

Responsibilities of the Assessor

As an assessor, your role is to determine whether a student has proven that he or she has comparable learning to passing a 3-hour semester course. Assessing a portfolio involves an initial meeting with a student to discuss expectations, review the syllabus, and answer any questions. Once the portfolio has been submitted, you will be notified by email that the notebook is in your mailbox. You have approximately four weeks to review the content, complete the two forms in the notebook, and return it.

The portfolio is based on the learning of the student, which has already occurred. Just as each instructor will personalize a course and focus on different aspects of a subject, portfolios may not exactly match what would be taught in a class. Nor is a portfolio like an independent study where an instructor may determine the particular scope or focus of the work. However, the portfolio should demonstrate a breadth and depth of knowledge in a particular area that would be comparable to what is taught during a semester. The portfolio should also demonstrate a balance between theory and application.

When assessing the portfolio, you are looking for a pass or a fail rather than a letter grade. Passing would be considered C-level work and above. You are not expected to correct any spelling or grammatical errors; however, if there are excessive errors, it is appropriate for you to note that in the comment section.

In rare cases if your assessment of the portfolio is that significant learning has occurred, but you are not sure that it is comparable to three credits, there are several options you can choose from:

1. You may want to speak with the student either in person or over the phone to clarify any information or to request additional proof of knowledge.
2. You can recommend partial credit of one or two credits.
3. You can request that a student submit additional information or proof of knowledge.

There are occasional times when students are basing their knowledge on work that has occurred many years ago, and the students may not be fully up to date on current policies or technology. The same allowance should be granted as would be the case if the student had taken a course ten years ago at another university and wished to transfer those credits today.

Questions

If you need additional information after reviewing the [handbook](#), contact Jada Banks at 804-317-5099 or email at jbanks@richmond.edu.