المقاييس السعودية للمهارات
Saudi Skills **Standards**

Mechanism for collecting and storing the IR evidences

1- Collecting relevant evidences before and during the review according to the IR document (evidences) and collecting method as attached.

2- The evidences can be collected through CD, Flash memory and or email. The college should prepare all relevant evidence in softcopy. Other documents cold be provided in soft copy during the review when appropriate as well. This will be noted in the notification email to the college. Review team will fill onsite Evidence record as attached.

3- The linkage mechanism between framework indicator and evidence of an observation will take label number in the evidence form as the following :

Evidence Form	**Code**	**Reference**
EF for Class observation	EF-CL	Code + number of EF + Reviewer initial + relevant indicator number
EF for Document Observation	EF-DO	Code + number of EF + Reviewer initial + relevant indicator number
EF for Meeting Observation	EF-MO	Code + number of EF + Reviewer initial + relevant indicator number
EF for Other Observation	EF-name of the observation	Code + number of EF + Reviewer initial + relevant indicator number

4- More than one evidence to an indicator is possible. One evidence can be used for more than one indicator is possible.

5- All documents and evidences should be quality assured using QA constitute records for document and evidence as attached.

6- All evidences will be stored in a share drive. The share drive will contains folders for each college including final report, SAR, QIP, and evidences. Evidences folder will be categorizes according to the evidence related to the appropriate indicator and then stored in the share drive.