

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

## ENTRY 3 PRIMARY: BUILDING INQUIRY SKILLS

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 3	Length	Information	Supported file types
<b>Cover sheet for Entry 3</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	Characteristics of the school and wider community that provide the context for your teaching.	pdf
<b>2. Your students</b>	1page Not scored	Characteristics of your students and the opportunities and challenges they provide in developing their inquiry skills.	
<b>3. Written commentary:</b>	12 pages (max).		
a. Planning	2-3 pages	Describes the plan for the overall teaching/learning sequence of which the film segment forms a part Describes the intention of the particular activities 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 your approach to developing students' scientific investigation and inquiry skill in particular.	
c. Analysis	4-5pages	Points to and analyses evidence in the film segment that student are engaged purposefully in science investigations, developing their inquiry skills and deepening their understanding of important scientific concepts. Shows that you can interpret and critique your teaching practice in relation to opportunities for student learning of inquiry skills	
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 of inquiry skills.	

<b>4. Teacher Artefacts (cover sheet provided)</b>	4 items 8 pages	Materials developed by the teacher to interest, guide, and support students in their investigations.	pdf
<b>5. Film segment</b>	15-20 min Video file size 500mb Max.	A continuous and uninterrupted segment providing evidence of groups of students actively engaged in their conducting or reporting on investigations.	500mb max. MOV, .MPEG4 .AVI, .WMV, .MPEGPS, .FLV, 3GPP, WebM