



Guide to Understanding Comprehensive Assessment Portfolio Performance Indicators

Analyzing performance indicators

- Read the indicator. Determine if it is asking you to demonstrate:
 - Knowledge
 - Skills
 - Dispositions
- Identify all the components of the performance indicator:
 - Underline key phrases of the performance indicator
 - Note whether the indicator has multiple components separated by commas, semi-colons or periods.
 - Look for key words that indicate whether to reference theory, research, and/ or practice in your response.
- Note that the rubric is progressive. Therefore, what is listed in the “meets” column is not repeated in the “exceeds” column. The “exceeds” column only contains *additional* components needed to exceed the standard. Therefore, be sure to fully address the “meets” column before moving on to the “exceeds” column.

Choosing artifacts

- Select one or more artifacts that demonstrate your understanding or proficiency in that indicator.
- Be sure that the artifacts align not only with the performance indicator, but also with your overall approach or philosophy in that area.
- Feel free to use artifacts for more than one performance indicator, or more than one area, but at the same time, balance your approach to show your breadth of understanding through a variety of artifacts.
- Artifacts may include (but are not limited to):
 - Assignments and projects from your coursework
 - Blogs, presentations, and smaller assignments from your coursework
 - Work done as a classroom teacher or volunteer
 - Photographs that illustrate your proficiency in an indicator
 - Teaching observations conducted through your coursework or by school administrators
 - Letters you have received from parents, students, supervisors, etc.
 - Other artifacts you may have that demonstrate your proficiency in a given area.

Crafting your narrative for each performance indicator

- Be sure to start with your own approach or philosophy towards that particular performance indicator. Who are you as an educator in this particular area? What do you believe? Back up your philosophy as needed using research and theory.
- After explaining your own approach or philosophy in a few sentences or a paragraph, tie in each artifact explicitly. When writing about each artifact provided, explain how the artifact connects to your own approach or philosophy, as well as to the performance indicator.
- Direct your reader to the portion of the given artifact that you are referencing. E.g. “As you can see in my Language Learning Biography Introduction (p. 10-12)...”
- When referencing artifacts in the narrative, name them in the same way they are named in the appendix below, for easy reference.
- If there is a requirement you have not yet had the opportunity to meet, you may speak in the hypothetical about what you would do in the future.
- Be sure to provide full citations in APA format for all references.