



Class Measures

ePortfolio Guidelines

All teachers in PRPIL are required to compile an ePortfolio of forms and evidence demonstrating competence in a selection of elements from the professional standards for teachers. At the end of the program, the ePortfolio is submitted to Class Measures for review.

Class Measures is the US subsidiary of Tribal Group plc, an international education services provider founded in 1999.





ePortfolio format

From August 1st 2020 all portfolios should be submitted via the PRPIL ePortfolio system made available to all applicants from September 1st 2020. Further guidelines of how to use the ePortfolio will be released from September 1st 2020.

ePortfolio organization

The ePortfolio should include the following documentation. Individual components are explained below.

1. A copy of the completed CAP Form
2. Copies of both the Formative and Summative Assessment Forms
3. Copies of all four CAP Observation Forms (2 announced and 2 unannounced) A section for each of the 4 standards, each including:
 - A Portfolio Evidence List including original signatures, placed at the beginning of the section
 - A reflection for that standard, placed after the Portfolio Evidence List

Two pieces of evidence for each element listed below, placed in its own labeled subsection. (see *The Professional Standards for Teachers*.)

The CAP form

The CAP Form provides a place to collect relevant information about the teacher, mentor and Instructional Consultant. It is the final "sign-off" form used at the end of the program. The completed copy with original signatures should be submitted to Class Measures by the Instructional Consultant.

The CAP observation form

There is a single CAP Observation Form that will be completed four times during PRPIL - once following each of the announced and unannounced observations. A copy of each should be included in the portfolio. The originals should be submitted by the Instructional Consultant at the end of the program.



The Formative and Summative Assessment Forms

The Formative and Summative Assessment Forms provide a means to assess and record the teacher's progress throughout the program. The Formative Assessment Form is completed jointly by the Instructional Consultant and mentor prior to the second 3-Way Meeting. The Summative Assessment Form is completed jointly by the Instructional Consultant and mentor prior to the third 3-Way Meeting. A copy of each Assessment Form should be included in the ePortfolio. The originals should be submitted by the Instructional Consultant at the end of the program.

ePortfolio evidence lists

Each of the 4 standards has a Portfolio Evidence List. Use these forms to list the individual pieces of evidence being submitted for each element. Signatures from the IC, mentor and enrolled teacher are required on the Summary page. The Summary page with original signatures will be submitted to the ePortfolio by the Instructional Consultant at the end of the program.

Personal reflections

In addition to collecting evidence, teachers must write a one-page personal reflection for each of the 4 standards. (Reflections are not necessary for each element.) Each personal reflection should be included at the beginning of the relevant standard's section in the portfolio to: You will find a section for your personal reflections for each relevant standard in the ePortfolio.

The personal reflection pieces should use a past/present/future format. Each reflection should first touch upon the teacher's thoughts as they started teaching and then the changes and growth within the standard area that have occurred over the teacher's time in the classroom. Lastly, the reflection should address how the teacher hopes to grow in this standard area in the future.

The Professional Standards for Teachers

The Professional Standards for Teachers summarize the general pedagogical skills expected of all teachers in Massachusetts. They apply to teachers in all subject areas and at all grade levels.

The Professional Standards for Teachers include several indicators and elements for each of the 4 standards, which can be found in their entirety on the DESE website. **PRPIL requires ePortfolio evidence for selected elements only.**

The following chart lists the elements for which portfolio evidence is required by PRPIL:

Standard 1: Curriculum, Planning, and Assessment	Standard 2: Teaching All Students
A3: Rigorous Standards-Based Unit Design	A3: Meeting Diverse Needs
A4: Well-Structured Lessons	B1: Safe Learning Environment
B1: Variety of Assessment Methods	C2: Maintains Respectful Environment
B2: Adjustments to Practice	D1: Clear Expectations
C3: Sharing Conclusions With Students	D2: High Expectations
Standard 3: Family and Community Engagement	Standard 4: Professional Culture
A1: Parent/Family Engagement	A1: Reflective Practice
B1: Learning Expectations (Collaboration)	B1: Professional Learning and Growth
C1: Two-Way Communication	C1: Professional Collaboration

Evidence

The ePortfolio should include at least two pieces of "hard" evidence for each element listed above. There are many forms of evidence that can be included in the ePortfolio. We encourage teachers to be creative in determining what materials to include as evidence. Please highlight the section of each piece of evidence that is directly relevant to the element.

Types of evidence frequently used in the ePortfolio include:

- Lesson plans/units
- Student work
- Observation reports from an administrator or IC (note: only one observation can be used for each element)
- Certification of completion of workshops, seminars, professional development, etc.
- Assessments
- Copies from plan books
- Individual Education Plans (identifying information removed)
- Teacher handbooks
- Newsletters
- Newspaper clippings
- Letters from colleagues, parents or students



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- Pictures (must be supported by a written description of the picture's relevance to the element)
- Transcripts
- Letters of recommendation
- Copies of program or flyers from student events/performances
- Homework assignments

If the connection between the element and the evidence submitted is not readily apparent, please include a short description of the ways in which the evidence demonstrates competence in that element.

A single document may be used only once in the ePortfolio.

Evidence must be from teaching during the school day and school year with students within the subject area and grade level span of the license being sought. Evidence from after school programs, summer programs, and adult learners cannot be used. Whenever possible, evidence should not be more than five years old.