

Reviewing Portfolio Samples

- I. Look at each sample to see if the sample itself is an acceptable sample:
 - a. Does the sample “show” student learning/student work for the *specific* student?
 1. Is the student posing instead of an action shot
 2. Does the picture have a written/dictated explanation by the student?
 - b. Is it a sample we can accept?
 1. Is it a high risk activity? (not allowed)
 2. Is it a sectarian sample? (not allowed--look for publisher’s name)
 3. Does the sample show participation in/with a community organization? (Boy Scouts, 4H, etc. are not allowed)
 4. Is it a sports team photos? (not allowed)
 5. Does it look like parent work?
 - c. Does the date of the sample fall within the semester dates?
 - d. Is there a conflict between the label date and the date written on the sample?
 - e. Read/scan for unacceptable words: Does this sample show any sectarian learning or a sectarian activity?
 - f. Is it a legible sample?
 1. Is it too messy?
 2. Is the photocopy is clear enough to see writing?
 3. Is the picture clear enough to see doing activity mentioned in writing
 - g. Is there something whited out or crossed off that would make this sample unacceptable?
 - h. Is the sample size acceptable?
- II. Look at each label.
 - a. Is the label in the correct location?
 - b. Is the label the correct size?
 - c. Is the label formatted correctly?
 - d. Is the label completely filled in?
 - e. It is a clean, neatly printed label, with clearly written information?
 - f. Is there white-out on the label?
 - g. Is any important information illegible or has it been changed?
 - h. Is there conflicting information between what the student wrote on the sample and the information on the label?
 1. Does the student’s name on the sample match the name on the label?
 2. Is there a conflict between the label date and the date written on the sample?
 - i. Does it have high school course title (if the student is receiving high school credit)?
 1. Does the title match the report card title?