

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

### ENTRY 3 SECONDARY SCIENCE: SCIENCE INVESTIGATION AND INQUIRY

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	Describes the characteristics of the school and wider community.	pdf
<b>2. Teaching context</b>	1page Not scored	Describes the characteristics of students and how they influence your teaching	
<b>3. Written commentary:</b>	12 pages (max).		
a. Planning	3-4 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	3-4 pages	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 sheets for each activity/ assignment provided)</b>	8 pages	Materials created or selected by the teacher to support the teaching and learning practices viewed in the film segment	pdf
<b>5. Film segment</b>	15-20 min Video file size 500mb Max.	Continuous and uninterrupted (may be part of a more extensive film). Contains evidence of teacher practice and student engagement in investigations.	500mb max. MOV, .MPEG4 .AVI, .WMV, .MPEGPS, .FLV, 3GPP, WebM