
Top Tips

Quantity vs. Quality

Focus on quality, not pages of detail that does not support the requirements of the assessment evidence grid.

Language

Candidates will be assessed on the quality of their written language. Check spelling, grammar and punctuation. Is language technical/non-discriminatory? Don't use 'text' speech.

Internet research

This is a very useful resource if used appropriately. Encourage candidates to refer to the relevant Internet-produced work in their portfolio and attach as an appendix.

Check the origins of the site – remember, not everything produced on the Internet is accurate.

Relevance

Focus on keeping to the requirements of the assessment objectives.

Candidates are not required to 'parade their knowledge'.

When guiding candidates on which service(s), professional(s), etc. to focus their portfolio on, check that the one chosen does not limit the candidates' ability to attain the higher mark bands.

Focus on the positive as well as the negative.

Coursework Consultancy Service

Use this service as and when candidates have completed a unit and it has been assessed.