**Projects**

1. Review **EACH of your projects** for both years and check that all of this is complete, accurate and up-to-date:

* 1. Title and complete description accurately reflect what you have done.
	2. Verify that the appropriate category (C or A or S) is selected.
	3. Verify that the dates are accurate.
	4. Verify that you have addressed all notes from the Coordinator or Advisor
	5. Verify that you have **A FINAL** supervisor reviews, PROPERLY LABELED

Name the review: *Supervisor Review + Project name*.

* 1. Verify that the review has been uploaded as evidence under the project.
	2. Confirm that you have at least one long-term major project.

**Reflections for EACH project:**

1. Confirm that they have been done on an ON-GOING basis and any gaps are explained.
2. Write a final reflection that:
	1. Summarizes the project.
	2. Explains how you have addressed the LO´s.
	3. Explains how you have worked toward your personal goals through the project.

**FINAL DOCUMENTATION**

**Portfolio**

*You can edit the portfolio you completed at the end of Year 12, adding to it, or you can scrap the old one and start again.*

1. Review the Guidelines for the Final Portfolio and look at samples
	1. Select the format you wish, and structured it similar to one of the samples.
	2. Follow the guidelines to complete it. Include everything necessary to demonstrate how you have met ALL of the CAS requirements.
	3. Name the file: *CAS Portfolio + Your Name*
	4. Upload it to the **FRONT** Page of your CAS?
2. DELETE the Y12 Portfolio

When you have completed the checklist and are sure that EVERYTHING above has been done correctly, message your advisor on MB and (s)he will check it one time and one time only. If it is satisfactory, your advisor will notify you to schedule an appointment for your exit interview. If you do not receive a reply, you can assume that you didn´t do one or more of the above things.