

GUIDE TO THE ORGANISATION OF YOUR PORTFOLIO ENTRY AND PREPARATION FOR ELECTRONIC SUBMISSION

ENTRY 1 SECONDARY SCIENCE: BUILDING CONCEPTUAL UNDERSTANDING IN SCIENCE

Please use this table as a guide to how your portfolio entry should be organised and prepared for electronic submission in December.

Format: All Word files should use 11 point Calabri, 1.5 spacing and 2.54 margins on all sides

You will be supplied with an ID number, which you should place in a header throughout your Entry

Cover sheets and forms are provided as word-processing files that you can download from the ACER Portfolio Project website

Components of Portfolio Entry 1	Length	Information	Supported file types
Cover sheet for Entry 1	1 page	Provides your ID Number and the name and number of your entry	
1. School context (form provided)	1 page Not scored	Describes the characteristics of the school and wider community.	pdf
2. Teaching context	1page Not scored	Describes the characteristics of students and how they influence your teaching	
3. Written commentary:	12 pages (max).		
a. Planning	3-4 pages	Provides the outline of the planned teaching/learning sequence Outlines the intentions of the 3 selected activities, both as individual activities and as a set Describes and demonstrates your knowledge of science content	
b. Research on effective teaching practice in science	1 page max.	Demonstrates how research has informed your approach to developing students' knowledge and conceptual understanding in science.	
c. Analysis	3-4 pages	Demonstrates how you have developed students' conceptual understanding in science and their ability to communicate science understanding Shows that you can interpret and critique your teaching practice in relation to students' learning, as evidenced by your analysis of student work samples and associated artefacts.	
d. Reflection and evaluation	3 pages	Describes your ability to use knowledge about students' learning and your teaching practice to further improve students' learning outcomes, and subsequent teaching practice.	

4. Teacher Artefacts (cover sheets for each activity/ assignment provided)	8 pages	Provide the materials used to guide and support student learning and the activities and/or assignments used to generate each of the three SWS. The three work activities selected must be the same for both students.	pdf
5. Student Work Samples (SWS) (cover sheets for SWS for each activity provided)	2 sets (A & B) of 3 samples generated from activities 20 page Max.	Submit two student work samples for each of the three activities or assignments. SWS must be generated by the same 2 students in the same class for each of the 3 activities.	pdf