

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/>)

Click “log in with Qpercom”

Click “Initial log in/Forgotten password”.

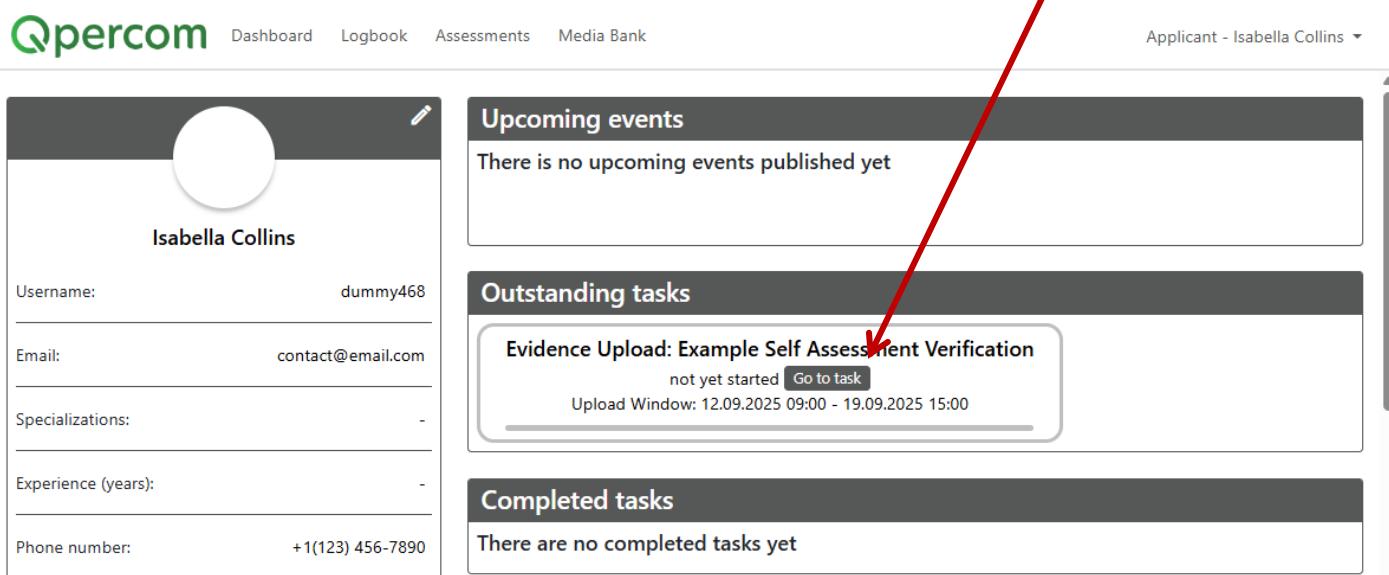
Insert the email address used for your Oriel application and click submit. You will receive an email with your log in details to access the system.

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



The screenshot shows the Qpercom Applicant Dashboard. On the left, there is a sidebar with a placeholder profile picture and the user's name, Isabella Collins. Below this are fields for Username (dummy468), Email (contact@email.com), Specializations (dropdown), Experience (years) (dropdown), and Phone number (+1(123) 456-7890). The main content area is divided into sections: "Upcoming events" (no events listed), "Outstanding tasks" (Evidence Upload task), and "Completed tasks" (no completed tasks listed). The "Outstanding tasks" section contains a box for the Evidence Upload task, which is described as "Example Self Assessment Verification", is marked as "not yet started", and has a "Go to task" button. A red arrow points from the text "Click on the task to start uploading and attaching your evidence" to this "Go to task" button. The top right corner of the dashboard shows the user's name, "Applicant - Isabella Collins".

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)

Domains:

- Presentations
- Publications
- Teaching
- Audit and QIP

Incomplete Nothing to Attach Attach

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

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:

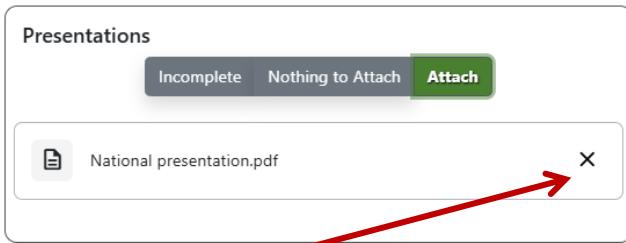
- Presentations
- Publications

Incomplete Nothing to Attach Attach

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.



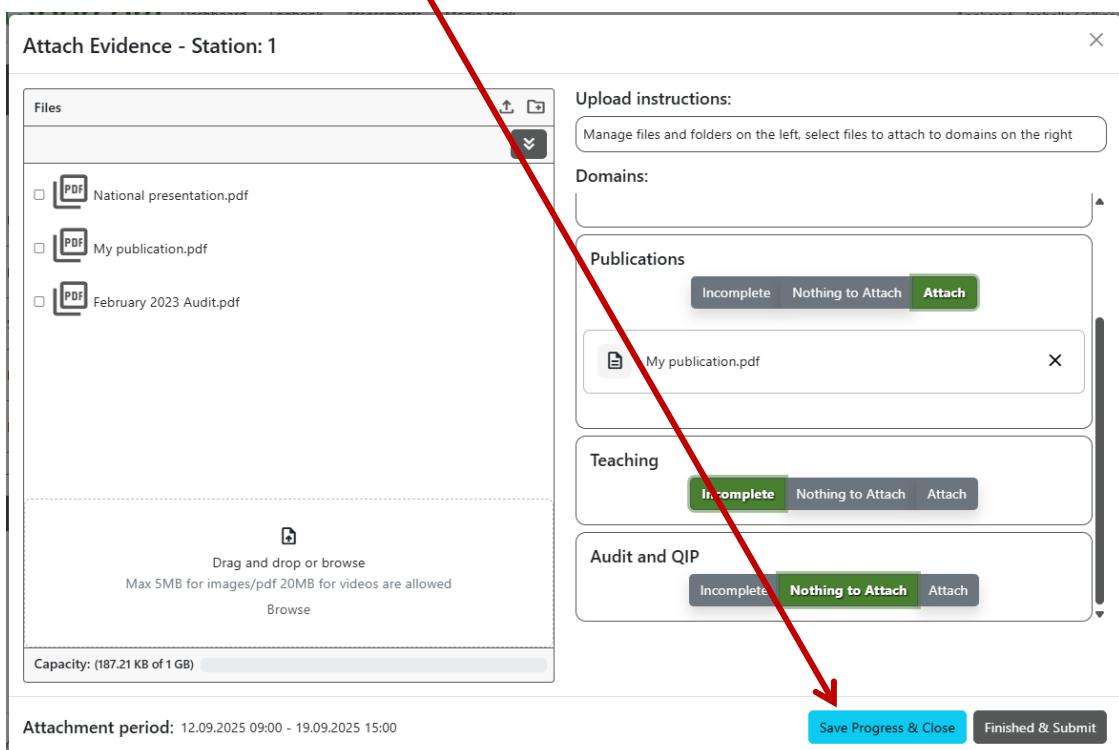
You can unattach a file by clicking the X.

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

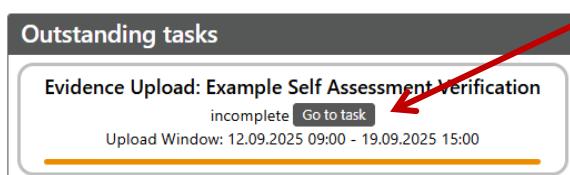


Saving Progress

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.

Attach Evidence - Station: 1

Files

- February 2023 Audit.pdf
- National presentation.pdf
- My publication.pdf

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

Domains:

Presentations

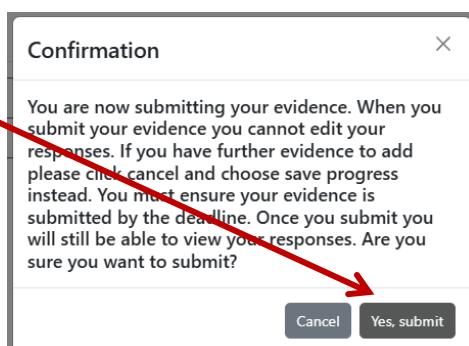
Publications

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

Save Progress & Close

Finished & Submit

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

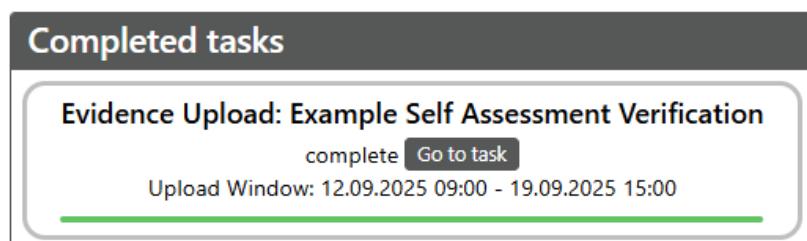


You MUST submit your evidence before the deadline. If you do not submit, the panel members will not be able to view your evidence.

Evidence cannot be added or edited once submitted.

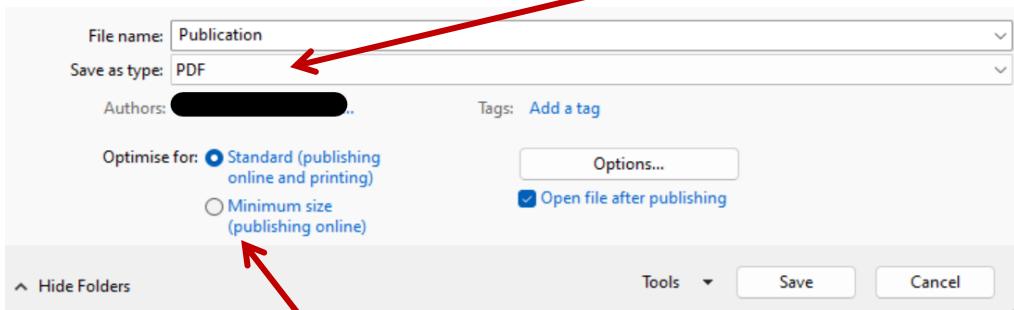
Viewing your submitted evidence

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.



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.



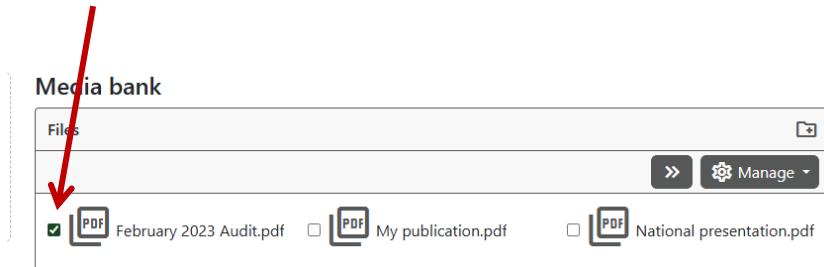
It is recommended that you select Optimise for Minimum size (publishing online) as this will reduce the file size of the PDF.

Deleting and renaming files

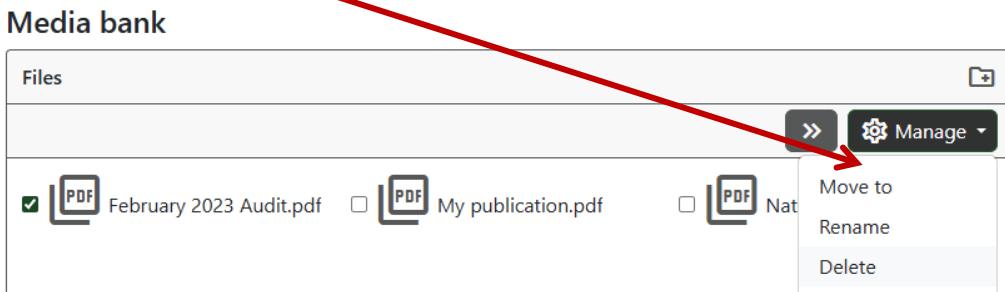
To delete or rename files you have uploaded, go to your Media Bank.



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.