

Criteria for assessing your portfolios

M 35

Formal aspects:

1. Design:

- Do you think your EPS can be shown to other people than your classmates(such as parents, teachers, included with your application)
- Did you take care of your handwriting?
- Did you use the PC to write your texts?
- Did you choose an adequate layout for each text?

2. Cover letter:

- Does your EPS include a cover letter saying what you want to gain with it?
- Does it say what your aims and goals are?
- Does it say what your strengths are? What you can do well? What you are good at?
- Does it say what you can't do so well? What you have to work on still?
- Does it say what you want to achieve next?
- Does it say how you are going about to improve your English (strategies)?

3. Requirements/Entries:

- Did you put in texts which show that your reading has improved (different texts from reading logs ...)?
- Did you comment where and how you have improved your reading?
- Did you put in texts which show highlights of your learning process (assessment sheets, tests ...)?
- Did you comment on what you did well, what has to be improved, if you tried a new strategy of learning and how it worked out ...)?
- Did you put in texts you worked on at school and comment on them?
- Did you put in extra work based on topics of school work and comments?
- Did you put in texts, including drafts, improved versions and final version to show your process of writing and learning?
- Did you put in additional work not based on school topics (fantasy stories, documentaries, researches, reviews of books you have read and comments)?
- Did you put in results of peer work / group work and comments?

4. Oral work:

- Did you put in samples of oral work (cassettes, videos, recorded interviews, films you have done yourself or in peer / group work and comments...)?

5. Reflection:

- Did you put in a reflection of your learning process?

Hinweis für die Moderation

Die vorliegenden Arbeitsunterlagen eignen sich zum Einsatz mit leistungsstärkeren Schülern. Für den Einsatz mit leistungsschwächeren Schülern ist eine entsprechende Modifizierung erforderlich.



Arbeitsunterlagen für die Lernenden zur Selbsteinschätzung ihrer Arbeiten⁵⁸

Assessment sheet for: _____

Full Score: _____

Points	Requirements	Comments
--------	--------------	----------

5 p.	Portfolio Design Impressively and neatly designed (e. g. handwriting; computerized version, layout ...)	5 5	
10 p.	Cover letter Shows clear self-assessment (e.g. assessment sheets ...) Widely self - reflective (e. g. strengths / weaknesses, highlights in learning / ...) Clearly documented learning process (e. g. improvements / learning strategies ...)	10 3 3 4	
50 p.	Requirements Journal entries Specifically document your improvement as a reader (e. g. include texts that show your reading progress, e.g. reading logs...) Highlights the steps of learning in detail (e.g. assessment sheets, tests ...) All samples critically commented upon (e. g. what you liked / disliked about the topic / your difficulty with topic / work / what has to be improved / what was good / how to improve / strategies...) Topic-based work Gives clear and appropriate information All samples critically commented upon. Shaped texts Precisely document shaping of texts and all drafts (e.g. mind maps, first draft of texts, improved texts, final version of texts showing	50 15 5 5 5 10 7 3 15 7	

⁵⁸ Schwarz, J.: *Die eigenen Stärken veröffentlichen*. in: Friedrich Verlag, Seelze, Jahresheft 2001, S. 27.



	improvement ...) Clearly reflected process of writing.	8	
	Vocabulary and Structures Carefully selected range of words / structures / idioms All samples critically commented upon	10 7 3	
15 p.	Language Number of errors	15	
10 p.	Oral work & Participation Oral samples (e.g. cassettes, videos, interviews) Clearly reflected Process of oral work.	10 6 4	
10 p.	<i>Additional work (e.g. extra work you have done...)</i> Learning Buddy (e.g. peer work ...) Editor (e.g. see Additional work ...) Careful reflection on process.	10 4 4 3 <hr/> 100	
	Additional Comments		

	Date & Signature of Evaluator		