

PORTFOLIO

The portfolio is 10% (1 point) of the final mark in each term. Every student starts the term having the point already, but 2 points will be deducted under the following criteria (2 points for each item):

1. Presentation
 - a) A display book folder or a thin ring binder with punched pockets
 - b) Neatness
2. Cover
 - a) Main cover: title, name and surname and class (at the bottom right side)
 - b) A cover for each term
3. It must be complete: 2 points will be deducted for every missing document. If more than 2 documents are missing, 5 points will be deducted. If it hardly has any documents, 9 points will be deducted, the student will only get a point for handing it out.
4. Each document in a folder. The portfolio must have a book shape: sheets written on both sides must have a folder. Those documents which are written on a single side can share folder with a document of the same features.
5. Ordered: Documents must be ordered by term and in chronological order.
6. Writings corrected by the teacher (drafts) must be next to the ones rewritten (the final/neat ones), title next to title, so that both of them can be seen and compared at a single sight, and they must be followed by its self-assessment.
7. Tests said by the teacher and their self-corrections (in the case there's a self-correction) must be presented the same way, one next to the other, to be able to see and compare them at a single sight.
8. Only the documents told by the teacher must be in the portfolio, no class notes, no worksheets, etc
9. All the documents must be completed/finished.
10. Students can be asked to bring the portfolio to class more than once in each term. If they don't bring it on the date given, it will be taken into account.