

## **PORTFOLIO OF WORK – Frequently Asked Questions**

### **1. What is a Portfolio of Work?**

**Answer:** A portfolio of work is a collection of information about the learning activities and educational progress of a home-based student for a school year. It consists of a periodic log and one of the following for each of the broad annual goals:

- a detailed summative record;
- sufficient samples of work; or,
- a summative record and samples of work.

### **2. What is a periodic log?**

**Answer:** A periodic log records the educational activities completed by the home-based educator on a regular basis. It can be recorded weekly, monthly, bi-monthly, by semester, etc.

### **3. What can I include in my periodic log?**

**Answer:** It may include the following (this is not an exhaustive list):

- units/chapters worked on
- a reading log of books read
- areas of learning that were covered
- discussions/experiences that generated learning
- books specifically used for reports or more in-depth study
- specific textbooks used for the different subject areas
- special projects that were worked on
- musical concerts attended
- outside activities/cultural events that contributed to the educational experience
- sports involved in
- community activities/church activities

### **4. What is a summative record?**

**Answer:** A summative record is a summary of the home-based learner's educational progress at the end of the school year. It is an assessment of your own program and refers back to your education plan.

### **5. What can I include in my summative record?**

**Answer:** It may include the following:

- comments on what the child enjoyed about the subject matter and how they handled the material
- comments on what concepts/understandings are now in place
- comments on areas that are a concern and will be continued to be addressed the following year.

**6. What is the difference between a periodic log and a summative record?**

**Answer:** A periodic log is simply a record of activities completed. A summative record is an assessment of educational progress.

**7. What kinds of work would be appropriate to include in my samples of work?**

**Answer:** The Policy Manual states that the portfolio of work should contain sufficient detail for the registering authority to assess the educational progress of the home-based learner. The samples should be taken from all four main subject areas (Science, Math, Social Studies, Language Arts). Other subject areas may be covered as well. For example:

- written work - business letters and notes, creative writing, prose, poetry
- written exercises - worksheets, workbooks, quizzes
- reading -list of books read, a response to reading, book reports, spelling work
- science projects - constructed items, laboratory reports
- artwork - drawing, painting, sculpture
- craft projects - handmade work, such as knitting, sewing, modeling, carving
- performing arts - activities, rehearsal schedules, performance programs
- field trips - programs, samples, souvenirs, reports
- cultural events and activities
- recreational activities - indoor and outdoor constructions, games

This list is not a comprehensive list and is not intended to be limiting.

**8. Do I have to maintain a portfolio of work even if I don't use it for my annual progress report?**

**Answer:** Yes. The Policy Manual states that for each home-based learner, a home-based educator shall:

- maintain a portfolio of work that contains the information required by the minister pursuant to the policies established by the minister; and
- preserve the portfolio of work for at **least two calendar years** after the end of the calendar year in which the work was created.