

PORTFOLIO ASSESSMENT FORM for use by Tutors	Worship: leading & preaching 
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About this form

1. Tutors should complete this form **after** they have agreed with the student that:
 - the portfolio is complete (including all associated Cover Sheets)
 - it has Met the assessment criteria, and
 - the student has uploaded the portfolio to Moodle.
2. Tutor should then complete the first part of this form and send it by email to the Regional Moderator **and** to the Local Preachers' Office at localpreachers@methodistchurch.org.uk. These must be received by the appropriate portfolio deadline (31st March or 30th September).
3. There is no need for the Tutor to send the portfolio on to anyone else - moderators have access to the copy that has been uploaded to Moodle.

About moderation

1. Moderation is **not** a second round of assessment – its purpose is to ensure that assessment is being carried out by tutors to a consistent standard across the Connexion. All portfolios are moderated regionally, and a sample are then moderated by a connexional moderation team.
2. Assessment outcomes are released to students following the completion of moderation, around the end of May or November. This form is provided to students at this time.
3. Should the moderators wish to comment on the portfolio or its assessment, you will be contacted by the regional moderator following completion of moderation.

To the Student

When you receive this form, your portfolio will have been through the moderation process. Hopefully, the moderators will agree with your tutor's assessment that it has met the assessment criteria. Well done, and we wish you well for the next stage of your learning.

If the moderators have decided that the criteria are not yet met, they will provide further information. You should consider the comments they have made and discuss them with your Tutor. The process for resubmitting a portfolio is described in the [Guide to Portfolios, section 4.2](#). In either case, try not to be discouraged. You have worked hard to get this far, and help is at hand. Please contact your Regional Moderator or the Local Preachers' Office if you or your tutor require any advice or help.

STUDENT'S NAME: Click here to enter text. STUDENT PIN: Click here to enter text.	
Circuit: Click here to enter text. Region: Choose an item.	
Learning pathway: Choose an item.	
If on the Local Preacher pathway, is the student currently On Trial? Choose an item.	
Tutor's name: Click here to enter text.	
Date: Click here to enter a date.	
Regional Moderator's name: Click here to enter text.	
I confirm that I have reviewed all the items in the portfolio and that formative feedback has been provided for all items as required.	<input type="checkbox"/>
I believe that this work belongs to the named student and that any material from other sources has been properly referenced.	<input type="checkbox"/>
I confirm that in my view, this portfolio has MET the assessment criteria for a portfolio, as described in the current issue of the Guide to Portfolios, available on the Methodist Church website at www.methodist.org.uk/wlp .	<input type="checkbox"/>
Note that a portfolio should not be uploaded and submitted for moderation until the student and tutor are in agreement that it has MET the assessment criteria.	

Tutor's overall comments on the portfolio

These will not be seen by the student until moderation is complete.

Click here and type. The box will expand as required.

When complete, please send this form to your Regional Moderator AND to localpreachers@methodistchurch.org.uk.