**ICT Portfolio Evidence Level 2 Check list**

**Portfolio evidence must include the following;**

**Learner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IV\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Completed candidate log book signed by the learner and tutor.
* A plan/introduction showing understanding of how to approach the tasks.
* Evidence of keeping work in folders and using appropriate file names.
* The Health and Safety documents completed and signed by the student and tutor.
* Evidence of following safe, healthy and secure working practices at relevant points in the candidates work. E.g. included in plans and evaluations.
* Internet sources clearly referenced to say why they were appropriate to the task, these must show understanding that the information is copy right.
* Non internet sources clearly referenced to say why they were appropriate to the task, these must show understanding that the information is copy right.
* Evidence of bookmarking/adding to favourites bar.
* Evidence of sending and receiving emails with an attachment, and evidence of using folders to store emails and/or attachments, and using an address book.
* Evidence to show understanding of sharing information on a ‘need to know basis’. Learners need to show they are aware of and observe data protection requirements.
* Work in a suitable package showing ability to insert images, enhancing text by changing font size, colour, changing page layout etc.
* Draft copies of work annotated to show how the learners have self-marked and improved their work for their final copy.
* Work in a suitable package to create a spread sheet to show combination of text, numbers, and images. The spread sheet evidence must show the results, formulas, and include a correctly labelled pie chart/bar graph to show how they have combined numbers, text and images.
* The spread sheet evidence must have a plan including the reason for using this software, and there must be conclusions from their results.
* Evidence of using filters.
* Review, reflect, and an evaluation on the process of how their tasks were developed and presented.