

Frequently Asked Questions:

1. What is a Portfolio of Work?

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?

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. It is simply a record of activities completed.

A periodic log may include the following, but not limited to:

- Units/ chapters
- 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 different subject areas
- Special projects
- Outside activities, cultural events / concerts that contributed to the educational experience
- Athletics / arts / drama
- Community / church activities.

3. What is a Summative Record?

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.

A summative report 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.

4. What is the difference between a Periodic Log and a Summative Record?

A periodic log is simply a record of activities completed. A summative record is an assessment of educational progress.

5. What kinds of work would be appropriate to include in my Samples of Work?

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, and Language Arts). Other subject areas may be covered as well.

The following list is not a comprehensive list and is not intended to be limiting:

- 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.

6. Do I have to maintain a Portfolio of Work even if I don't use it for my Annual Progress Report?

Yes, the Progress 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.