

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

ENTRY 2 SECONDARY SCIENCE: CONDUCTING A WHOLE-CLASS DISCUSSION 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 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	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	Describes the plan for the overall teaching/learning sequence of which the class discussion forms a part Describes the intention of the particular discussion featured in the film segment.	
b. Research on effective teaching practice in science	1 page max.	Demonstrates how educational research has informed your practice generally and, in particular, your approach to developing students' scientific literacy and communication skills.	
c. Analysis	3-4 pages	Points to and analyses evidence in the film segment that student are engaged in a purposeful discussion of a major idea or ideas in science and developing their Shows that you can interpret and critique your teaching practice in relation to opportunities for student learning through discussion.	
d. Reflection and evaluation	3 pages	Provides a review the unit of work as a whole, and the film segment in particular, discussing the extent to which it was successful in achieving your goals and its implications for future teaching through class discussion.	

4. Teacher Artefacts (cover sheets for each activity/ assignment provided)	8 pages	Materials created or selected by the teacher to support the teaching and learning practices viewed in the film segment	pdf
5. Film segment	15-20 min Video file size 500mb Max.	Continuous and uninterrupted (may be part of a more extensive film). Contains evidence of leading and sustaining active student participation and learning through discussion	.MOV .MPEG4 .AVI .WMV .MPEGPS .FLV 3GPP WebM 500mb max