



# **INTERNAL ASSESSMENT PORTFOLIO**

**CLASSES IX - X**

# **Let's see what questions will be answered regarding the internal assessment tool- PORTFOLIO**

- **What is a portfolio?**
- **What does it do?**
- **What all to be included in the portfolio?**
- **How to prepare a portfolio?**
- **How are we going to assess your portfolio?**

# What is a portfolio?

- A portfolio is a purposeful collection (intentionally chosen) of your work representing a selection of performances that is assembled over time and describes your efforts, progress, growth and achievement in the respective subject.
- It is a tool for assessing a variety of skills not usually testable in a single setting of the traditional written paper and pencil tests. Assessment would include self and peer assessment among others.

# What does it do?

- **As a product** : It holds the performance records and documents, you have produced during the learning course and represents a collection of your learning achievements.
- **As a process**, it enables you to monitor your own learning systematically, reflect on your performance, redirect your efforts and set future goals.

# What all to be included in the portfolio?

- Since this is the first year of implementation, it is suggested that the portfolio take the form of a journal or notebook that would include besides classwork, your artefacts (anything that can provide evidence of your education and experiences) selected with proper planning and is clear and sensible along with their reflections.

*(Reflection supports the use of portfolios because it becomes the means through which students can study themselves and their work)*

- You are an active participant involved in constructing your journey through the portfolio building process of selecting, organizing and reflecting.

# How to prepare a portfolio?

- It is simply a catalogue of your work.
- It can be an extension of notebooks developed subject-wise.
- They would include classwork and homework assignments that would help evaluate your progress.
- Besides this, portfolio should be a space where you can display your exemplary work in the related area.
- You can use the techniques such as annotation (*extra information associated with a particular point in a document or other piece of information. It can be a note that includes a comment or explanation*), identification of key words / topics / themes, summarization and organization of ideas and content.

# How are we going to assess your portfolio?

In general, teachers can include any subject relevant criteria and elements to assess the portfolios. However in common few elements for assessing the portfolio are:

- Organization –Neatness and Visual Appeal
- Completion of guided work focused on specific curricular objectives
- Evidences of student's growth
- Inclusion of all relevant work (Completeness)

# Things to keep in mind while compiling the portfolio:

- Portfolios need to be developed in an easy to manage form.
- They need to be meaningful but simple and accessible.
- Developing them should not be a burden - both in terms of cost and time.