



Portfolio Retake Instructions

The instructions for submitting retake portfolio entries are similar to those required for original portfolio entries. Review these Portfolio Retake Instructions carefully and consult the retake instructions section of the CD-ROM included in your Retake Kit.

Before you begin working on your retake entries, take a moment to verify that your Retake Kit is complete. Your Retake Kit includes the following:

- 1 CD-ROM
- 1 Packlist with ID Bar Code Label Sheet
- 1 Portfolio Label Sheet
- Up to 5 Portfolio Envelopes (Your Retake Kit includes a separate envelope for each entry you selected on your application, and 1 envelope to use in submitting required forms. The necessary forms can be printed from the CD-ROM.)
- Due Date Reminder Flyer
- DVD Instructions/VHS Checklist

Do not discard the blue portfolio box, as you will need it to return your completed entries. Store the box, envelopes, and labels in a safe place until you are ready to ship your retake submission. If any items are missing, please call 1-800-22TEACHSM between 8 a.m. and 6 p.m. (CST) Monday through Friday.

Your CD-ROM contains the instructions for all entries required of first-time candidates. You should carefully read the instructions for only those portfolio entries that you selected to retake on your retake application. You may want to reread the *Intro* and the *Get Started* sections of the CD-ROM before you begin to refamiliarize yourself with the portfolio process.

The minimum computer system requirements for using the CD-ROM appear on the next page. Review these requirements before loading the CD-ROM into your computer. After loading, the portfolio instructions will open automatically. The first screen you will see presents the end user license agreement that describes the terms to which you must agree to use the contents of the CD-ROM. Click on "I agree" to access the information contained on the disk.

If you have questions about using the CD-ROM, retake deadlines, or other general questions about preparing your portfolio entries, call 1-800-22TEACHSM between 8 a.m. and 6 p.m. (CST) Monday through Friday for assistance. To expedite your call, have your candidate ID number available. If your question involves eligibility, portfolio content, video recording, or other topics that require an in-depth response, access the NBPTS Candidate Inquiry Service at www.nbpts.org/help_and_faqs/retake_procedures.

Using Your CD-ROM

You do not need to install the contents of the NBPTS Portfolio CD-ROM on your computer. You may view the entire contents from the CD-ROM if you have the following minimum computer system requirements:

- CD-ROM drive for installation
- VGA monitor—greater than 256 colors for optimal display
- Web browser that supports CSS:
 - IE5.5+ for Microsoft® Windows
 - IE5.1+ for Apple® Macintosh
 - any Gecko-based browser such as Netscape 7.x+ or Mozilla 1.x+
- Adobe® Acrobat® Reader® software (version 4.x+ [can be downloaded from the Internet at no charge])
- Internet Connection (optional, but strongly recommended)
- Microsoft® Word
 - OR a free Microsoft® Office Viewer
 - OR any document editor capable of displaying the MS Word format

If the NBPTS Portfolio CD-ROM does not automatically launch after your CD-ROM drive closes, you can launch it by navigating to your CD-ROM drive and opening the file “index.htm” in any installed Web browser client.

Producing Your Retake Entry

Requirements for Your Retake Entry

The work you submit for your retake portfolio entry must be new. You may not submit identical or amended versions of any part of your original portfolio entry, except as noted below. Each retake portfolio entry is compared in its entirety to your corresponding original portfolio entry. If a retake portfolio entry is found to contain identical or amended versions of materials from an original portfolio entry, it will not be scored. As a result, the retake fee will be forfeited and the retake portfolio entry will be designated “NS” (“Not Scorable”) on the candidate’s score profile.

Note: Much of the contextual information in your Written Commentary will likely remain the same if you are teaching/counseling the same grade-level students at the same school. You will not be disadvantaged by this at scoring. Auditors recognize that this information is likely to remain the same.

Classroom-Based Retake Portfolio Entries

The Written Commentary, video recording, and/or student work samples that you submit must be new. If you are thinking about using the same lesson, group, or individual session for your retake portfolio entry as you used for your original portfolio entry, you should recognize that doing this will likely promote learning goals and objectives that are similar to those in your original portfolio entry, which may result in a retake portfolio entry that is not appreciably different from your original portfolio entry. Therefore, before you choose to use the same lesson, group, or individual session for your retake portfolio entry, you should carefully consider whether it will allow you to submit a Written Commentary that contains analyses and reflections that are appreciably different from those in your original Written Commentary and whether the lesson, group, or individual session is likely to yield a video recording and/or student work samples that will provide you sufficient opportunity to show evidence of the Standards in your practice.

If you use the same lesson, group, or individual session, you will not be disadvantaged at scoring by the fact that many of the instructional materials you submit will likely remain the same if you are teaching or counseling the same grade-level students at the same school. Auditors recognize that these materials are likely to remain the same.

Documented Accomplishments Retake Portfolio Entries

The evidence that you submit for the area of accomplishment relating to your work with students’ families and the community must be new, and it must come from the current year, i.e., the twelve months preceding your retake portfolio due date. The Reflective Summary that you submit also must be new. However, the evidence that you submit for the two areas of accomplishment that permit you to present documentation from the last five years may be resubmissions from your original entry.

If you choose to resubmit documentation, keep in mind that during scoring, assessors do not have access to the documentation in your original portfolio entry. Therefore, you must submit new copies of the documentation that you previously submitted for this portfolio entry.

Retake candidates are strongly urged to re-evaluate their accomplishments in all three areas required for the Documented Accomplishments Entry and focus their descriptions and analyses on the substance and significance of these accomplishments as they impact student learning (and in the case of school counselors, improve the school counseling program), rather than simply increasing the number of accomplishments they submit.

Planning Your Retake Entry

To raise your score, you need to give serious thought to the reasons your original portfolio entry did not meet the performance standard of 2.75. This section contains suggestions to help you identify ways you might improve your performance.

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Review the Scoring Rubrics

Read the rubrics for your retake portfolio entry, paying particular attention to the rubric for the performance level most closely matching the score that you obtained. Each portfolio entry's instructions include a section called "How Will My Response Be Scored?" that provides the Level 4 rubric for that entry. In addition, rubrics for all portfolio entries for your certificate area are provided in the Scoring Guide that can be accessed from your CD-ROM and is available online at www.nbpts.org. For example, if your score on your retake portfolio entry was 2.25, you should pay particular attention to the rubric for the Level 2 performance. After reading the rubrics, examine your copy of your original entry. (NBPTS does not provide copies of entry submissions to candidates.) Revisit the Standards and identify where your original portfolio entry could have been strengthened. If possible, ask a colleague or mentor who is familiar with the NBPTS Standards for constructive criticism of your original portfolio entry.

As you think about ways you could have strengthened your original portfolio entry and reflect on areas for improvement, ask yourself these questions:

- Did your original portfolio entry, taken as a whole, accurately represent your teaching/school counseling?
- Were there important aspects of your teaching/school counseling that your original portfolio entry did not capture?
- Could you have selected student work samples or video recording opportunities that would better fit the guidelines given in the portfolio entry instructions?
- Did you address each of the questions listed in the "Composing My Written Commentary" section of the portfolio entry instructions?
- As you review the Level 4 rubric for your portfolio entry, how could you have provided clear, consistent, and convincing evidence in your portfolio response that you have incorporated the Standards in your teaching/school counseling practice?

After you have answered these questions, begin planning what you could do differently for your retake portfolio entry.

Review "Get Started"

It may be useful for you to reread the Get Started section of the Portfolio CD-ROM. Pay particular attention to "Studying the Standards" and "Writing About Teaching" (or "Writing About School Counseling") in Get Started.

"Studying the Standards" contains tips for understanding the Standards. It is important for all candidates to focus on the Standards for the certificate area chosen as they work on their portfolio entries. The Standards lay the foundation of accomplished teaching/school counseling for the certificate.

"Writing About Teaching" (or "Writing About School Counseling") includes information about some of the different types of writing you are asked to do in the Written Commentary, in particular the need to describe, analyze, explain, and reflect. After you read "Writing About Teaching" (or "Writing About School Counseling"), review your original Written Commentary for the portfolio entry, especially your responses to the questions posed in the "Composing My Written Commentary" section of the portfolio entry instructions. In what ways could you improve your original responses to these questions? In what ways might your original responses be incomplete or unclear to someone who understands your teaching/school counseling only by the work you submitted in this portfolio entry? If you have trouble answering these questions, you might ask a colleague or mentor for help.

When you are reviewing your original Written Commentary, remember that all writers possess background knowledge readers do not know unless the writer includes such information in his or her writing. Be certain the writing in your new Written Commentary clearly expresses any information necessary to enable assessors to understand what you are trying to convey about your teaching/counseling. Keep in mind that, for analysis or interpretation questions, simply making a statement about the outcome of a teaching/counseling situation (e.g., "The lesson/group was a success") is not an adequate response. Assessors need to know *why*

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you made the interpretations you present. Be sure to present evidence supporting your conclusions when answering these types of questions.

Review “Making Good Choices” in the Portfolio Entry Instructions

Direct evidence of your teaching/school counseling (student work samples or video-recorded lessons) is critical to your portfolio entry. Student work samples that you have annotated provide assessors with evidence of your ability to pose meaningful assignments that elicit student understandings, reveal possible misunderstandings, and offer constructive feedback to your students. Video-recorded lessons enable assessors to see and hear exactly what occurs in your setting, how you interact with students, and how students interact with each other in the environment you have created. Keep in mind that the assessment of your portfolio entry is based on the evidence you provide of your practice, not the level of your students’ performance. For guidance on selecting your direct evidence, see the “Making Good Choices” section of the portfolio entry instructions.

Submitting Your Retake Portfolio Entry

Review the *Pack & Ship* section of the Portfolio CD-ROM for general requirements for submitting your entry materials. The instructions for retake submissions are the same as for original portfolio submittals.

You will be notified when your submission is received by NBPTS. Then, your box will be opened, and entries and forms received will be recorded on your *My Profile* record. Your entries will be prepared for scoring and shipped to scoring sites.

For NBPTS assessors to render scores, it is critical that you include all required components in each retake portfolio entry you submit. NBPTS does not notify candidates of missing components. NBPTS cannot accept any components, additions, or substitutions to any portfolio entry after receipt by NBPTS.

Materials postmarked after the due date will not be scored, and your most recent score for that entry(ies) will remain the same.

Please review your portfolio materials prior to submitting them to NBPTS to ensure they are complete. If a critical component (e.g., Written Commentary, video recording, student work samples) is missing from a retake portfolio entry, or if you do not submit your retake entry, the portfolio entry will be unscorable. If this happens, your most recent score on that portfolio entry will remain the same, except in the event of a disqualification or other special circumstance. You will have, in effect, missed one retake opportunity. If you are in your last year of eligibility, you will not be able to retake portfolio entries at a later date.

An Attestation Form is provided in the Get Started (Cover Sheets and Forms) section of the Portfolio CD-ROM and on the last page of this booklet. This form states that you have acquired all necessary releases on the Student and Adult Release Forms for your retake portfolio entry. You must submit the Attestation Form in the forms envelope as instructed. If you do not submit a signed Attestation Form, your retake portfolio entry cannot be scored.

Receiving Your Score

NBPTS anticipates that all candidates will receive their score results for retake entries and/or assessment center exercises on or before December 31. Although it may seem possible for retake candidates to receive their scores earlier than first-time candidates because retake candidates may not be submitting a complete portfolio, keep in mind that the scoring for all candidate performances occurs at the same time each summer. To ensure fairness, assessors are unable to distinguish a retake candidate’s performance from a first-time candidate’s performance. All score reports are processed together to reach psychometrically sound and legally defensible results.

**All retake entries must be postmarked or shipped by
April 15, 2009.**

Retake entries that are postmarked or shipped after the deadline will NOT be scored, and your most recent score will remain the same.

2008-2009 Retake Calendar											
STEP	WHAT TO DO	2008				2009					
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	SUBMIT <ul style="list-style-type: none"> ● Retake application ● \$15 processing charge ● \$350 per entry/exercise <p style="text-align: right;">TO NBPTS ▶</p>				-----○(31)						
2	MAKE AN APPOINTMENT* <ul style="list-style-type: none"> ● After fully paid ● Authorization to Test (ATT) has been mailed <p style="text-align: right;">Assessment Center Window ▶</p>					○(5)-----					○(15)
3	SUBMIT* <ul style="list-style-type: none"> ● Your portfolio <p style="text-align: right;">TO NBPTS ▶</p>								★(15)		

* If applicable

NBPTS anticipates that all candidates will receive their score results for entries and/or assessment center exercises on or before December 31.

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ATTESTATION FORM

You must obtain **signed permission forms** from the parents/legal guardians of all students and from any adults who appear in your video recordings, or who are shown in any photographs with your response. You also must obtain signed permission forms from the parents/guardians of students whose work is included as materials in any of your submissions to NBPTS. **Keep these permission forms on file.** Your signature below verifies that you have followed all of the necessary procedures.

Submit this form with an **original signature** in the Forms envelope provided. If you fail to do so, your portfolio will not be scored.

I hereby affirm that I have followed the privacy conventions and permission requirements of my program and/or school district. I certify that I have secured and am holding on file signed copies of all necessary permission forms from all responsible individuals.

Your Full Name: _____
(Please type or print)

Your Signature: _____

Date: _____



