

Process for Final Assessment of EWRT/LART 211 Portfolios:

Rationale: Given the elimination of funding for portfolio assessment, we have minimized the amount of labor involved, so that instructors can complete all required tasks within the two-hours normally allotted for a final exam period.

- 1) First-time 211 instructors (or those who haven't taught the course in some time) should check in with the portfolio coordinator for samples of non-pass, borderline, mid and high pass essays..
- 2) The portfolio coordinator will assign instructors into groups of three, according to common exam times when possible. Each instructor will still only read ONE other instructor's portfolios, but also serve as a third reader for the other two instructors.
- 3) By week six or seven, portfolio partners will exchange syllabi and essay prompts as well as a range of sample graded papers. They should meet soon after to discuss assignments, class activities, what's working well, challenges, etc.
- 4) Instructors should collect portfolios from their students no later than the last regular day of class—the Monday of finals week. All portfolio readers should then receive their partners' portfolios according to a timely, mutually agreed upon schedule.
- 5) Using the scoring guide, the instructor of record will rank the portfolios as “no pass,” “borderline,” “pass” or “strong pass.” The instructor will designate one portfolio of each level and submit them to the second reader along with all borderline essays and a copy of the “Final Portfolio Evaluation Form” listing all students and scores.
- 6) Although partners are not required to meet face to face for purposes of reading the portfolios, the common exam time is an ideal time during which to facilitate discussion about your portfolios and submit any “split” scores to the third reader.
- 7) When assessing a partner's portfolios, second readers should first read the “range” of portfolios to “norm” themselves, *then* read the borderlines to determine if they are passing or not. Scores for the borderline essays should be recorded on the Instructor of Record's “Final Portfolio Evaluation Form.”
- 8) Any portfolios with “split” scores must be submitted to the third reader, along with the “Final Portfolio Evaluation Form.” The third reader will determine and record the final score and return all materials to the instructor of record.
- 9) After discussing portfolio results with the second and third readers, the instructor of record will submit the “Final Portfolio Evaluation Form” to the Portfolio Coordinator's mailbox in the division office.
- 10) Those instructors who wish to do so are also encouraged to submit a range of portfolios to the Portfolio Coordinator for future norming purposes.

11) Instructors can get a one-time PAA service credit for participation in the portfolio process.