

## EVALUATION PROCESS PORTFOLIO ASSESSMENT

The portfolio contents will be reviewed/assessed using formative assessments for artifacts in courses and then a summative process will be used on the final product. Candidates are encouraged to exercise judgment about their own work, to monitor their progress, to set goals for themselves and to engage in ongoing self-reflection.

The summative assessment process will occur at the conclusion of A695, the Practicum in Educational Leadership, and will be done by the candidate's university supervisor. Included in this assessment is the evaluation of the "Reflective Portfolio Paper" using the rubric, the evaluation of the portfolio contents and mechanics as described below, and the evaluation of each standard as found in the rubric on the next page.

### **Portfolio Contents**

The Portfolio contains all of the following:

- Table of contents
  
- Introduction
  - Reflects the author's ability to work effectively with other members of a teaching team, other colleagues, students, parents and the community
  - Reflects the author's strength and areas for improvement/ goals for continued growth
- Letter to the Portfolio Reader:
  - Explains the author's philosophy of education
  - Explains why a portfolio is required
  
- Contains at least the required artifacts

### **Portfolio Mechanics**

U= Unacceptable; B= Basic; P= Proficient

U	B	P	Portfolio is organized professionally.
U	B	P	Portfolio has a pleasing appearance.
U	B	P	Letter to the reader is clear and concise.
U	B	P	Letter to reader, table of contents, and any captions, introductions, etc. are free of mechanical and grammatical errors.
U	B	P	IPSB Standards are properly documented.

**The Educational Leadership Portfolio Rubric will be used to assess each standard.**

Indicator	Proficient	Basic	Unacceptable
Required Artifacts	All required artifacts are included	One or two required artifacts are not included	More than two required artifacts are not included
Quality Rating from Coursework on Artifacts	90% are Proficient and none are Unacceptable	Less than 90% are Proficient and no more than one is Unacceptable	More than one is Unacceptable
Additional Evidence of Work Related to Standard	Two or more additional and appropriate examples of evidence are included	One additional and appropriate example of evidence is included	No additional and appropriate examples of evidence are included

Overall Rating:

All Proficient cells = P

All Proficient and Basic or all Basic cells = B

Any Unacceptable cells = U