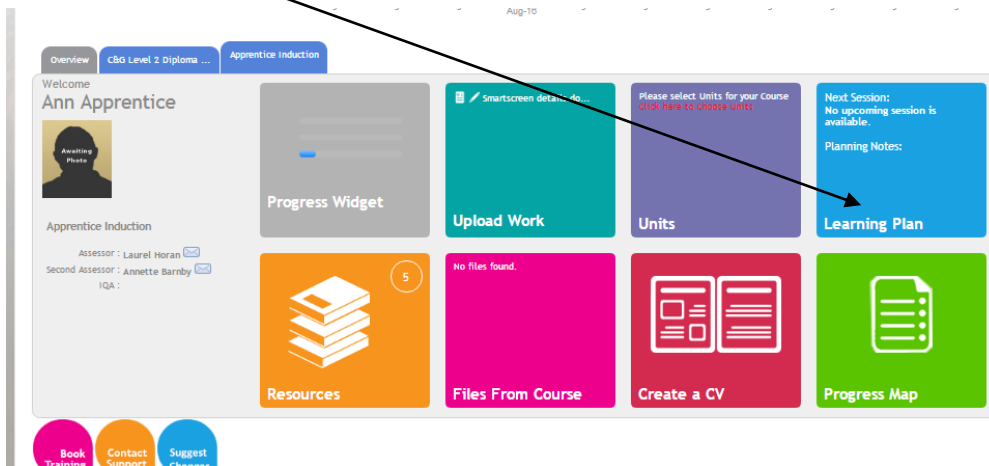
👉 If your qualification doesn't use Smart Assessor, it will still be the way that your caseload officer keeps in touch and stores your reviews

👉 Don't forget to delete your personal documents from the desktop

Learning Plan - This is where you will find all of your sessions booked, the planning needed for them, feedback on how you are progressing and any actions you have been set

☞ After each session or meeting you should leave your feedback. Click on one of the faces to the right of the session for the correct date - whichever one you think best expresses how you feel about the session. This then opens a screen with some boxes for you to put comments, including what you feel you learnt in the session.