**ICT Portfolio Evidence Level 3 Check list**

**Portfolio evidence must include the following;**

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

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

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

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

* Completed candidate log book signed by the tutor and student.
* Evidence of at least 2 ICT based activities; one must be a complex activity and cover criteria for 3.1, 3.2, 3.3.
* Evidence of using different information sources for each activity.
* Evidence that each component 3.1, 3.2, 3.3 has been covered at least twice.
* Evidence that ICT 3.3 has been delivered to at least 2 different audiences.
* A plan/introduction describing and analysing how to approach the tasks independently. Evidence must include the brief for, or a description of the activity.
* 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 understanding the need to follow healthy and secure working practices at all time. This must be included at relevant points in the candidates work in addition to the health and safety documents. E.g. using a USB stick, check for a virus, using passwords, minimising physical stress etc.
* An explanation for using the Internet and non-internet sources.
* Evidence of the internet and non-internet sources being clearly referenced to show understanding of copyright.
* Evaluation on using the selected sources. This must be explicitly justified and explain why the sources selected were used, and appropriate to the task.
* Evidence of processing quantitative data.
* Evidence of using Filters.
* Evidence of bookmarking/adding to favourites bar etc.
* Evidence of scanning information.
* Evidence of sending and receiving emails with an attachment and CC. Evidence of using folders to store emails and/or attachments, and evidence of using an address book.
* Show understanding of sharing information on a ‘need to know basis’. Learners need to have shown they are aware of and observe data protection requirements.
* Work in a suitable package showing ability to insert images, change page orientation, enhancing text by changing font size, colour etc.
* Work in a suitable package 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 the software, and there must be conclusions from the results.
* Draft copies of work annotated to show how the learners have self-marked and improved the work for their final copy.
* Evidence of asking for other people’s opinions, and acting on them where they have been helpful.
* Evidence of; review, reflect, and evaluation, on the process of how their tasks were developed and presented.