

TRINITY

COLLEGE LONDON

Student portfolio feedback form

Candidate name:..... ISE 0 ISE I ISE II ISE III ISE IV

Teacher name:..... Date:.....

Task section:..... Centre (name or number):.....

Teachers are strongly recommended to give candidates feedback in the preparation of their portfolios. Use this form only.

Teachers should complete just one copy of this sheet for each task presented by the candidate. It should be completed by ticking appropriate items in the right-hand column. This sheet must be the only form of feedback between teacher and candidate. When completed, this form should be handed to the candidate. The candidate must ensure that it is attached to the final version and included in the portfolio.

Advice to the student	✓
Task fulfilment	
Parts of the task have not been completed – look at the instructions again	
The task does not meet the requirements set – look at the instructions again	
This work does not appear to be entirely your own – you must choose a different task	
Your work contains some irrelevant details and/or repetition	
You should add some more ideas	
You should give more description	
The format, style and/or register are not appropriate to the task	
The task is too long/short – check the word length range	
Organisation	
Your presentation and/or layout need to be improved	
You should check and improve paragraphing	
You need to add an introduction	
You need to add a conclusion	
You need to rewrite the task with more legible handwriting or word-process your work	
Grammar	
You need to check and improve the grammar of your work	
You should use a greater range of grammatical structures	
You need to check your word order	
Vocabulary	
You should use a greater range of vocabulary	
You need to check you are using the correct words	
Spelling/Punctuation	
You should check the spellings of words in your work	
You should check and improve the punctuation in your work	