

**ADAPAZARI PRIVATE ENKA MIDDLE SCHOOL**

**PORTFOLIO POLICY**

Portfolio is the collection of works and progress, produced systematically and for a purpose, demonstrating the skills, abilities, weaknesses and strengths of students in relation to areas of learning within a certain timeframe and a specific purpose and reflecting the level of achievement they have attained by advancing through effort.

## **AIM**

- 1- Monitoring the student's development
- 2- Allowing the student to monitor his own development
- 3- Documenting the student's learning in time
- 4- Proving what the student has actually learned
- 5- Giving the student the chance to make self-assessment
- 6- Facilitating the communication with parents by ensuring their participation and having their feedback
- 7- Ensuring the transfer of student-related information to future years

## **THE PROCESS OF CREATING A PORTFOLIO**

Portfolios comprising of long-term work are used in education to observe and assess the learning process of a student. In the process extending from the creation to the presentation of a portfolio, students practice various stages including collecting, selecting, reflecting, directing and presenting.

- In the process of collection and selection, students find the chance to associate their prior knowledge with the most recent learning.
- In reflection, students have the chance to concretize the content and discover their abilities.
- In the conclusion process, led by the directions given in the portfolio meetings, students find the opportunity to see their products as well as their academic and social development and to compare it with their previous processes.
- On the other hand, presentation is a student-centered activity where students are able to use various multimedia options together and improve themselves in technical subjects. [1]



## **WHAT IS E-PORTFOLIO?**

Technological developments and the Internet have given birth to new alternatives with respect to measurement and assessment and enabled the formation and presentation of

product files in electronic media. E-Portfolio is a portable platform, comprising of the background and success indicators put together by the student, that can be freely shared over internet.

Thanks to e-Portfolio, the achievements of a student as well as all documents, images, blog entries, multimedia, internet address and contact information the student wishes to publish can be gathered in a single platform.

The original products created by students are assembled, saved and stored digitally in electronic media. This process is called electronic portfolio (e-portfolio). (Gülbahar, Köse 75-93).

## **WHY SHOULD WE USE E-PORTFOLIOS?**

- The process of producing an e-portfolio encourages all individuals in the school to clearly put forward what they have learned and what they expect to learn.
- Throughout the process of producing e-portfolio, students are promoted to reflect their levels of learning.
- Teachers find the opportunity to give feedback for the works of the students and to offer them guidance.
- With the help of e-portfolios, learning materials can be organized and students are enabled to exhibit their personal development.
- Students may use the components of multimedia as they wish which gives them the chance to develop their skills in “Information and Communication Technologies”.
- The work of students is rendered into a format which can be easily shared and given feedback by teachers, friends and other relevant people.
- Students have the chance to submit their work even if they are far from the school, while teachers are similarly free to check the works from any location of their choice. (Demirören, Koşan and Palaoğlu 62).

## **E-PORTFOLIO**

- Is used by all students.
- The products are stored in Google Drive platform.
- On the day of presentation, the student uses the platform of his/her choice to exhibit the works. (Prezi, Keynote, iMovie, Canva etc.)
- Presentation days are scheduled twice a year, that is, once at the end of each semester.
- IT departments lend technical support to the operation of the process.
- Feedback to the students’ work is given by counselors during portfolio discussions and subject teachers during the process. School director and vice directors, MYP

coordinator and portfolio leaders are entitled to have access to the file with which the student manages the portfolio.

- The file with which the student manages the portfolio may include photographs of printed materials that cannot be saved in the digital media.
- In each academic year, a certificate of success is awarded to the students who have made the best portfolio presentation in the previous year.

**The following are some of the products a student portfolio may contain:**

- A short introductory article written by the student
- Photographs, articles about the trips
- Project work
- Community service work
- Social activity work
- Experiment reports
- The awards and degrees received in competitions
- Certificates
- Atelier work
- Technology usage
- Proof of academic success (research studies, documentary, article reviews)

**Note:** The specified work must have been performed during the same year with the portfolio studies. Those related to the previous year are stored in a different file in the Google Drive accounts of the students.

**The following products may not be included in the student portfolios:**

- Tests
- Short exams
- Products of another person
- Ready-made products not created by the student

## **ROLES AND RESPONSIBILITIES**

### **Teachers**

- Check the students' Google Drive files at specified intervals.
- Check the suitability of the products added to students' portfolio and of the students' accounts.
- Give positive feedback, leading the students to reflect.
- Check the quality of the products the students intend to add to their portfolio.

- Comment on the students' products by asking "What have you Learned? How did the Work Contribute to the Subject? What have you Acquired? etc. to encourage the student to write reflective answers.
- Use electronic media or give oral answers when checking the portfolio of or providing feedback to the students.

### **Students**

- Do not share with anyone the passwords of access to their Google Drive files.
- Have full responsibility for the use of Google Drive files.
- Care for the quality of products to be added to their portfolios.
- Write reflective answers to the questions "What have you Learned? How did the Work Contribute to the Subject? What have you Acquired? etc. regarding the products they have included in their portfolios.
- Take notice of the teachers' views and suggestions about their portfolios and organize their studies accordingly.
- Regularly update the products they intend to add to their portfolio.
- Do their best to appear at the specified time and place on the portfolio presentation day.
- Observe the rules as stipulated by the school portfolio policy.

### **Parents**

- Follow students' portfolios as observers.
- Do their best to participate in time in the portfolio presentation days scheduled at the end of semesters.

## **SHARING OF MYP REPORTS**

The MYP report issued as part of the Middle Years Program (MYP) is published in EYS at the end of every semester for the parents and students to see. Also, on portfolio presentation days, the counselor, the student and the parents make a collective evaluation of the MYP report and share ideas about the student's development. This is followed by the student and the parents writing their comments on the report in the designated section.

## **REFERENCE**

- 1- Gülbahar, Yasemin, and Filiz Köse . "*Perceptions of Preservice Teachers about the use of Electronic Portfolios for Evaluation*". Ankara: Ankara University, Journal of Faculty of Educational Sciences, year: 2006, volume: 39, no: 2, 75-93.

- 2-** Demirören, Meral, Ayşen Melek Aytuğ Koşan and Özden Palaoğlu. “ *Portfolio*” as a *Method of Learning and Evaluation*. Ankara: Ankara University Journal of Medical School 2009, 62.

This policy is updated by the relevant people when necessary.

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