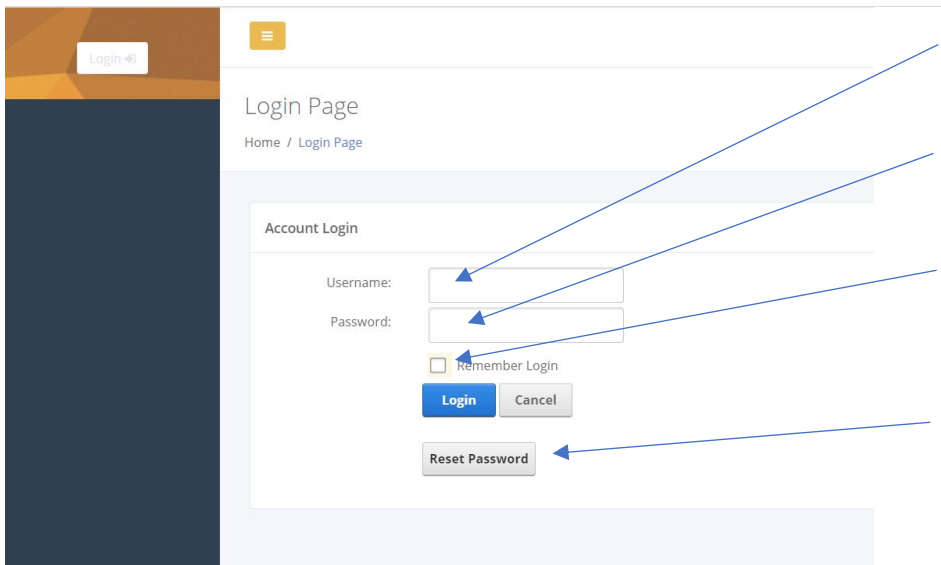# Self-Assessment Evidence Portal – Applicant Guide

Accessing the Portal

The self-assessment verification portal is accessed at the following link: https://sa-verification.hee.nhs.uk/. We recommend using **Chrome, Firefox, Edge or Safari** to access the portal. Please note the portal may not work correctly in Internet Explorer.

You will be required to reset your password the first time you use the portal.

On accessing the portal, you will be presented with this screen:

1. Input your Username – This will be the email address you use to access Oriel.
2. Input your password – the first time you use the portal you should use the reset password link first.
3. If you wish for your login to be remembered, please click here. We do not recommend using this on public computers.
4. Should you need to reset your password, for example if you have forgotten it, please click here.

Specialties Page

Once you have accessed your account you will be bought to the specialties page.

In the top left, you will see your name and your Oriel Pin Number.

At the top of the menu, you will see your dashboard. Here you can view, but not edit, your uploads across all specialties.

The Specialties page lists the specialty/specialties that you have applied to and the corresponding evidence upload window; in each specialty you will add your documents; this process is covered in the next section.

At the bottom you are able to access this System Guide for the portal.

Specialties Page

In this area you can see the specialties to which you have applied and it's corresponding evidence upload window. **Please note**, all times displayed within the system are shown as Greenwich Mean Time (GMT). Clicking on a specialty name one will take you to the document upload for that specialty only.

Uploading your evidence

Please note: If you have applied for more than one specialty you will need to repeat this process to upload evidence for each specialty.

To upload evidence for a specialty, first select the specialty from the Specialties page. You will then progress into the evidence upload section.

Please ensure that you are in the correct specialty (this is indicated at the top).

The system shows the evidence upload window for that specialty

Click on the 'Add Evidence' button.

TIP: Avoid taking photos of a piece of evidence and uploading them as separate files. This will make the assessors job very challenging to review your evidence. If you do not have facility to scan a document into a single file, you can copy photos into a Microsoft Word document, or similar, and then convert it to a PDF.

A window will appear to allow you to submit evidence (**please note**, the domain names differ depending on the specialty/specialties to which you have applied and reflect what you completed as part of your self-assessment).

Upload Evidence

Evidence File

[Choose file] No file chosen

The Evidence File must be of type PNG, JPG or PDF.
The Evidence File Name must not exceed 100 characters, contain only letters and numbers or any of the following characters &()-_+:',.?

Evidence Title

Enter a title that tells the assessor what the document is e.g. 'Degree Certificate'

The Evidence Title must not exceed 100 characters, contain only letters and numbers or any of the following characters &()-_+:',.?

Domain Tag(s)

- ☐ Application Form
- ☐ Q1 Additional Undergraduate Degrees and Qualifications
- ☐ Q2 Postgraduate Degrees and Qualifications
- ☐ Q3 Additional Achievements (prizes/awards)
- ☐ Q4 Presentations/Posters
- ☐ Q5 Publications
- ☐ Q6 Teaching Experience
- ☐ Q7 Training in Teaching
- ☐ Q8 Quality Improvement
- ☐ Q9 Leadership and Management

[💾 Save] [Cancel]

1. Choose the file that you wish to upload (the only formats that are supported are PDF, JPEG and PNG, no other file formats are supported). Maximum file size is 28 MB. The document/file name must be less than 100 characters.

2. Give the evidence submitted a title. Please ensure that the title is descriptive as this will tell the assessor what they are viewing; there is a 100-character limit.

The file name and evidence title can only contain letters, numbers and the following characters &()-_+:',.?

Should any other special characters be used, the system will not allow you to upload that piece of evidence.

3. Please check ONLY the box/boxes to which the evidence relates (you can use the same item of evidence against multiple domains, if this is relevant; e.g. if a document that you are uploading is applicable to Q4 and Q5, you would tick both boxes).

4. Once the file has been added please click save if it is correct, or cancel and follow the above steps again.

Once the document has been saved, you will be taken back to the specialty screen. Please follow the process outlined on page 2, until all of the evidence that you wish to submit has been uploaded (you can use the same evidence for multiple domains, if applicable, by editing the tags and selecting all which apply).

Please note that if the PDF document you are submitting has been corrupted, the system will not display an error message when you are uploading it. Instead, you will not be able to view the document when you click on "view". Please make sure you can open your PDF document before you upload it onto the Portal.

Note: Please log in and upload evidence at your earliest convenience to make sure that we can help resolve any technical issues you may have within your upload window deadline.

Paediatrics ST4

Evidence Upload Window
From: 10 Dec 2020 09:00 GMT
To: 20 Dec 2020 14:00 GMT

+ Evidence

Self Assessment for Paediatrics ST4

Show 100 ⌄ entries   Search:

#	Domain Tag	Evidence Title	File Name	Actions
1	Q1 Additional Undergraduate Degrees and Qualifications	MD General Internal Medicine	MD Degree.pdf	View Edit Delete
#	Domain Tag	Evidence Title	File Name	Actions

Showing 1 to 1 of 1 entries   Previous **1** Next

On this page you can **view** the file that you have uploaded, **edit** the Evidence Title and Domain Tags or **delete** it.

WARNING: If you delete the file and this has been uploaded against multiple domains, this will be deleted from all domains. If you need to change the domains associated to a document, use the 'edit' function instead.

Note: Applicants should click the "view" button to check if all their files have uploaded correctly and can be viewed.

Note: All evidence uploaded must be clearly legible, preferably of high resolution.

On this page you will see a 'Search' function above the table. This will filter all documents containing that bit of the text within either the domain tag or evidence title. If you wish to filter by all documents for question 5, you can enter 'Q5' so only those are listed.

If you have applied to multiple specialties, go back to the specialties summary screen and repeat the "Uploading your evidence" process until you have uploaded evidence to all of your specialties.

Editing your evidence

If you need to edit the domains tagged or the evidence title of a document, the edit feature will allow you to do this; remember that if you wish to change the file you need to use the 'delete' function instead and upload as a new piece of evidence.

Edit Evidence   ✕

File Name

MD Degree.pdf   View File ⧉

Evidence Title

MD General Internal Medicine

The title must not exceed 100 characters, contain only letters and numbers or any of the following characters &()-_+:',.?

Domain Tag(s)

☐ Application Form
☑ Q1 Additional Undergraduate Degrees and Qualifications
☐ Q2 Postgraduate Degrees and Qualifications
☐ Q3 Additional Achievements (prizes/awards)
☐ Q4 Presentations/Posters
☐ Q5 Publications
☐ Q6 Teaching Experience
☐ Q7 Training in Teaching
☐ Q8 Quality Improvement
☐ Q9 Leadership and Management

⌧ Save   Cancel

In the edit screen you can click the 'View' button to see the evidence.

If you need to update the evidence title, you can do so in this screen – remembering that the title applies to all linked domains

You can amend the check boxes to amend the domain tags.

Deleting your evidence

If you need to remove a piece of evidence, use the 'delete' button in the specialty uploading evidence screen. Please note the following when deleting documents:

- Deleting a document will remove it for all domains tagged; if you need to change the tags, use the edit function instead.
- Deleting a document will only do so for that specialty, it will have no impact on any other specialty.
- Once you press delete you will be asked to confirm this so you can be sure before deleting – the window below will appear asking you to confirm you wish to proceed.

Delete Evidence ✕

WARNING

Continuing will delete this file from this specialty entirely. If this file is linked to multiple domains, it will be deleted from all of them. If you wish to remove the document from one or more domain(s), please use the Edit screen to remove the respective domain tag(s).

File Name

MD Degree.pdf   View File ⧉

Evidence Title

MD General Internal Medicine

Domain Tag(s)

☑ Q1 Additional Undergraduate Degrees and Qualifications

Are you sure that you wish to delete this evidence?

🗑 Delete   Cancel

Checking your evidence

It is important to carefully check you have uploaded all the evidence required as it will not be possible to make changes once the deadline passes. There are two places you can do your checking:

- The evidence upload area, as described above.
- The 'Dashboard'. The main advantage to using this area is if you have applied to multiple specialties, you can see all evidence submitted within the one screen and more easily compare across specialties.
    - You can view the document within this screen.
    - However, you cannot edit or delete here and need to return to the upload area for the relevant specialty. You can do this by clicking on the specialty name. Please note you can only edit or delete documents during the evidence upload window for a specialty.

Paediatric Surgery ST3

Evidence Upload Window
From: 10 Dec 2020 09:00 GMT
To: 3 Feb 2021 10:00 GMT

No evidence submitted for this specialty

Paediatrics ST4

Evidence Upload Window
From: 10 Dec 2020 09:00 GMT
To: 20 Dec 2020 14:00 GMT

Please note: If you wish to edit tags for the documents below, please click on the specialty name above

Show 10 ❤ entries   Search: [   ]

#	Domain Tag	Evidence Title	File Name	Actions
1	Application Form	Application Form	App Form.pdf	👁 View
2	Q1 Additional Undergraduate Degrees and Qualifications	MD General Internal Medicine	MD Degree.pdf	👁 View
3	Q7 Training in Teaching	Training The Trainer	Training the Trainer Certificate.pdf	👁 View
#	**Domain Tag**	**Evidence Title**	**File Name**	**Actions**

Showing 1 to 3 of 3 entries   Previous 1 Next

Confirming your evidence

There is no "submission" button per Specialty. Applicants should follow the above steps to upload their evidence and check that they can see all the documents and that all documents uploaded correctly by clicking the "view" button next to each document.

The window for each specialty will be clearly displayed within the system as per the screenshot on page 1, and you must upload all your evidence by the end date and time. **Evidence cannot be added after the deadline**; missing evidence will normally be treated as though it has not been completed and your score adjusted accordingly.

Application form

Some specialties require you to upload parts of your application form alongside your evidence documents; the specialty should confirm which sections you should upload but typically this will be: 'Application form - Part 3' and 'Application form – Self-assessment.

You can do this by:

- Opening your application form, going to the 'Confirm & submit' page and pressing the 'Print' button (circled below).
- This opens a new window where you select the pages you need to print (as per the image below).
- Then press print and you will have an option to save as a PDF.
- This can then be uploaded with your evidence documents.
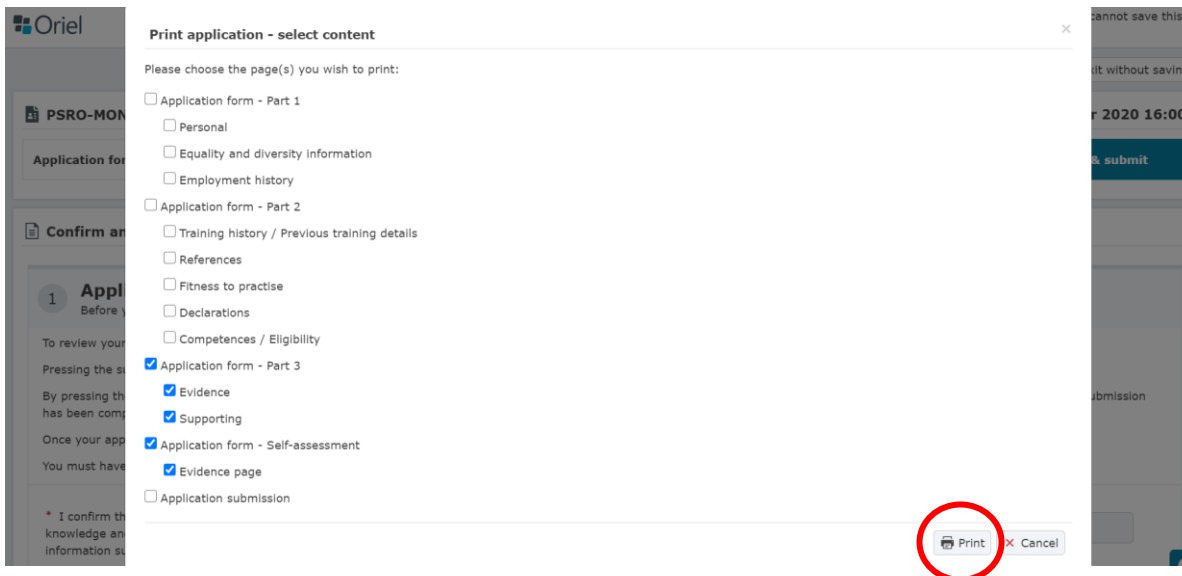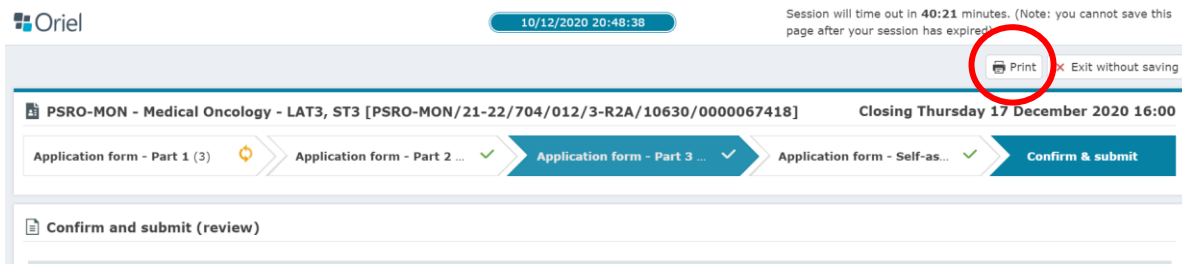
Converting Files to PDF

All documents are required to be uploaded in PDF, PNG or JPEG format. To convert a file such as a Word, Excel or PowerPoint document to a PDF document, open the document in question and click 'File' then 'Save as'. Select the folder where you want the document to be saved and from the dropdown 'Save as type', choose PDF, then save.