

UCT Portfolio Marking Scheme – 2019 – for students

Section	Mark allocation & breakdown	Details
Register 8 weeks	5	Originals or photocopies of the registers. Spot checks will be done.
Eight planning outlines	8 x 2	Must have all 8 outlines; should be the Wordworks format (-8 if not); -2 if time not stipulated; -1 if no 'who does what'; -1 if materials not mentioned; -1 if resources are not stipulated.
Feedback from parents (session 3)	5	Either letters/cards –must include one from every member of the parent group. Oral feedback can also be written and included
Feedback from parents (session 8)	5	Wordworks' feedback forms as on memory stick – every participant's form must be submitted.
Self -evaluation form (after session 3)	5	Comments in the right hand margin (what I need to improve on) still very important (4 of the marks will be awarded for this).
Self -evaluation form (after session 8)	5	Comments in the right hand margin (how I have changed/improved) still very important (4 of the marks will be awarded for this).
A short report	30 <ul style="list-style-type: none"> • Recruitment: 3 • Successes: 6 • Challenges: 6 • Changes made according to need: 5 • Personal growth: 5 • Learning: 5 	1 for flyer/invitation + 2 for details on how and/or orientation session. Insight and good points/ideas will be acknowledged. Personal growth & learning: be sure to write these as pieces of self-reflection.
Wordworks Post Test Knowledge Questionnaire	20 x ½ plus 20 = 30	½ mark for Agree/Disagree = 20 x ½ and 1 mark for the reason = 20 Total = 30 marks
Samples and photos of sessions and graduation, plus work done by parents	14 <ul style="list-style-type: none"> • Photos of sessions and graduation: 7 • Photos/evidence of parents' homework activities: 7 	Must be a fair selection of samples of work & photos. No discrimination in favour of/against colour vs. black and white photos. Add captions.
Overall presentation	5	Marks will be awarded for good layout, an index page, clear attractive headings, extra details.
TOTAL MARK	120	