

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

ENTRY 2 PRIMARY: BUILDING MATHEMATICS UNDERSTANDING THROUGH DISCUSSION

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 2	Length	Information	Supported file types
Cover sheet for Entry 2	1 page	Provides your ID Number and the name and number of your entry	
1. School context (form provided)	1 page Not scored	Description of characteristics of the school and wider community that provide the context for your teaching.	pdf
2. Teaching context	1page Not scored	Description of characteristics of the class and other factors that might influence the teaching and learning of the students in mathematics at this time.	
3. Written commentary:	12 pages (max).		
a. Planning	2 pages	Description of the goals that give the purpose, focus and context of the approaches used in the teaching/learning sequence.	
b. Research on effective teaching practice in maths	1 page max.	Description of how and why you applied particular research findings to the learning opportunities you provided students in the context of this entry.	
c. Analysis	4-5 pages	Analysis of evidence in the video segments that demonstrates how you used and encouraged discussion to guide, support and monitor students' understandings of key mathematics ideas in the teaching/learning sequence.	
d. Evaluation and reflection	4 pages	Evaluation and critical reflection on the teaching and learning segments shown in the video, with a view to improving student learning and your practice.	
4. Teacher Artefacts (cover sheets for each activity/ assignment)	4 items 8 pages	Materials used by the teacher to plan for, guide, support or monitor student understanding of key mathematics ideas.	pdf

provided)			
5. Film segment	3x5 min. segments (Total 15 minutes) Video file size 500mb Max.	Three 5-minute segments providing evidence of how you use and encourage discussion to guide, support and monitor students' understandings of key mathematics ideas. The three segments should be taken from a single teaching/learning sequence or unit of work.	.MOV .MPEG4 .AVI .WMV .MPEGPS .FLV 3GPP WebM 500mb max