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| **Moodle Presentation Format** | **Check** |
| 1. Label – Heading **EA Assessment Material** within your component section on Moodle
 |  |
| 1. Component Descriptor
 |  |
| 1. **\*IV Form – Internal Assessor Check Sheet [Green Sheet]**
 |  |
| 1. **\*Component Blue Sheet**
 |  |
| 1. Folder with QQI Individual Marking Sheets
 |  |
| 1. **\*Extenuating Circumstances forms – if applicable**
 |  |
| 1. Assignment Briefs/Exam Paper with Outline Solutions
 |  |
| 1. Assignments in order of QQI Marking Sheets
* If large video files are being stored on OneDrive a link to the folder (Set Share – Share with others in CETB), clearly labelled, can be placed under the related assignments.
* If a student has shared a document/folder with you it is advisable to **save a copy** to a folder you have ownership of to ensure EA can view the material.

E.g. Communications1. Report
2. Other Documents
3. CT Essay
4. Critical Reading
5. Oral Presentation
6. Group Work
7. Interview
8. IT Practical
 |  |
| **Please note**: Component assignments organised within Gradebook for ease of access – not being used as a replacement for *marking sheets*. |
| **One Drive Presentation Format** |  |
| 1. Component Folder by Name

E.g. JDA Political Studies |  |
| A link to the folder (Set Share – Share with others in CETB), should be copied to the Exams department’s Signpost document. |  |
| If a student has shared a document/folder with you it is advisable to **save a copy** to a folder you have ownership of to ensure EA can view the material. |  |
| 1. Administration Folder
 |  |
| * Component Descriptor
 |  |
| * **\*IV Form**
 |  |
| * **\*Component Blue Sheet**
 |  |
| * Sub Folder - Individual Marking Sheet
 |  |
| * Sub folder - Assignment Briefs/Exam paper with Outline Solutions
 |  |
| * **\*Sub Folder - Extenuating Circumstances form – if applicable**
 |  |
| 1. Individual Student folders in alphabetical order by surname E.g. – Ryan Denise
* Student Assessment material in order of QQI marking sheets [See Communications above]
 |  |
| **\*Exam Department Documentation**Where does the ***Internal Verification Report***(***yellow***) go?? |