

Division of Education—Indiana University Kokomo

Formative e-Portfolio Evaluation

Early Childhood Education - Elementary Education - Secondary Education
Benchmark 4

e-Portfolio Evaluators

- Division of Education Faculty and Classroom Teachers

Review Requirements

- **Submission and Review Schedule:** See website for dates.
- **Submission Format:** The e-Portfolio must be submitted in electronic (CD or flash drive) format, or by providing the URL to the online portfolio which must be verified, prior to the submission deadline.
- **Organization and Structure:** The e-Portfolio should be organized using the online rubric index page, as per the e-Portfolio instructions, with all hyperlinks operational and all relevant files/Web pages completed.
- **Artifacts/Evidence:** A minimum of 1 artifact for each of the 7 Metastandards at both the Basic and Proficient Levels must be included (for a total of 14 artifacts).
- **Level of Proficiency or Expectation:** At least 1 of the two artifacts for each of the 7 Metastandards must be at the Proficient Level or higher.
- **Reflective Statement:** A reflective statement must be completed for each of the 7 Metastandards. Each reflective statement must address the following three components (which should serve as subheadings for the reflective statement):
 - **Evidence:** What artifacts are included in your portfolio which demonstrates you have met this level of proficiency or expectation? [Introduce the evidence; provide a context for the artifacts you have selected for inclusion]
 - **Rationale:** How do the artifacts you selected demonstrate your knowledge, skills, and dispositions relative to the Metastandard for which you have assigned them?
 - **Professional Growth:** How has your understanding of the topic/area addressed by this Metastandard changed or evolved over time, and how do the artifacts you have included demonstrate this professional growth?
- **Alignment with Rubric:** Be sure to address in your reflective statement each of the specific expectations outlined in the Metastandards rubric for that level of proficiency. In addition, be sure to address in your statement/discussion the components listed for each respective Metastandard.