

Qpercom ePortfolio - Self Assessment Applicant User Guide

If you have been invited to upload evidence for a Self Assessment process please follow the instructions below.

You should log in and submit your evidence at your earliest convenience to make sure there is sufficient time to resolve any issues you may have within the upload window.

Only evidence uploaded and attached to the correct domains in Qpercom will be considered by the panel. Evidence submitted via a different method, including by email, or by uploading to any other portal cannot be considered.

Recruitment teams are unable to upload or attach evidence on your behalf.

Accessing Qpercom

All applicants will need to register with the system. To access the system please click the link below:

[Qpercom \(https://mdrs.qpercom.com/recruit/\)](https://mdrs.qpercom.com/recruit/)

Click “log in with Qpercom”

Click “Initial log in/Forgotten password”.

Insert the email address used for your Oriol application and click submit. You will receive an email with your log in details to access the system.

When you log in for the first time you will be asked to consent to the system terms and conditions.

Applicant Dashboard

Once you have logged in you will be able to view your dashboard. When the evidence upload window for the specialty you have applied for has opened, you will be able to see the Evidence Upload task in the Outstanding Tasks section of your dashboard.

Click on the task to start uploading and attaching your evidence

Qpercom Dashboard Logbook Assessments Media Bank Applicant - Isabella Collins ▾

Isabella Collins

Username: dummy468

Email: contact@email.com

Specializations: -

Experience (years): -

Phone number: +1(123) 456-7890

Upcoming events

There is no upcoming events published yet

Outstanding tasks

Evidence Upload: Example Self Assessment Verification

not yet started [Go to task](#)

Upload Window: 12.09.2025 09:00 - 19.09.2025 15:00

Completed tasks

There are no completed tasks yet

Uploading evidence

Only images or PDF files (maximum 5MB) can be uploaded. This size limit is to ensure the files are optimised for online viewing. No other file types can be uploaded. Please do not upload video files unless specifically requested by the recruitment team. File names should not include special characters such as &, £, %. Please check all files are displaying correctly before uploading.

Attach Evidence - Station: 1

Files

Folder empty

Drag and drop or browse
Max 5MB for images/pdf 20MB for videos are allowed
Browse

Capacity: (22.13 KB of 1 GB)

Attachment period: 12.09.2025 09:00 - 19.09.2025 15:00

Upload instructions:
Manage files and folders on the left, select files to attach to domains on the right

Domains:

Presentations
Incomplete Nothing to Attach Attach

Publications
Incomplete Nothing to Attach Attach

Teaching
Incomplete Nothing to Attach Attach

Audit and QIP
Incomplete Nothing to Attach Attach

Save Progress & Close Finished & Submit

To upload a file, drag and drop files into the Files section on the left of the screen, or click Browse to browse for the file on your computer.

If you have previously uploaded evidence to your Qpercom account for another application, it will be available in your files. You do not need to upload a new file each time if the evidence is unchanged.

Linking evidence to domains

Once you have uploaded your evidence, you need to link the file to the relevant domain. To do this, select the file on the left of the page, then click Attach to attach it to a domain.

Attach Evidence - Station: 1

Files

☒ National presentation.pdf

☐ My publication.pdf

☐ February 2023 Audit.pdf

Upload instructions:
Manage files and folders on the left, select files to attach to domains on the right

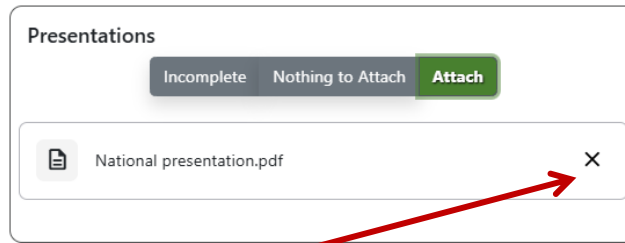
Domains:

Presentations
Incomplete Nothing to Attach Attach

Publications
Incomplete Nothing to Attach Attach

Files that are uploaded but not linked to a domain will not be shared with panel members.

Once you have linked a file to a domain, it will appear under the relevant domain heading.



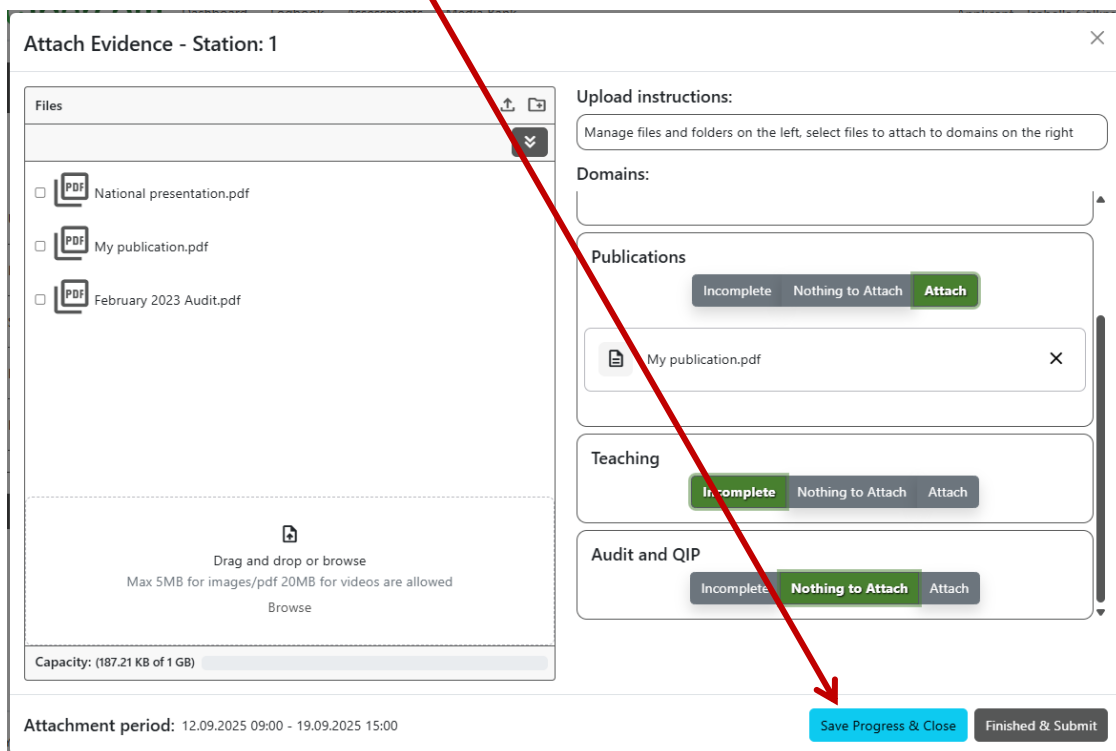
You can unattach a file by clicking the X.

If you do not have any evidence for a domain, select Nothing to Attach.

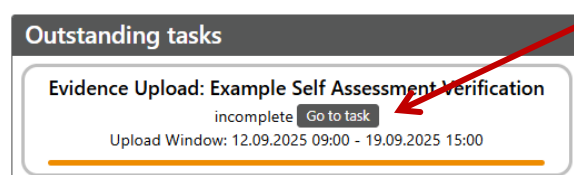


Saving Progress

To save your progress, click Save Progress and Close. This will save any changes you have made but will not submit your evidence to the panel.



You can continue to edit your evidence until the upload window closes. Click on the task on your dashboard to re-open it.



Submitting your evidence

When you have finished uploading and attaching your evidence click Finished & Submit. You will not be able to submit if there are any domains marked as incomplete.

The screenshot shows the 'Attach Evidence - Station: 1' window. On the left, under 'Files', there are three PDFs: 'February 2023 Audit.pdf', 'National presentation.pdf', and 'My publication.pdf'. Below this is a 'Drag and drop or browse' area with a 'Browse' button and a capacity indicator (330.16 KB of 1 GB). On the right, under 'Domains', there are two sections: 'Presentations' and 'Publications'. Each section has buttons for 'Incomplete', 'Nothing to Attach', and 'Attach'. The 'Attach' button in the 'Presentations' section is highlighted with a red arrow. Below these sections are 'National presentation.pdf' and 'My publication.pdf' with close buttons. At the bottom, there is an 'Attachment period' (12.09.2025 09:00 - 19.09.2025 15:00) and two buttons: 'Save Progress & Close' and 'Finished & Submit'.

Then click Yes, submit to confirm that you want to submit.

The screenshot shows a 'Confirmation' dialog box. The text inside reads: 'You are now submitting your evidence. When you submit your evidence you cannot edit your responses. If you have further evidence to add please click cancel and choose save progress instead. You must ensure your evidence is submitted by the deadline. Once you submit you will still be able to view your responses. Are you sure you want to submit?'. At the bottom, there are two buttons: 'Cancel' and 'Yes, submit'. A red arrow points from the 'Yes, submit' button to the text area.

You MUST submit your evidence before the deadline. If you do not submit, the panel members will not be able to view your evidence.

Evidence cannot be added or edited once submitted.

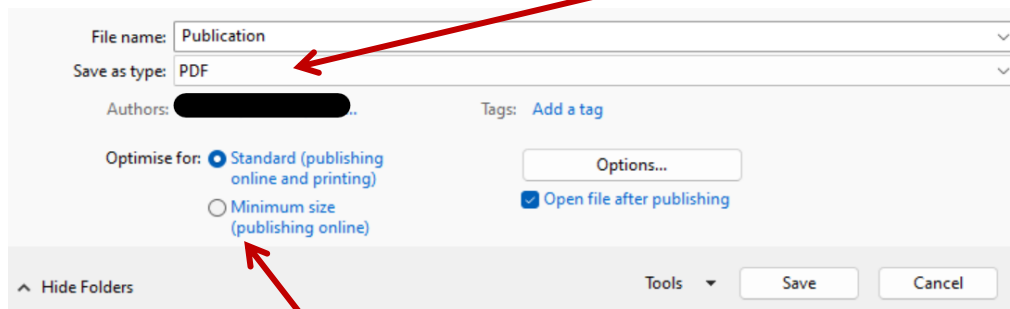
Viewing your submitted evidence

Once submitted, your Evidence Upload will appear in Completed Tasks. You will be able to view the evidence submitted but will not be able to make any changes.

The screenshot shows the 'Completed tasks' section. It contains a task titled 'Evidence Upload: Example Self Assessment Verification' with a status of 'complete' and a 'Go to task' button. Below the task title, it shows the 'Upload Window: 12.09.2025 09:00 - 19.09.2025 15:00' with a green progress bar.

Converting files to PDF

All files must be in PDF format. To convert a file such as a Word, Excel or PowerPoint document to a PDF, open the file and Click File, then Save As. You can then select PDF in the Save as type dropdown.



It is recommended that you select Optimise for Minimum size (publishing online) as this will reduce the file size of the PDF.

Deleting and renaming files

To delete or rename files you have uploaded, go to your Media Bank.



[Dashboard](#)

[Logbook](#)

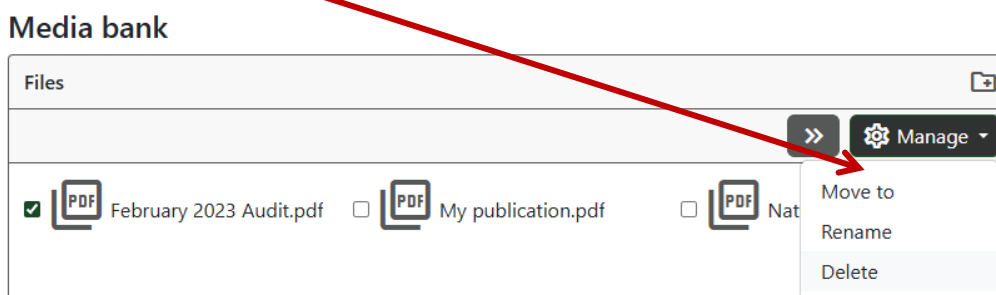
[Assessments](#)

[Media Bank](#)

In the Media Bank, select the file you want to edit



Click manage, then rename or delete.



You will not be able to rename or delete a file that is attached to an assessment. To amend a file attached to an assessment, you will need to unlink it from the domain it is linked to first.