

Observe an assessment handout

Follow an SSSC assessor as they use the rubric to score submissions from learners for the Writing evidence for open badge applications badge and read about their rationale for each score.

This handout is part of the Peer assessment tutorial available at:

<https://learn.sssc.uk.com/peer>

Writing evidence for open badge applications

This handout focusses on the Writing evidence for Open Badge applications badge. Throughout the handout, the assessor will talk about the 'criteria'. Each badge has its own criteria and the appropriate criteria for this badge is shown below.

Criteria

To earn this badge you will need to:

- watch the video [Advice on evidence for Open Badge applications](#)
- download and read our [Open Badges hints and tips #1 factsheet](#)
- tell us about at least three things you learned from the video and why these are important to you (**100 words minimum**)
- discuss the hints and tips with your manager/supervisor and tell us what you will do to involve them in your future badge applications (**25 words minimum**)
- tell us about at least one thing you will do to make your colleagues aware of Open Badges and why evidence is important (**25 words minimum**).

Applications for this badge that don't demonstrate all five points from the criteria will be declined.

781-779-435 evidence submission

“Tell us about at least three things you learned from the video and why these are important to you (100 words minimum).”

From the video I have watched, I learnt a few things that are important to me and I will use them when applying for badges.

The video taught me what mistakes I have to avoid when applying for a badge. It also tells me what common mistakes other people do and then their badge is declined.

Another thing I learnt from video were all tips how and what way I should apply for badges eg. I should make sure I apply for the right badge, all my evidence has to meet criteria required for the badge and I should write in the first person. I understand that if I do not follow these tips I will not be awarded with the badge.

Third thing that is important to me is avoiding plagiarism. All provided evidence should be my own work. I understand that if SSSC will find my work the same or similar to somebody else's work my badge can be revoked and my account on SSSC Open Badges Closed.

“Discuss the hints and tips with your manager/supervisor/tutor and tell us what you will do to involve your manager/supervisor/tutor in your future badge applications (25 words minimum).”

I spoke to my Team Leader about badges relevant to my job. Any time I need to discuss the evidence I want to provide for a badge. I can come to my Team Leader and I will get full support.

“Tell us about at least one thing you will do to make your colleagues aware of Open Badges and why evidence is important (25 words minimum).”

I will speak to my colleagues and inform them about Open Badges. About benefits and knowledge they can gain from doing Open Badges and also it is a reminder of knowledge they already have.

Evidence is important because it is a backup of knowledge and understanding of the knowledge and practice.

781-779-435 assessment score

	Excellent	Satisfactory	Needs work
Format	2		
Reflection		1	
Criteria		1	
Links to policy			0
Engagement		1	
Badge awarded – 6/10			

Explanation

Format: A clear format with the questions from the criteria included and used as a structure. Ideal not only for assessors but people they show this badge to later.

Reflection: Written in first person and the learner understands why what they have mentioned is important. Had they mentioned their strengths and weaknesses in respect of these, I could have scored Excellent here. Satisfactory is appropriate.

Criteria: An Excellent could have been awarded if the learner had included dates when they watched the video and held the discussion, but the requirements for Satisfactory have been fully met.

Links to policy: I see no links to policy.

Engagement: The learner has discussed this with their manager, and they have mentioned something they will do to promote the learning resource with others. Had they been more specific about how they will do this (eg present at a meeting or arrange a session) or gone into more detail about how the discussion with their manager (eg did it influence their next steps?) - they would have earned Excellent.

Feedback to learner

This was good. One area for improvement would be to consider your strengths and weaknesses in respect of what you have learned and add this to your reflection eg has the learning helped you identify a weakness you can now improve on?

886-561-710 evidence submission

I took sometime to watch the video on open badge applications. Reflecting on the information within the video as there was lot and found that re-watching the video helped my understanding. . This is something which I will re-visit when writing for other badge work. It highlighted the importance of completing all areas and mentioning them in my evidence. I have downloaded the fact sheet and saved this to my own device as I feel this will be a good reference for future use.

Within the video I found the importance of taking time to be interesting I would usually be someone who would just write an answer straight away, however within other badges taking time to reflect on a new piece of information will allow me time to think about my own practice and take time to discuss my learning with my team, to gain their thoughts and views will provide a deeper understanding. I did find re-watching the video to be useful also. I think the importance of writing down ideas and thoughts in another document to be helpful, I was able to spend time going back over the document prior to submitting and allows time to reflect. Again something which I would not consider prior to the video. Ensuring I write from my perspective and not that of my team was a good reminder within my current practice I often write reflective accounts for my degree and can sometimes find it difficult to reflect personally and not as a team.

I discussed the video and fact sheet with my manger during supervision and discussed how useful the Fact sheet would be for the whole team, I have 6 weekly supervision and during this time I discuss which badges I will be working on and will share my reflection prior to submission.

I will share the factsheet with my team as I feel the information will help when writing any refection's which we write in daily practice. I also discussed the badge work with another member of the team who is working through the badges. I think working together and reflecting on our learning together will help my understanding. Sharing my evidence with others helps to peer evaluate prior to submission which will in turn help both of our learning.

886-561-710 assessment score

	Excellent	Satisfactory	Needs work
Format	2		
Reflection	2		
Criteria		1	
Links to policy			0
Engagement	2		
Badge awarded – 7/10			

Explanation

Format: Relevant evidence that meets the minimum word count. Although missing the questions as headings, I still scored it as Excellent because it had a very clear structure to it.

Reflection: The learner has shown an appreciation of their weaknesses considering what they have just learned and are clear about what they are going to do – they haven't just repeated what the video told them but have shown they understand it. This is important in scoring excellent for reflection.

Criteria: If the learner included dates for when they watched the video, discussed with their manager, or spoke with their colleagues then they would have scored Excellent for the criteria factor.

Links to policy: I can see no links to policy.

Engagement: Discussions have taken place and the learner has been quite specific about what they will do next. They are sharing the factsheet with their team and . While there could have been more detail, I felt an Excellent was still appropriate here.

Feedback to learner

Very well written. Adding dates for when you accessed the learning materials and held discussions with peers/managers will further improve the quality of your evidence going forward.

456-993-223 evidence submission

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456-993-223 assessment score

	Excellent	Satisfactory	Needs work
Format			0
Reflection			0
Criteria			0
Links to policy			0
Engagement			0
Application returned to learner – 0/10			

Explanation

The learner did not provide any evidence for me to assess so all factors are scored as Needs work.

Feedback to learner

Thank you for your application. Unfortunately, there was no evidence included to support your application for the badge. Please submit the evidence requested by the badge criteria.

564-848-634 evidence submission

The things I've learned from the video are, I should read the criteria for the open badge correctly because the incorrect badge might not apply to my everyday work. I should write down things that I've learned myself and not plagiarised because it breaches confidentiality. Quality is more important than quantity and I should take my time to learn and space out my work time so what I write is correct and to the best of my ability. Also it is important to have a manager, supervisor or a colleague look over my evidence to discuss or let me know of any mistakes before I submit.

By discussing hints and tips with my manager I would let my manager know what open badges I intent to apply for and check if they are suited to my progression in the workplace

i would show the badges that I've earned and hope to earn to a work colleague to show how useful they are in the workplace. This will show why evidence is important in open badges

564-848-634 assessment score

	Excellent	Satisfactory	Needs work
Format		1	
Reflection		1	
Criteria		1	
Links to policy			0
Engagement		1	
Badge awarded – 4/10			

Explanation

Format: This meets the word count and the correct badge has been applied for. Had the learner added the questions as headings, as the video for this badge recommends, they would have scored Excellent.

Reflection: This is written properly in first person and some understanding of the topic is shown, although the learner appears to have misunderstood why plagiarism should be avoided.

Criteria: The essential elements of the badge criteria are met. However, not all questions have been answered in detail.

Links to policy: There is no mention of this.

Engagement: The learner mentions they will discuss badge applications with their manager and show their badges to colleagues, but they have not gone into depth about either. I get the impression they are talking about quick discussions and, as such, an Excellent would not be appropriate here. A Satisfactory has been awarded.

Feedback to learner

This was okay. Adding the questions as headings to your evidence and answering those in more detail will help you improve next time round.

483-645-184 evidence submission

Things I have learned from the video are :- That I must make sure that I put into practice everything that I have learned from it. That I understand and acknowledge what has been said and what to do in the circumstances that I come across. That I understand that I must prepare any evidence that I am putting forward and that I understand what is meant by the evidence. This will give me good ground rules to follow and make sure that I do not cut any corners when doing my job and also to note down anything that happens that is not in the ordinary run of the mill day. Hints and tips with my Manager/Supervisor. I will try and make my evidence much more clear and not waffle on about something that does not matter in the circumstances, I now know how important evidence is and to make sure that it is correct. One thing I will do to make my colleagues aware of open badges. I will discuss with them the badges I have applied for and enquire if they have received the said badge, I can then discuss with them the details of what the badge was for and we can have an open discussion on what we think about it and what we have learned.

483-645-184 assessment score

	Excellent	Satisfactory	Needs work
Format		1	
Reflection		1	
Criteria			0
Links to policy			0
Engagement		1	
Application returned to learner – 3/10			

Explanation

Format: The evidence is relevant to the badge and the minimum word count is met. To achieve an Excellent score the learner would need to add the badge criteria as headings.

Reflection: This is written in first person and the learner has done enough to score Satisfactory. To score better they would need to expand on their answers to explain why they have chosen these points eg are they weaknesses to be worked on and if so then how?

Criteria: One of the questions does not appear to have been answered. I cannot see what the learner will do to involve their manager or supervisor in their future badge applications.

Links to policy: There are no links to policy.

Engagement: Nothing in the evidence tells me how the learner intends to involve their manager/supervisor. However, they have written about how they will promote the learning resource to others and have discussions with others after they receive a badge. This scores Satisfactory, but it could have been higher had they written about involving their manager and tutor prior to submitting a badge application.

Feedback to learner

To improve your evidence please add something about the discussion you had with your manager/supervisor. What will you do to involve them in your future badge applications?

528-312-798 evidence submission

This badge has allowed me to understand the process involved in applying for Open Badges.

It is fundamental to learning to show evidence of such therefore this badge allows me to have a greater knowledge of how to show my evidence and what is accepted and not.

On the hits and tips page, it showed me that writing in first person is allowed as it is needed to show whose learning I am talking about.

In future I can use this badge to help my colleagues where need should they need assistance with applying for badges. It allows me to direct them to this should they be unsure as to how to properly show their evidence.

528-312-798 assessment score

	Excellent	Satisfactory	Needs work
Format			0
Reflection			0
Criteria			0
Links to policy			0
Engagement		1	
Application returned to learner – 1/10			

Explanation

Format: The learner is short of the minimum word count by 34 words.

Reflection: Written in the first person, but it is not clear they have understood anything – they are just repeating points from the video.

Criteria: Questions from the criteria have not been answered.

Links to policy: There are no links to policy.

Engagement: The learner says they will direct colleagues to the learning resource if they need assistance. This is enough for them to earn one point, but they would need to improve significantly to get more.

Feedback to learner

You were short of the minimum word count and because of this I could not get a sense of how well you understood the learning materials for this badge. Please check the questions in the criteria and answer each in full.

595-531-979 evidence submission

Watch the video Advice on evidence for Open Badge applications

I watched the video for this above badge on 08/01/2021

Download and read Open Badges hints and tips factsheet

I read the open badges hints and tips on 08/01/2021. I then downloaded the factsheet, saving it to my desktop, so that I can easily access it when required.

Tell us about at least three things you learned from the video and why these are important to you (100 words minimum)

The first thing that I have learned that was important to me, was that the evidence is deemed more important than gaining the badge. That the evidence I submit stays with the badge and can be seen by whoever I share the badge details with (unless I choose to hide it)

Making sure that time is taken when I complete the evidence submitted, as this can give a good impression of myself and my experience, knowledge and skillset.

When asked to work through learning outcomes I should write down how I have achieved this, incorporating dates, times, who I discussed or applied the learning with.

I should avoid trying to rush through badges and not to put down evidence too soon after completing my learning tasks. This will make sure that I have taken the learning objectives onboard and understood the content, which would then make it easier for me to apply in practice.

Using the headings from the criteria, as titles within my evidence, to help in the process of making sure I am not missing anything asked for.

Finally, it has been recommended that I get my evidence checked by someone, as in my senior or manager, to make sure I have completed all the criteria asked for competently and also that its well structured .

Discuss the hints and tips with your manager/supervisor/tutor and tell us what you will do to involve your manager/supervisor/tutor in your future badge applications (25 words minimum)

I spoke with my manager about how I would like to involve her on my journey of applying and completing badges through the SSSC website on the 09/01/21 during my supervision.

I agreed with my manager, that I would keep her updated with any badges that I was working on, when I have submitted my evidence and the outcome of applying for the badge. I will ask her to read over evidence where I felt I needed clarity and also acknowledgement that she felt it was meeting the required criteria asked for at a competent level. We also discussed where possible, bringing some of my learning from completed badges when applicable, to our development sessions.

tell us about at least one thing you will do to make your colleagues aware of Open Badges and why evidence is important (25 words minimum).

I will refer my colleagues to the SSSC website, if not already accessing the badges keep them updated with any badges that I am applying for, especially ones that I feel would benefit learning outcomes for the setting I work in.

I would reiterate to my colleagues the importance of the above statements I have written and direct them to facts/hints sheet on summiting good evidence ,that meets the criteria asked for and the personal benefits of doing so. E.g., Being awarded the badge on first submission, gaining positive recognition from someone reading the evidence or using the evidence in other areas of continuous personal development, applying for further education or employment.

595-531-979 assessment score

	Excellent	Satisfactory	Needs work
Format	2		
Reflection		1	
Criteria	2		
Links to policy			0
Engagement	2		
Badge awarded – 7/10			

Explanation

Format: The badge criteria has been used as headings and the evidence is written in a way that is easy to follow.

Reflection: Written in the first person with explanations of why the learner found these points important, this clearly meets the requirements to be scored as Satisfactory. To score Excellent here, I would need to see more from the learner about what they feel are their strengths and weaknesses are in respect of the three points or something about how adopting this approach to recording their learning might improve their practice and subsequently outcomes for people using their service.

Criteria: The learner has used the full criteria as headings, provided a response to each and accompanied these with dates. This scores Excellent.

Links to policy: I cannot see any links to policy.

Engagement: The learner talks in some detail about the discussion they had with their manager, especially around future actions, and they've been specific about how they will encourage others to use the learning resource. I felt this was enough to score Excellent.

Feedback to learner

This was excellent. You could improve future applications for badges by exploring your strengths and weaknesses in respect of what you have learned.

873-395-021 evidence submission

After having watched the Writing Evidence for Open badge application video these are three things which I learned:

1. The evidence I write for an open badge is more important than getting the badge. I must provide quality evidence and not quantity ensuring that I meet all the main points asked of me and not talk about things not relevant to my application.
2. There is an Open Badge passport where I can upload and store any badges I receive and achieve. I can share my badges with other people by providing them with a link. My evidence can also be shared by scanning a QR code on any certificate I have achieved. The evidence that I provide may be used to show anyone in the future if I wish to apply for a new job for example.
3. I must use reflective writing in all my evidence, something I admit I am needing more practice in. The information provided in the video was very helpful to me. I must therefore write about how the badge will benefit me as a person rather than we as a team, something I am not used to doing. Talking about my own learning and not as how it will be used as a team.

In the future when I choose which badges I would like to apply for I will discuss this with my depute beforehand to talk about how beneficial it will be to me to help me carry out my job to the best of my ability and improve on my learning. I shall ask them to read over my evidence asking them for any advice on improvements that can be made and whether I have met all the criteria.

I will discuss Open Badges with my colleagues and explain to them that badges count towards PRTL hours required for the SSSC registration. I can share badges with them if they wish and we can work together to provide support and advice on any Open Badges they wish to submit evidence for to continue to better our practice.

873-395-021 assessment score

	Excellent	Satisfactory	Needs work
Format	2		
Reflection		1	
Criteria		1	
Links to policy			0
Engagement		1	
Badge awarded – 5/10			

Explanation

Format: Relevant evidence that meets the minimum word count. Although missing the questions as headings, I still scored it as Excellent because it had a very clear structure to it.

Reflection: It is written in the first person and the learner explains why what they learned was important to them and what actions they need to take. There's not quite enough to convince me this falls under Excellent, for that I'd be looking for them to expand on one or two of the things they've learned, be specific about how these things will be applied in practice and how they will seek feedback on this.

Criteria: Dates are missing from the evidence so it falls short of excellent on the criteria factor, but it clearly answers the questions in full and scores satisfactory.

Links to policy: There is a glancing reference to SSSC continuous learning requirements, but I would need to see a sentence or two about why the learner feels this is relevant to give them a Satisfactory score here.

Engagement: The learner says they will discuss future badges with their depute and that they will help and support colleagues with badges. This is enough to score Satisfactory for the engagement factor.

Feedback to learner

This was good. In your application for your next badge try to expand on one or two of the things you have learned and be specific about how you will apply these and seek feedback from others to make sure they improve your practice.

819-659-121 evidence submission

learned how to assist people .approach people and be the first point of contact for people who are suffering from illness to point them in the correct direction to get help and offer comfort and reassurance until they can get professional help. I learned how to recognise signs and symptoms of illness such as depression. Anxiety and disorders,how to spot signs of stress distress/ Alcohol and drug abuse. Eating disorders/ self harm. Everything to do with mental health. All disorders.and ways to promote mental well-being, by eating well exercise and relaxation techniques.,and how it is just as important as good physical well-being. I received a SCQF Qualification award in First Aid For Mental Health.

819-659-121 assessment score

	Excellent	Satisfactory	Needs work
Format			0
Reflection			0
Criteria			0
Links to policy			0
Engagement			0
Application returned to learner – 0/10			

Explanation

Format: The evidence submitted was not relevant to the badge so it scores Needs work for format, an immediate fail regardless of how the other factors score. It was also 36 words under the minimum word count.

Reflection: The learner has listed a series of things they feel they learned without explaining why these are important to them or how this can improve their future practice. They have not done enough to score Satisfactory for reflection.

Criteria: The questions asked in the criteria have not been answered and it is highly unlikely the correct learning materials have been accessed as the evidence provided is not relevant to the badge.

Links to policy: There are no links to policy.

Engagement: There is no evidence of engagement.

Feedback to learner

Thank you for your application. The evidence submitted does not appear to be relevant to this badge. Perhaps you meant to apply for a different badge instead?

228-453-246 evidence submission

Evidence

Open Badges hints and tips #1

The evidence you provide is the most important part of your badge. As well as being used to determine if a badge should be awarded to you, it will be seen by anyone you show your badge to. They can use it to check whether you did the minimum to get the badge or whether you did exceptionally well.

Use the badge criteria and evidence requirements to help you

You must meet the criteria before you can apply for the badge. Read each item in the criteria carefully, make sure that you meet these and carry out any tasks asked of you. The evidence requirement for each badge is compulsory and you must make sure you understand what you must provide to show you meet the criteria for the badge. This includes information on how much to write and any additional material you might need to provide.

Give yourself time If the criteria ask you to work through a learning resource, give yourself enough time to complete the learning. You should not attempt to rush through an SSSC learning resource from start to finish. Spread your learning out gradually over several days or weeks to help you remember and apply your learning.

Avoid writing directly into the application box

We recommend that you type your evidence using a word processor on a computer or a note app on smartphones/tablets rather than write directly into the application box. You can copy and paste it into the box or attach it later. This will keep your work safe if you lose your internet connection or get distracted.

Carefully plan what you are going to write

Use each point from the badge criteria as a heading. This will help you structure your evidence. Write something for each point in the criteria eg if you are asked to work through a learning resource, you might say "I worked through the resource for half an hour each day between Monday 1 April and Friday 5 April and spoke to my manager about my responses to the exercises within it".

Stick to the criteria and don't mention anything that isn't relevant to it.

How to explain what you've learned Your application will be declined if you summarise or repeat the content of a learning resource as if you were writing an essay. Instead, we would like you to tell us what your learning means to you or what difference your learning experience has meant to your role. The key to this is reflective writing. Consider including answers to the following questions in your evidence:

? Experience – Describe the learning experience, what happened? What did you do in reaction to it?

? Knowledge – What do you know now that you did not know before?

? Skills – What can you do now that you could not do before you had the experience, or can do better now because of the experience?

? Reflections – What were your feelings and thoughts? What did you do well? What would you do differently? What values did you use?

? Application – Think of a situation where you applied/could apply what you have learned.

You don't need to cover every one of these or write about all your learning. Just focus on what you felt was most important for you and your practice and use these questions as a guide if you get stuck. For more information and help with reflective writing, look at *Developing your practice through reflection and learning*.

Always write in first person

Use words like 'I', 'me' and 'my' when writing about your learning. Avoid 'you', 'our' or 'we' as it is not clear whose learning you are talking about.

Show your work to someone

Discuss the badge criteria, evidence requirements and the evidence you have prepared with your manager or a colleague before submitting your application. Ask them to check if it meets the criteria and give you feedback on what you need to change or include if it doesn't.

You will want someone to check your spelling and punctuation as well. Your application won't be declined because of this, but the people you show your badge to probably won't be impressed by poor spelling and punctuation.

You can watch a video about how to prepare your evidence at badges.sssc.uk.com/badges/evidence

228-453-246 assessment score

	Excellent	Satisfactory	Needs work
Format			0
Reflection			0
Criteria			0
Links to policy			0
Engagement			0
Application returned to learner – 0/10			

Explanation

The evidence provided by the learner has been copied word for word from the handout materials. This is plagiarism and doing this in an academic setting would usually result in disciplinary action. I am going to give the learner the benefit of the doubt, perhaps they haven't read the criteria or understood the learning materials associated with this badge.

As I know the learner submitted evidence they did not write, I need to score all factors as Needs work. Even if I did not know this was not the learner's own work, it would still fail on reflection as it is not written in the first person and on criteria as the questions asked by the criteria for this badge have not been answered.

Feedback to learner

Please submit evidence you have written yourself that answers the three questions asked in the criteria for this badge.