

 **Wordworks Group Portfolio Marking Scheme – 2019 – for teacher-facilitators**

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| **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 be 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 Recruitment – 3Successes - 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 = 20x ½ and 1 mark for the reason = 20Total =30 marks  |
| **Samples & photos of sessions plus work done by parents and graduation**  | 14 7 & 7 | Must be a fair selection of samples of work & photos. No discrimination in favour of / against colour versus b & w photos. Add captions |
| **Overall presentation**  | 5 | Marks will be awarded for good layout, an index page, clear attractive headings, extra details.   |
| **TOTAL MARK** | 120 |  |