

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

## ENTRY 1 PRIMARY: DEVELOPING STUDENTS' WRITING

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
<b>Cover sheet for Entry 1</b>	1 page	Provides your ID Number and the name and number of your entry	
<b>1. School context (form provided)</b>	1 page Not scored	An <i>outline</i> of the characteristics of the school and the wider community that provides an overall context for your entry	pdf
<b>2. Teaching context</b>	1page Not scored	The characteristics of the class from which the samples were drawn that influenced the teaching and learning of these students in writing at this time.	
<b>3. Written commentary:</b>	12 pages (max).		
a. Planning	2 pages	The overall goals of the range of teaching and learning activities included in this teaching sequence, with explanations of how teaching choices and decisions were influenced by your understanding of the diverse learning needs of all students in the class, and your knowledge of writing development.	
b. Research on effective teaching practice in writing	1 page max.	Research studies in the field that influenced your teaching writing, and your assessment of students' progress in critical aspects of writing. Indication of how this research informed the teaching practices designed to develop students' skills and knowledge.	
c. Analysis	4-5 pages	Analysis and critique of the evidence contained in the students' writing samples and annotations in terms of your teaching goals, the effectiveness of the classroom practices designed to implement these goals, and the impact on students' learning..	
d. Reflection and evaluation	4 pages	Evaluation and critical reflection on your teaching as demonstrated in the provided evidence of your professional knowledge and teaching practice intended	

		to improve students' learning.	
4. Teacher Artefacts (cover sheets for each activity/ assignment provided)	4 Items 8 pages	Artefacts developed by the teacher used to support teaching during the period covered by the entry.	pdf
5. Annotated Student Work Samples	2 sets of all drafts of 2 pieces of writing 20 page Max.	A set of annotated student writing samples, in print or digital form, selected from writing produced by two students of different abilities across a full semester. The selected samples should provide evidence of students' development of writing skills, and the teacher's strategic planning, monitoring and feedback.	pdf