



**CARIBBEAN EXAMINATIONS COUNCIL
CARIBBEAN VOCATIONAL QUALIFICATION
CANDIDATE'S PORTFOLIO COMPLETION SUMMARY**

PROGRAMME START DATE: _____ END DATE: _____ PORTFOLIO SUMMARY SUBMISSION DATE: _____

INSTITUTION NAME: _____ INSTITUTION CODE: _____ QUALIFICATION NAME: _____ CODE: _____

INSTRUCTIONS: The Candidate Portfolio Completion Summary provides information on the key formative and summative projects/activities undertaken by the candidate to achieve the Performance requirements of each Unit in the Occupational Standards. The form is to be used by the Assessor to **judge** the exhibits in the candidate's portfolio during its development /completion stage. Sufficient evidence must be provided and therefore more than one piece of evidence may be included for one unit. The completed form **MUST** be made available to the Quality Assurance Personnel upon request. Institutions are advised to reserve a copy on the institution's records at the end of training.

Qualification Code	Candidate Name		Candidate ID.		External Verifier's Authentication				
Unit Code	Unit Title	Assessment Activity	Evidence	Date achieved/ Assessor's Initials	Assessor's comments	Portfolio Reference	Competent (Y/N)	Initials	Date
1.[copy from unit]	[copy from qualification plan]	e.g. project; case study; on the job assignment; practical	e.g. tape; performance criteria record						

Unit Code	Unit Title	Assessment Activity	Evidence	Date achieved/ Assessor's Initials	Assessor's comments	Portfolio Reference	Competent (Y/N)	Initials	Date

Learner's authentication statement

I confirm that the evidence submitted for assessment is my own work.

Candidate's Signature: **Date:**

External Verifier's comments:

External Verifier's Name:..... **External Verifier's signature:** **Date:**