

Evaluation Directions

- Review all components of the portfolio.
- Check each box that meets the stated criteria.
- Add the total checked boxes.
- Place total score for each component on the 'Total Checks' line.
- Students need 7/10 to pass each component. Check all passed components on the Final Evaluation Checklist.
- Complete the passed or failed section on the Final Evaluation Checklist.
- Make a copy of the Final Evaluation Checklist in case of any redos.
- Return the Final Evaluation Checklists to the students.
- Complete the yellow certificate for all students who passed. Turn this sheet into the guidance upon completion.
- Keep all forms and checklists until the beginning of the new school year.