

Assessment Preparation Guide

Part 1: The Process (10 minutes)

Express to the assessment team everything you did to complete the project. The process is the most important part of your project. How much depth you show about process will largely determine how much credit you earn!

- Use the checklist to include explanation of all parts of the process.
- Make sure to show everything in your binder/folder/that you brought with you.
- Show your time log to prove time spent.

Part 2: The Product (10 minutes)

Express to the assessment team everything you learned about your subject; prove you are an expert. The product(s) should show as much of what you learned as possible—it is proof of your learning.

- Plan and practice a presentation (like you would for an Event Night).
- Show your products and leave time for questions from assessment team.
- Utilize your subtopics to structure your presentation.

Part 3: Analysis (10 minutes)

Defend your position on the Performance Rubric by expressing what skills you have refined and/or improved throughout your project.

- Analyze your success for each section of the Performance Rubric in your End of Project Analysis. Decide where you want to circle on the Rubric and why.
- Advocate for yourself! Explain what you did well, and show improvement in weak areas.
- Prove yourself by showing specific examples of daily logs with strong daily analyses.

General Tips

- Total Time: About 30 minutes—Be efficient and prepared in your explanations.
- Be organized! Have all paperwork completely filled out (checklist, proposal, rubric). Bring everything with you to assessment, have a system (Binder, folders, paperclips...)
- Take Control! The more you lead the discussion, the more impressive the assessment.
- Use your Annual Portfolio Slide as the skeleton for your assessment—If your project slide is complete and of high quality, you can plan your entire assessment presentation with this slide as a guide. If you do your End of Project Analysis right, you could use that as the script for your assessment presentation.
- Don't leave anything out! "Show and tell" is how you will ultimately be recognized for your hard work with credit.