



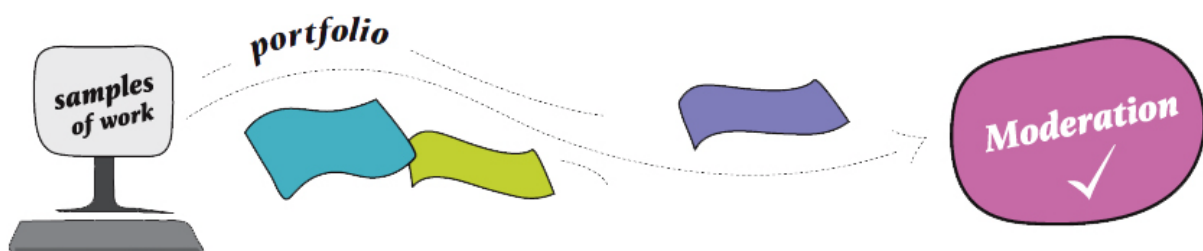
ICT Accreditation Scheme

Guidance on Preparing your School Portfolio

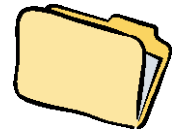
School Year 2011-12

This guidance has been produced to assist you in creating and submitting your School Portfolio.

It will tell you how to create the required folder structure and how and where to place it on your C2k network. Please ensure that you follow all steps up to the final step on page 4.



Guidance on Preparing a School Portfolio



A School Portfolio must contain:

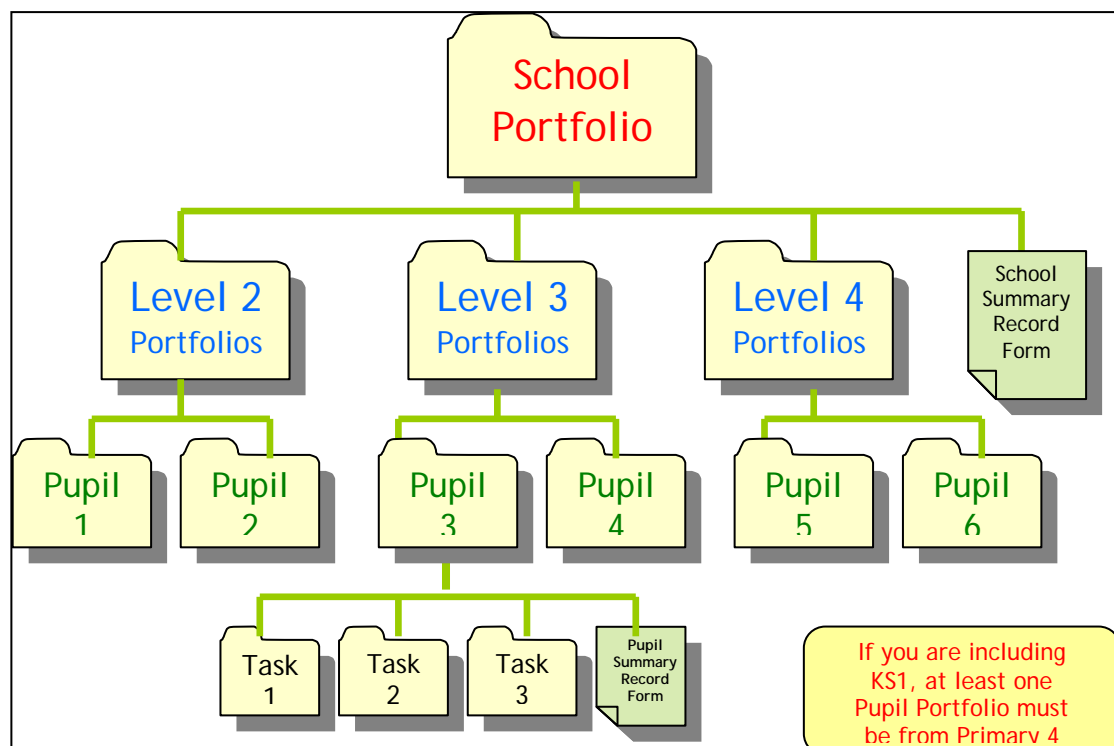
- **two** Pupil Portfolios for **each level** that your school has assessed – (*in some cases there may be only one pupil working at a particular level, if this is the case one pupil portfolio will suffice at that level. You must state this on your School Portfolio Record Form*);
- **if assessing KS1 pupils - at least one** of the overall number of Pupil Portfolios must be from a Year 4 pupil; and
- **one** completed School Portfolio Summary Record form.

Each Pupil Portfolio must contain samples of work from **one pupil** that:

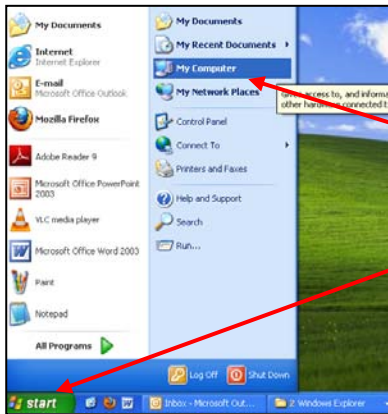
- you have judged to be at that level;
- cover the 5 'E's (including both bullets of Explore). There is no requirement to formally assess Evaluate at Level 1 and Exchange at Levels 1&2;
- demonstrate the pupil's skills in at least **four** different Desirable Features at Levels 1 and 2 and in at least **five** different Desirable Features at Levels 3, 4 and 5;
- One of the Desirable Features **at all levels** must come from **List B** (detailed on page 9 of the ICT handbook); and
- a completed Pupil Portfolio Record form for each pupil.

The diagram below shows the folder structure/contents of a **sample** School Portfolio.

This sample school has assessed its pupils to be working at Levels 2, 3 and 4.

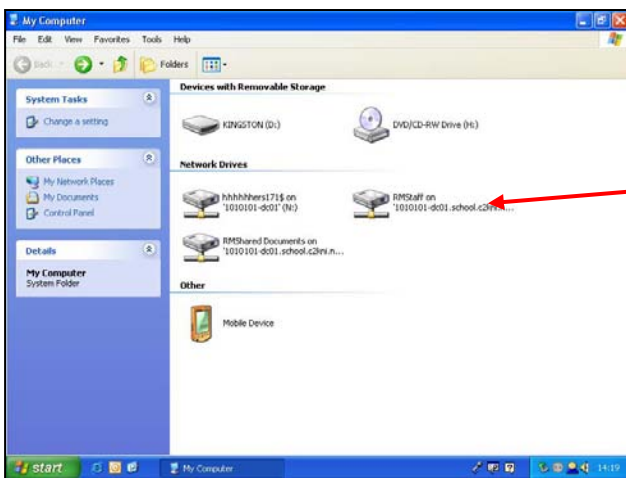


Step-by-Step Guide to Creating your School Portfolio



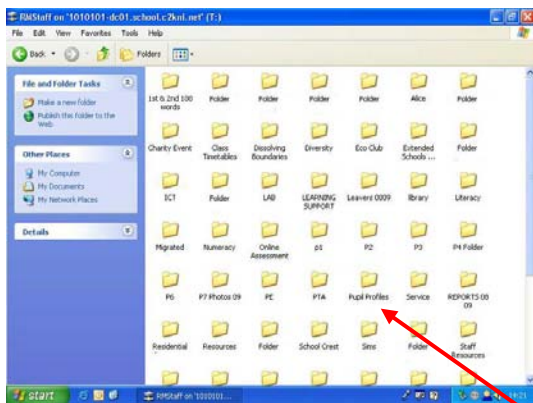
Using a C2K computer, click the Start menu on the screen.

Select 'My Computer'

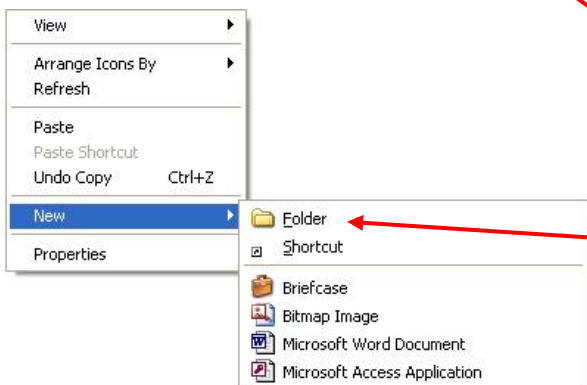


A window opens showing the locations you can save to and open files from.

Click the RM Staff folder.



Another window opens with files it in. The files in it will vary from school to school. You may have fewer files in your school than shown here.



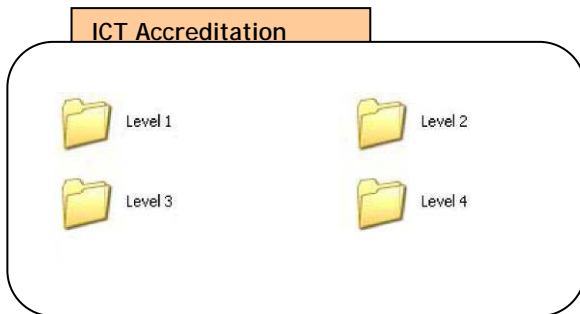
Create a folder for your School Portfolio.

To do this, right click on the white space. Hover the cursor over 'New' and left click 'Folder'.

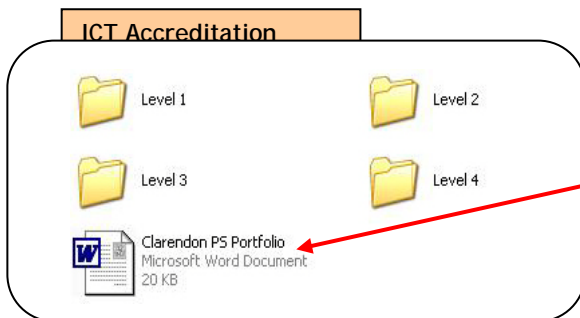
Name it 'ICT Accreditation 2012'

Decide which levels to submit to CCEA for moderation (This should be the range of levels in your Y4 and/or Y7 classes).

Open your 'ICT Accreditation 2012' folder, by double clicking on it.

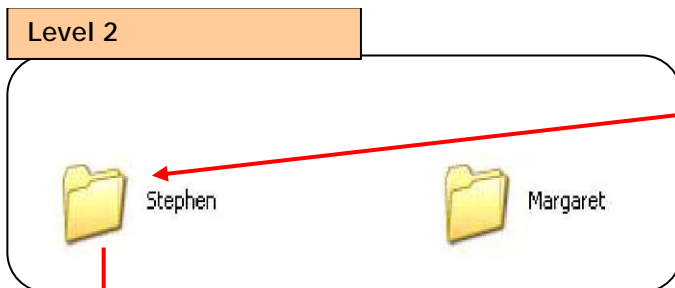


Create a folder for each level you are submitting (right click on the white space and left click 'Folder' and then name it Level 1 etc).

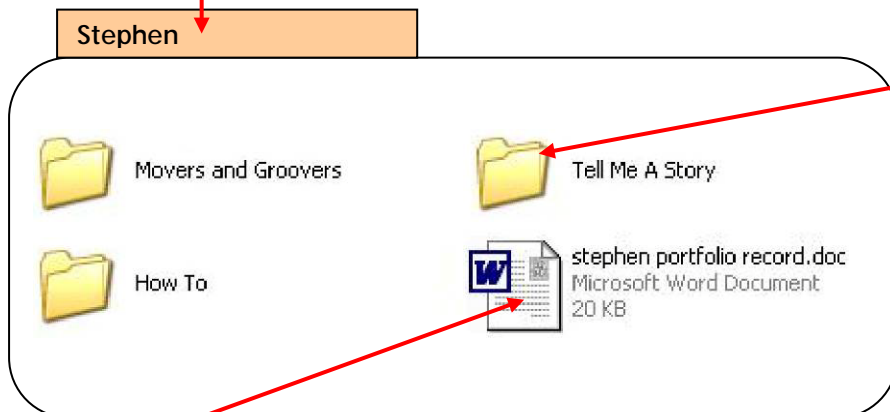


Save the completed School Portfolio Summary Record form into the School Portfolio folder and include your school name in the file name.

Open each level folder and create two new folders inside – one for each Pupil Portfolio. Each Pupil Portfolio should be given the name of the pupil. In order to protect pupils' identities, you may wish to change the names of the pupils although this is not essential.

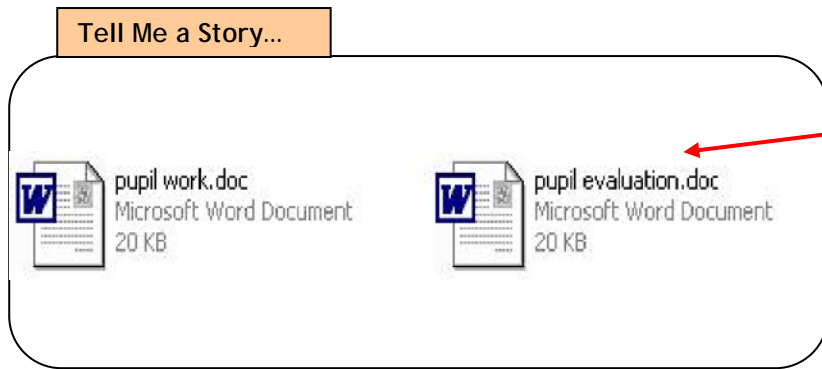


Open a pupil folder by double clicking on it.



Create a new folder for **each** task the pupil has completed, and which is being sent for moderation. Name each folder with the title of the task, for example, 'Tell Me a Story'.

Each Pupil Portfolio should contain the completed Pupil Portfolio Record form for that pupil.



Open each folder and save the pupil's work. You may wish to include associated files such as an evaluation, photographs, screen dumps, scanned work or drafts of work as necessary. Repeat this process for each pupil.

Please note that the purpose of including such evidence is to inform the moderator that you have an understanding of what is required at a particular level and that this sample of work meets the requirements at this level.

You should **not** include a copy of the CCEA task. The moderators do not need this and it will make the overall file size bigger.

Final Step for successfully submitting your School Portfolio

Now that you have completed your School Portfolio you will need to place it where it can be accessed for moderation by C2K/CCEA.

A folder has been created by C2K for this purpose and it is located in '**RM Shared Documents**', it will already be named with 'CCEA 1234567' (The number will be your school DENI reference number).

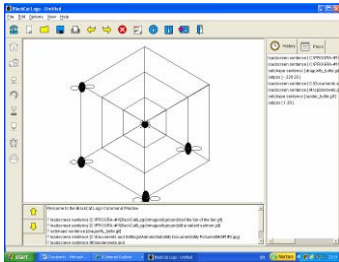
Copy and paste/drag your School Portfolio folder (which you have just created) into this folder.

When you have finished, close the folder created by C2K, then re-open and check that all of your files have transferred over. When C2K collects this on **8th May 2012**, they will only collect a copy, so do not worry if you check and your School Portfolio is still there. We will contact you if there were any issues with the collection.

Creating a Screen Dump - Guidance

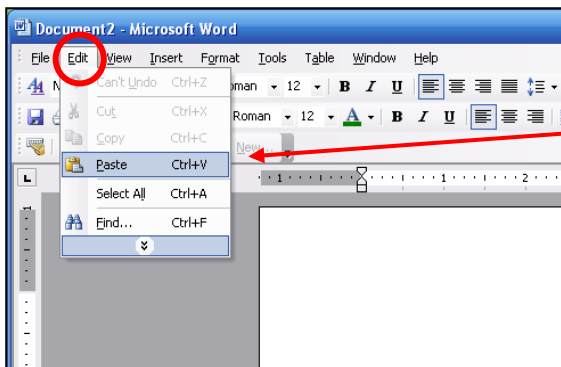
A screen dump is an image of the screen. You may decide to submit screen dumps in the Pupil Portfolio as evidence of pupils' work. Here are step by step instructions which some teachers have found useful.

To create a screen dump of the desktop:



Ensure that you have the required screen visible on the monitor.

On the keyboard press the Print Screen button.



Open Microsoft Word.
On the menu bar click on Edit.
Click on Paste.
Give it an appropriate file name and save it.