

ESA Evidence Tracker

Every letter, list and statement for your claim:
what to ask for, how to ask, and a tracker so
nothing gets lost in the post

INSIDE THIS PACK

- The three rules that make evidence count: function, recent, relevant
- How to ask for each item, from the GP letter to the prescription list
- A requested / received / sent tracker for the whole bundle
- A sending log and cover note, so your envelope arrives organised

**A focused bundle of 5 to 10 relevant pages
beats a 50-page archive every time.**

Works for ESA and UC claims, reassessments,
mandatory reconsideration and appeals.

Evidence that wins points

The Work Capability Assessment is decided on function, not diagnosis. A decision maker already believes you have the condition: what they need is proof of what it stops you doing, how often, and what help you need. That is why one page of the right evidence can outweigh a folder of the wrong kind.

FUNCTION

A letter that says "he becomes breathless after 30 metres and cannot repeat the effort" scores. A letter that only confirms the diagnosis does not. Ask everyone who writes for you to describe effects, not labels.

RECENT

Evidence from the last two years carries the most weight. Older evidence is fine for showing how long a condition has lasted, but pair it with something current.

RELEVANT

Match each item to the activities it proves. Before it goes in the envelope, ask: which WCA activity does this page support? If you cannot answer, it probably stays out.

THE PAPERWORK RULES

Send copies, never originals: assume nothing you post comes back. Write your full name and National Insurance number on every single page, because loose pages get separated. Keep one complete copy of the bundle at home, and log everything you send in the tracker on page 4.

QUALITY OVER QUANTITY

A focused bundle of 5 to 10 recent, specific, relevant pages beats a 50-page archive. Decision makers have limited time per case: lead with your strongest item, and make every page earn its place.

TWO ITEMS ONLY YOU CAN CREATE

The two strongest pieces of evidence are often free and home-made: a symptom diary kept over a few weeks (our free Symptom & Bad Days Diary maps every tick to the WCA tests) and a signed statement from the person who helps you (our free Carer's Statement Template asks them the right questions). Both are at www.esaexpert.co.uk/free-tools.html.

How to ask for each item

The ask matters: name the activities and effects you need covered, not just "a letter".

GP letter	Ask reception how your surgery handles supporting letters (some charge £30 to £50). Ask for daily-life effects: what your condition stops you doing, how reliably, what help you need. If cost is a barrier, ask about hardship arrangements.
Consultant or specialist letter	Ask at your next appointment, or ring the clinic secretary. Clinic letters are often copied to you automatically: check the ones you already have before requesting new.
Prescription list	Free and instant from your GP online account or the NHS App, or ask reception to print it. It proves conditions, doses and how long you have been treated.
Fit notes (Med 3)	If your GP has signed you not fit for work, recent fit notes directly support the claim. Ask reception to reprint any you have lost.
Mental health team or care plan	Ask your care coordinator, CPN or support worker for your current care plan or a short summary of the support you receive and why.
OT or physio report	If an occupational therapist assessed your home or equipment, ask for a copy of that report: it is direct evidence of aids and adaptations.
Test results and scans	Only include results that explain function (for example nerve studies, imaging that explains pain or falls). Raw numbers without context rarely help.
Carer's statement	Free to create: give the person who helps you our guided template (www.esaexpert.co.uk/carers-statement.html) and let them write in their own words.
Symptom diary	Free to create: keep our diary (www.esaexpert.co.uk/symptom-diary.html) for a few weeks and send the weekly and monthly summary pages.

ONE SENTENCE THAT GETS BETTER LETTERS

Whoever you ask, add: "Please could you describe how my conditions affect my day-to-day function, and whether work or work-related activity would pose a substantial risk to my health." Those are the words WCA decisions are made in, and professionals write to the question they are asked.

The tracker

One row per item. Tick and date each stage, and note what it went with (ESA50, UC50, MR, tribunal).

EVIDENCE ITEM	Requested	Received	Copy kept	Sent + with what
GP letter	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
Consultant / specialist letter	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
Prescription list	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
Mental health / care plan	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
OT or physio report	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
Test results / scans	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
Carer's statement	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
Symptom diary summaries	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
Fit notes (Med 3)	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
Other: _____	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
Other: _____	☐ date _____	☐ date _____	☐ _____	☐ date + form _____
Other: _____	☐ date _____	☐ date _____	☐ _____	☐ date + form _____

Sending log

Every envelope and upload, with proof. If anything goes missing, this log is how you show what was sent and when.

Date	What I sent	How (post / upload / handed in)	Tracking ref

POSTAGE WORTH PAYING FOR

For anything important, use a postage option with tracking or proof of posting (free at the counter). Photograph the completed bundle and the envelope before it goes: thirty seconds now saves months of argument if papers are lost.

Cover note for your bundle

Copy this onto the first page of anything you post, so the mail room can match it to your file:

full name

date sent

I enclose the following in support of my claim:

National Insurance number

which claim or form this supports (ESA50 / UC50 / MR / appeal)

Evidence gathered. Now the form.

Evidence supports the claim, but points are scored on the WCA50 form itself: whether every answer shows how often things happen, what help you need, and what goes wrong without it. That is exactly what ESAexpert helps with.

See a free preview of your own answers

Tell us your conditions and see, free, how a strong WCA50 answer about your own situation reads before you decide anything.

Free preview: www.esaexpert.co.uk/?start=free

Works for ESA and Universal Credit (UC50) claims alike.

THE FULL FREE TOOLKIT

Symptom & Bad Days Diary, Carer's Statement Template, Assessment Day Companion and this tracker all live at www.esaexpert.co.uk/free-tools.html - together they cover the evidence, the assessment and the paper trail.

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