PORTFOLIO OF WORK – Frequently Asked Questions

1. What is a Portfolio of Work?

Answer: A portfolio of work is a collection of information about the learning activities and educational progress of a home-based student for a school year. It consists of a periodic log and one of the following for each of the broad annual goals:

• a detailed summative record;
• sufficient samples of work; or,
• a summative record and samples of work.

2. What is a periodic log?

Answer: A periodic log records the educational activities completed by the home-based educator on a regular basis. It can be recorded weekly, monthly, bi-monthly, by semester, etc.

3. What can I include in my periodic log?

Answer: It may include the following (this is not an exhaustive list):

• units/chapters worked on
• a reading log of books read
• areas of learning that were covered
• discussions/experiences that generated learning
• books specifically used for reports or more in-depth study
• specific textbooks used for the different subject areas
• special projects that were worked on
• musical concerts attended
• outside activities/cultural events that contributed to the educational experience
• sports involved in
• community activities/church activities

4. What is a summative record?

Answer: A summative record is a summary of the home-based learner’s educational progress at the end of the school year. It is an assessment of your own program and refers back to your education plan.

5. What can I include in my summative record?
Answer: It may include the following:
• comments on what the child enjoyed about the subject matter and how they handled the material
• comments on what concepts/understandings are now in place
• comments on areas that are a concern and will be continued to be addressed the following year.

6. **What is the difference between a periodic log and a summative record?**
Answer: A periodic log is simply a record of activities completed. A summative record is an assessment of educational progress.

7. **What kinds of work would be appropriate to include in my samples of work?**
Answer: The Policy Manual states that the portfolio of work should contain sufficient detail for the registering authority to assess the educational progress of the home-based learner. The samples should be taken from all four main subject areas (Science, Math, Social Studies, Language Arts). Other subject areas may be covered as well. For example:
• written work - business letters and notes, creative writing, prose, poetry
• written exercises - worksheets, workbooks, quizzes
• reading - list of books read, a response to reading, book reports, spelling work
• science projects - constructed items, laboratory reports
• artwork - drawing, painting, sculpture
• craft projects - handmade work, such as knitting, sewing, modeling, carving
• performing arts - activities, rehearsal schedules, performance programs
• field trips - programs, samples, souvenirs, reports
• cultural events and activities
• recreational activities - indoor and outdoor constructions, games
This list is not a comprehensive list and is not intended to be limiting.

8. **Do I have to maintain a portfolio of work even if I don’t use it for my annual progress report?**
Answer: Yes. The Policy Manual states that for each home-based learner, a home-based educator shall:
• maintain a portfolio of work that contains the information required by the minister pursuant to the policies established by the minister; and
• preserve the portfolio of work for at least two calendar years after the end of the calendar year in which the work was created.