

PORTFOLIO CLINIC REQUEST FORM
 Certificate of Personal Effectiveness Level 3



Centre Number

Centre Name

Tutor Name and email address (*for feedback*)

- Complete this form to request feedback from a CCEA external moderator;
- One form should be used per skill area (*i.e. Working with Others; Improving Own Learning and Performance; Problem Solving; Planning and Carrying out a Piece of Research; Communicating Through Discussion; Planning and Giving an Oral Presentation*);
- Send only a maximum of two portfolios per skill area;
- Please send only copies of portfolio evidence as safety of original work cannot be guaranteed;
- Portfolio evidence will not be returned to centres;
- This free service may take up to four weeks. Centres hoping to submit candidate work for a particular moderation series should NOT send evidence within the four weeks prior to the closing date for submission of evidence;
- The external moderator will provide feedback via attachment to email;
- If you would like answers to specific questions, please complete the box below:

- Completed forms with photocopied evidence should be sent to:
 Janet Oreilly, Assessment Administration Team, CCEA, Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG

Candidate Name	Number	Skill Area

Office Use Only	
Portfolios sent to: <input type="text"/>	Date: <input type="text"/>