

The Cambridge Academy

Guidelines for Evaluating Home School Portfolios

The following procedure is in place to evaluate portfolios from home school students by the Curriculum Developer, Principal and the teachers of the respective subjects submitted for review.

Portfolios will be reviewed when they come in. Transfer of credit fees must be paid during senior year, pending credit approval.

Credit for Portfolios:

The Cambridge Academy knows that many of our students come to our private schools after participating in a home schooling curriculum where a parent, or another qualified adult, is responsible for a student's learning, sometimes through our home school curriculum providing academies. In order for a student to receive credit for home schooling, a portfolio must be presented which showcases a student's new learning over a period of time.

-If your portfolio/work/student has been reviewed by a certified teacher, it is recommended that you include the evaluation letter.

-Please include one copy of your state home school requirements, per student.

Portfolio Submission Requirements:

The portfolio must include:

1. The course objective:

-The name of the student and supervisor and the state that they reside in.

-1-2 paragraph overview of what the student learned.

-Period of time needed to complete the course (dates of start and finish).

-Subject for which you are requesting credit: (Math, Science, Social Sciences, Physical Education/Health, World Languages, English/Language Arts, etc.)

-Each subject can be submitted in the same binder, but must be completely separated inside the binder, by subject. Using a separate binder for each subject, while not required, will help to speed up the process of review.

-Specific outcomes and or objectives that are aligned with local, regional, state or national educational standards.

Please refer to your local home school network, school district, department of education or the following web site for examples of education standards:

<http://www.educationworld.com/standards/> (We do not require a comprehensive standards alignment, but we would like to see how the students' learning ties to current educational best practices)

-Required components of the course (detailed course syllabus or outline)

-Description of how student was assessed on the learning i.e. rubrics (see chart below for some options) and include some written forms of assessment.

ASSESSMENT FORMATS		
Format	Nature/Purpose	Stage
Baseline Assessments	Oral and written responses based on individual experience Assess prior knowledge	Baseline
Paper and Pencil Tests	Multiple choice, short answer, essay, constructed response, written reports Assess students acquisition of knowledge and concepts	Formative
Embedded Assessments	Assess an aspect of student learning in the context of the learning experience	Formative
Oral Reports	Require communication by the student that demonstrates scientific understanding	Formative
Interviews	Assess individual and group performance before, during, and after a science experience	Formative
Performance Tasks	Require students to create or take an action related to a problem, issue, or scientific concept	Formative and Summative
Checklists	Monitor and record anecdotal information	Formative and Summative
Investigative Projects	Require students to explore a problem or concern stated either by the teacher or the students	Summative
Extended or Unit Projects	Require the application of knowledge and skills in an open-ended setting	Summative
Portfolios	Assist students in the process of developing and reflecting on a purposeful collection of student-generated data	Formative and Summative

2. List of resources used:

-Books, field trips, articles, movies, computer software, internet sources, outside classes/tutors.

3. Work Samples:

-Graded assignments, with prompts: Two from beginning, two from middle, and two from end of course: Dated and signed by instructor

-Samples of writing, photos, CD's, brochures, competition, schedules, awards, honors, ticket stubs. Please note- Sample of writing MUST be INCLUDED from each class (not including tech/skill based classes).

4. Log of 180 days or 150 hours per class (or a description of how you met your states time instructional requirements) of instruction, research, practice and reflection:

Could include: time spent, description of material covered, specific pages read, activities covered, assessments completed, reflection on the learning that took place.

-Each entry must be dated and initialed by instructor.

5. For credit in Social Sciences, English/Language Arts, Science, or Fine Arts, 6-8 pages of writing which reflects an appropriate depth of understanding and analysis for the grade level of the subject.

Typed, double spaced

Is aligned with course objectives

Includes appropriately cited sources (if appropriate)

At least one paper in English must be in MLA format and demonstrate the use of a works cited page as well as the use of parenthetical citations, according to MLA format.

6. Submission:

We will only accept copies, portfolio will not be returned.

CD, Flash Drive/Memory stick and paper copies are acceptable forms of submission

Portfolio Credit Policies

We will not grade portfolio work. All assignments, assessments, projects and papers must be evaluated by the course teacher. Work samples and assessments submitted to us need to include marks and comments (where acceptable) indicating that they were evaluated by the teacher. Work submitted without grades will not be considered for credit.

1. We will review portfolios upon initial enrollment and for actively enrolled students.

We will not review portfolios for previously enrolled students who are not currently enrolled in our courses.

2. All information listed must be submitted for each credit requested.

3. Portfolios will be reviewed by the respective teachers of the class and or the curriculum developer or principal. The effort can be collaborative.

4. Credit will be awarded only in full units.

5. Portfolio credit will only be awarded for work completed in 7-12th grade.

6. Full credit will be awarded for student work that demonstrates successful completion of 180 days or 150 hours of instruction per class, or a description of how you met research, practice and reflection.

7. Successful completion means the student earned a grade equivalent to at least 60% on the accumulated work.

8. You must include a letter grade for your student in each course.

9. While we usually honor the letter grade that you submit for your student, it is subject to change by our teachers (though you will be notified if it is changed and you may decide if you do or do not want to transfer that credit).

10. Portfolio credit will not be awarded for work experience.