



MINISTRY OF  
EDUCATION AND CULTURE

**FORM 2: CHECKLIST FOR SECONDARY TEACHER'S PORTFOLIO**

**Write your choice of providing quality education in the corresponding column according to the scale provided:  
1-Not demonstrate, 2-Basic, 3-Proficient, 4-Advanced, 5 Exemplary**

<b>Name of Teacher</b>			<b>School</b>			<b>Date:</b>
<b>Subject Taught</b>						
<b>PORTFOLIO CONTENT</b>	<b>Quality of Evidence Presented to be Sighted (√)</b>					<b>Comments</b>
	<b>Not Demonstrated (1)</b>	<b>Basic (2)</b>	<b>Proficient (3)</b>	<b>Advanced (4)</b>	<b>Exemplary (5)</b>	
1. Personal Details & Educational background						
2. Teaching Goals						
3. Lesson Observations						
4. Student's assessment data (student work that is aligned to the teaching goals- work that highlights student learning)						
5. Meetings and discussion with HOD /Principal / School committee.						
6.Extra-Curricular activities (these are activities that fall outside of their regular teaching duties- sports, events, clubs, music/choir, etc)						
7. Professional Development Trainings show that they participate in workshops, lead, present PDs or training at local or overseas workshops.						
8.Classroom / School rules- (shows how they manage their classrooms or classroom management/procedures)						

**Appraiser's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_