

ECONOMICS INTERNAL ASSESSMENT

Portfolio/commentary checklist for students

		Commentary		
		1	2	3
1	For each commentary, have you provided the following information at the beginning of your document (e.g. in a coversheet form):			
	• title of the article?			
	• source of the article?			
	• date the article was written?			
	• correct URL for any article taken from the internet with the date the website was accessed?			
	• date the commentary was published?			
	• word count of the commentary?			
	• section of the syllabus to which the article relates?			
	• key term?			
2	Have you included the article?			
3	Have you highlighted the relevant section(s) of the article if it is lengthy?			
4	Have you used a correct format: Times New Roman or Arial font size 12, 1.5 line spaced?			
5	Have you met the word count of a maximum of 800 words?			
6	Have you labelled the diagrams accurately and correctly (labels max 5 words, headlines max 10 words), and included full explanations? Are the diagrams relevant?			
7	Have you used ECONOMIC terminology throughout the commentary? Have you used all terms in full before introducing their abbreviations?			
8	Have you commented on the article following the key concept throughout the commentary? Have you bolded your key concept throughout the text?			
9	Have you included the evaluation in your commentary?			
10	If you have used quotations from the article, have you clearly identified them?			
11	Is your document text anonymous (only your candidate number may be included)?			
12	Did you give your document a sensible name; e.g. "EC_Micro_AnnaH_Final"?			
13	Have you kept a second copy of both the article and your commentary in <i>Word</i> format in case of loss?			
When your portfolio is completed (in February 2023)				
14	Have you put your completed commentaries into one document?			
15	Have you checked that you have not used the same source for more than one article?			
16	Have you made sure that only your candidate number appears on the document?			