Evidence requirements checklist v2

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| **Evidence requirement** | **Evidence requirement** | **Completed and in ePortfolio** |
| Portfolio introduction | Please ensure all sections of the portfolio overview are completed |  |
| **Unit 1** |  |  |
| Module 1: Unit 1 Observation Visit Form | Form provided by Cambridge - To meet this evidence requirement we will accept a completed copy of this form, audio, images or video as long as the evidence meets the requirements stated on the form. Ensure any uploaded documents related to this evidence requirement are named 4164\_U1\_ETVisit\_YourName |  |
| A copy of the lesson plan for the lesson you observed | Please upload a copy of the lesson plan. Name this document 4164\_U1\_ETLP\_YourName. |  |
| Evidence of learning (800 words) | Please use a “notes” box on the unit 1 page of the portfolio template |  |
| Evidence of reflection (400 words) | Please use a “notes” box on the unit 1 page of the portfolio template |  |
| **Unit 2** |  |  |
| Module 1: Unit 2 Lesson Plan | Form provided by Cambridge - To meet this evidence requirement please upload a completed copy of this form. Name this document 4164\_U2\_LP\_YourName. |  |
| Module 1: Unit 2 Observer Feedback Form | Form provided by Cambridge - To meet this evidence requirement we will accept a completed copy of this form, audio, images or video as long as the evidence meets the requirements stated on the form. |  |
| Evidence of learning (600 words) | Please use at “notes” box on the unit 2 page of the portfolio template |  |
| Evidence of reflection (600 words) | Please use a “notes” box on the unit 2 page of the portfolio template |  |
| **Unit 3** |  |  |
| Module 1: Unit 3 Lesson Plan | Form provided by Cambridge - To meet this evidence requirement please upload a completed copy of this form. Name this document 4164\_U3\_LP\_YourName. |  |
| Module 1: Unit 3 Observer Feedback Form | Form provided by Cambridge - To meet this evidence requirement we will accept a completed copy of this form, audio, images or video as long as the evidence meets the requirements stated on the form. Ensure any uploaded documents related to this evidence requirement are named 4164\_U3\_Obs\_YourName. |  |
| Module 1: Unit 3 Teaching Activity Log | Form provided by Cambridge - To meet this evidence requirement we will accept a completed copy of this form, audio, images or video as long as the evidence meets the requirements stated on the form. Ensure any uploaded documents related to this evidence requirement are named 4164\_U3\_Log\_YourName. |  |
| Evidence of learning (400 words) | Please use a “notes” box on the unit 3 page of the portfolio template |  |
| Evidence of reflection (800 words) | Please use a “notes” box on the unit 3 page of the portfolio template |  |