

EXAMINATION FORMAT —Two Sections

- Portfolio (2 months prior to practical examination). Portfolio will be marked by the National Teachers' Panel head and the Exam Co-Ordinator.
- Workshop including an introductory teaching demonstration (3 hours). The workshop will be assessed by 3 Provincial Teachers/Judges and National Panel head as moderator.

3.1 **Portfolio (30-40 pages)** on how to plan a series of lessons for beginners or intermediate level.

Portfolio must include:

- General layout (front page, index, introduction, presentation)
- Details of venue, plus map
- Cost and payment details
- Health and Safety requirements
- Advertising, social media, flyer
- One Classroom layout (for all lessons)
- The portfolio must consist of 4 lessons, **all** of which must be worked out in detail including the following information: format of lesson, teaching methodology, requirement list, realistic budget for each lesson, toolbox, visual aids, hand-outs to students and to examining team, sketches/photographs
- Bibliography (for whole portfolio)
- assessment questionnaire (for whole course)

NB. PORTFOLIO MUST BE SUBMITTED ELECTRONICALLY

MARKSHEET FOR TEACHERS' PORTFOLIO

Portfolio layout 15

Front page (3)

Index (2)

Introduction (5)

General layout, presentation and neatness (5)

Planning of course 45

Map & venue details (5)

Health& Safety (5)

Cost of course / Payment details. (5)

Advertising Plan (5)

Flyer/ poster/ social media post (5)

Classroom layout (10)

Assessment questionnaire (5)

Bibliography (5)

Lesson 1 (35): format of lesson (5)
teaching methodology (5)
requirement list (5)
realistic budget (5)
toolbox (3)
visual aids (5)
hand-outs to students and to examining team (5)
sketches/photos (2)

Lesson 2 (35): format of lesson (5)
teaching methodology (5)
requirement list (5)
realistic budget (5)
toolbox (3)
visual aids (5)
hand-outs to students and to examining team (5)
sketches/photos (2)

Lesson 3 (35): format of lesson (5)
teaching methodology (5)
requirement list (5)
realistic budget (5)
toolbox (3)
visual aids (5)
hand-outs to students and to examining team (5)
sketches/photos (2)

Lesson 4 (35): format of lesson (5)
teaching methodology (5)
requirement list (5)
realistic budget (5)
toolbox (3)
visual aids (5)
hand-outs to students and to examining team (5)
sketches/photos (2)

MARKSHEET FOR TEACHING DEMONSTRATION/WORKSHOP 3 HOURS

Set up of Workshop

10

Layout of venue and class setup: Space, refreshments, health& safety (5)

Set up, requirement list and toolbox as per advertisement (5)

Introduction to Lesson and workshop

10

Link to lessons in portfolio (2)

Explanation on mechanics, techniques, containers (4)

Plant material and the conditioning thereof (4)

Presentation of teaching Demonstration and Workshop

60

Dress, personality and communication skills of teacher. (10)

Standard of design demonstrated by teacher. (10)

Use of terminology and Plant Knowledge (10)

Presentation of instructions, techniques and manipulations and design (10)

Teaching aids: turn table, hand-outs, white board, photos etc (5)

Timing and chronologic presentation (5)

Interaction between Teacher and participants (10)

Assessment of participants work by teacher.

10

Conclusion of lesson

5

Oral Questionnaire by examiners

5

Total

100