

# Administrator Guidance for Non-Tested Grades & Subjects Portfolio Assessment

Portfolio growth models produce authentic student growth measures unique to an individual teacher's students. Through video, audio, and still pictures of student work, teachers capture student growth in real time. Educators using the portfolio growth models express increased satisfaction with the evaluation process, as well as a renewed sense of purpose, connection, and support for their work. Many educators also cite professional learning as an added benefit of implementing the portfolio process.

**Portfolio growth model scores maintain all the rights, responsibilities, and legalities of an individual growth measure attained from a TCAP test, and are treated as such within the evaluation process and with human capital decisions.**

As you support teachers in your building while implementing a portfolio growth model, please consider the following:

- Protect instructional time by limiting interruptions and maximizing the time these teachers have with their students.
- Utilize the instructional data gathered through the portfolio process to guide PLCs and professional learning for teachers implementing this assessment.
- Assist with providing the required technology.
- Use the portfolio process to inform conversations about instruction, such as pre- and post-conferences or coaching conversations.
- Discuss the correlations between the portfolio process and the TEAM rubric with your teachers.
- Provide opportunities for teachers implementing the portfolio to collaborate around the process.
- Encourage teachers to keep records of all assessments for use in data team meetings.
- Allow time for peer reviewing.
- Take advantage of the expertise of reviewers when developing professional learning.
- Encourage teachers implementing portfolio growth models to share the process with peers that are unfamiliar with the process.
- Recognize the importance of the individual growth scores earned through the portfolio process.

Contact [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov) for questions and support.