

Departmental Portfolio Cycles

Purpose:

1. To get feedback from peers in your department on your end-of-unit performance task to ensure it is challenging, allows for extended thought, and incorporates at least one opportunity for the student to reflect and revise.
2. Allow teachers time to grade, give actionable feedback and analyze student work in order to help students create a portfolio that showcases their mastery of the skills and content in the unit.

When: Mondays 2nd/3rd period

Schedule: These assessment conferences will follow our unit schedule. The expectation is that your meetings align with the schedule below:

- **Week 1:** Two out of four teachers will bring their end-of-unit performance tasks and get feedback from the other members of the department based on the performance task checklist.
- **Week 2:** The other two teachers in the department will bring their end-of-unit performance tasks and get feedback based on the performance task checklist.
- **Week 3:** Independent portfolio grading - Teachers grade student work based on priority unit standard rubrics, writing rubric and any other relevant content area rubrics. Actionable feedback must be provided at the bottom of rubrics for students. Once Skedula is implemented, grading will be recorded digitally. Feedback can be provided in written form or digitally through Skedula. Copies of the grading and feedback will be made readily accessible to students after week 3.
- **Week 4:** Each member of the department brings a piece of graded student work and engages in the Standards in Practice protocol to get feedback on instructional next steps to support students in mastery of the unit objectives and performance task.
- **Week 5:** Independent portfolio grading - Teachers grade student work based on priority unit standard rubrics, writing rubric and any other relevant content area rubrics. Actionable feedback must be provided at the bottom of rubrics for students. Once Skedula is implemented, grading will be recorded digitally. Feedback can be provided in written form or digitally through Skedula. Copies of the grading and feedback will be made readily accessible to students after week 3.
- **Week 6:** Each member of the department brings work from at least one student that shows their progress on that unit's performance task. Each teacher also brings the students self-reflection from the end of week 5 to support in determining next steps for the student so that they can demonstrate their learning.