



Checklist

By **8th May 2012**, the day your School Portfolio is collected electronically by C2k, you should have done all of the following:

Downloaded, completed and returned your Pupil Entry Forms by February 24th . You will be reminded of this by letter also.	<input type="checkbox"/>
Completed tasks with the pupils which cover the appropriate requirements for the levels (within each Pupil Portfolio) for which you are seeking accreditation.	<input type="checkbox"/>
Covered both bullet points of Explore within each Pupil Portfolio.	<input type="checkbox"/>
Included meaningful evidence of Exchange (for pupil portfolios at L3, 4 & 5).	<input type="checkbox"/>
If submitting L4, <i>sound</i> should be included somewhere in each L4 Pupil Portfolio. This does NOT mean that you must cover the Desirable Feature of Working with Sound. Your L4 pupils may, for example, add a sound file or sound effect clip to a Presentation.	<input type="checkbox"/>
Confirmed with CCEA by 30 th March that you are taking part in Moderation.	<input type="checkbox"/>
Created your School Portfolio with the correct folder structure (including two pupil portfolios for each level that you are seeking accreditation).	<input type="checkbox"/>
Downloaded and completed a School Portfolio Form and included it in your School Portfolio.	<input type="checkbox"/>
Downloaded and completed a Pupil Portfolio Form (one for each pupil portfolio) and included it inside each Pupil Portfolio.	<input type="checkbox"/>
Placed your finalised School Portfolio into the appropriate folder on your RM Shared Documents. This folder has been placed there by C2K and will be named 'CCEA 1234567' (your school DENI number).	<input type="checkbox"/>