**Portfolio Review – Teacher Tool**

**Learner Conference Summary:** Less than 7 samples in **every** skill. (Usually less than 100 hours of attendance)

**Progress Report:** 7-10 samples in any skill.(Samples includes assessments and skill using activities.)

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| **Completing = Your Level** | **Not Completing = Previous Scores** |
| * At least 4 assessments * At least 4 completing assessments * Variety of competencies completed * Supporting evidence from activities and observations * 7 – 10 samples in the binder   **(\*ALL of these conditions = Completing)**  **Assign your level.**  **(If the previous score is higher than your level, or is an N/A and the student has completed your level as described above, assign your level.)** | * Enough activities and assessments to have 7-10 samples but not enough COMPLETING assessments   **OR**   * Less than 7 samples in a skill   Assign the previous score **as follows:**     * **If previous score is the certificate score (last updated), assign this score.** * **If the last updated score is an N/A, assign I/E (insufficient evidence).** * **If the previous score is the LINC Card (Placement) score assign I/E (insufficient evidence).** |
| Approximately 200 hours of attendance or more | Approximately 100-200 hours of attendance |