Instructions for Portfolio Assessment  
(ELL Students)

Important General Information

The New Mexico Public Education Department (PED) requires that districts assess academic progress of all students. The English Language Learner (ELL) Portfolio Assessment is designed as a tool for recording the progress of English language learners in grades 3 – 9. Progress towards English proficiency as well as progress in demonstrating content standards, benchmarks, and competencies is the focus of the portfolio. Students who participate in the portfolio assessment must be exempt from the TerraNova, Supera and the NMSBA by meeting the following criteria.

- The student has a LAS score below 5/3 or 4/3.
- The student is not fluent and literate in the Spanish language, hence cannot participate in the Supera.
- The student speaks a language other than English

Instructions for completing the portfolio assessment

The portfolio consists of your sections/content areas. The standards or competencies are aligned to APS standards and benchmarks for Language Arts and Mathematics. Science and Social Studies content standards competencies are aligned to the District Core Scope and Sequence. Reference to these documents to find details of performance standards and content competencies will be helpful in completing the portfolio.

1. Complete the student information on the front cover of the portfolio.
   - Student Name: Last Name, First Name, Middle Name
   - Student ID #
   - Student’s Date of Birth
   - Gender
   - School Location and Number
   - Student’s Native Language
   - Grade
   - Student’s LAS Score
   - Name of Teachers completing the portfolio

2. It is expected that the portfolio assessment be completed in the language that most accurately reflects the student’s learning with the teacher determining what is appropriate.

Scoring the Portfolio

1. For the entire portfolio rate performance level only in the student’s
   - Native Language OR
   - English
2. The student should be assessed in each of the performance standards, or content competencies using the following rating scale.
   - BS – Beginning Steps
   - NP – Nearing Proficient
   - P – Proficient
   - A - Advanced

For each of the content areas individual performance standards/competencies should be rated and recorded on the content summary. The teacher should then record an overall rating of the content area.

**Excerpt from the Portfolio: Social Studies**

<table>
<thead>
<tr>
<th>Curriculum Competencies</th>
<th>BS</th>
<th>NP</th>
<th>P</th>
<th>A</th>
<th>Please write how achievement was demonstrated and observed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Culture</td>
<td>N</td>
<td>E</td>
<td>N</td>
<td>E</td>
<td>✔️</td>
</tr>
<tr>
<td>Geography</td>
<td>N</td>
<td>E</td>
<td>N</td>
<td>E</td>
<td>✔️</td>
</tr>
<tr>
<td>Economics</td>
<td>N</td>
<td>E</td>
<td>N</td>
<td>E</td>
<td>✔️</td>
</tr>
<tr>
<td>Civic Understanding</td>
<td>N</td>
<td>E</td>
<td>N</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

The above Social Studies excerpt from the portfolio shows that the student was rated as follows:
- History and Culture: Nearing Proficiency
- Geography: Proficient
- Economics: Nearing Proficiency
- Civic Understanding Beginning Steps

The Overall Rating for the student is **Nearing Proficiency** in the social studies content area.

- **Note:** Professional judgment based on the summary of the performance standards/competencies should be used to determine the overall rating.

**Special Note:** The standards and curriculum competencies in the portfolio are as indicated for each grade in either the *APS Content and Performance Standards* or the *DCCCS* document. For example in middle school Science, competencies in Life, Physical, and Earth/Space science are all listed. However if a 6th grade student that is being assessed is only required to study life science in grade 6, then only the life science portion needs to be assessed. The remaining competencies should be filled in as N/A for not applicable. The competency standards and overall ratings in science would be based on the student’s progress in his/her study of life science.
Reporting the Results of the Portfolio

The portfolio itself should remain at the school and be placed in the student’s cumulative folder as an artifact of the student’s academic progress. Important work samples, such as writing pieces, may be placed in the portfolio at the discretion of the teacher.

The summary content and overall ratings must be reported to RDA. A web-based report has been designed for your convenience. The web address is www.rda.aps.edu. Click on the ELL Portfolio button to access the system. Using the summary and overall ratings from the four content areas in the portfolio, report the information as directed by the website.

All portfolios must be submitted on the website by April 29, 2005