Academic Placement and Testing Center
Credit by Portfolio Evaluation

The Portfolio Process

1. Meet with Academic Placement and Testing Center staff to review Elements of a Learning Portfolio, discuss your life learning experiences and to determine your eligibility for earning credits. An adult learner may be referred to a portfolio assessor from an academic area to determine eligibility.

Submit your portfolio, Portfolio Evaluation Form and a non-refundable $40.00 Portfolio Evaluation Fee to:

Northern Essex Community College, Academic Placement & Testing Center
Attention: Donna Felisberto, Coordinator
100 Elliott Street, Haverhill, MA 01830
Technology Center, Room TC-128
Fax to 978-556-3169

Elements of the Learning Portfolio

- Cover page: name, address, telephone number and title of course for which equivalency is being requested. Package each subject in a separate binder since the same faculty assessor will not evaluate all of your courses, the exceptions are courses which are closely related such as foreign language courses in the same language.

- Table of Contents listing all items included in the portfolio

- Complete course description of the course for which equivalency is being requested. The course description must be legible photocopy from the college catalog or academic handbook. Note the effective date of publication of the NECC college catalog or handbook.

- A resume of chronological record providing details of significant activities including work experience, volunteer experience, and non-formal learning.

- Statement of educational and career goals. This short narrative identifies your educational goals, the program of study you are in, and why you selected it. Note: Your educational goals describe what you plan to know, understand and are able to do at the completion of your education plan.

- Description of competencies, knowledge and skills. This narrative outlines your learning, explains how you acquired this knowledge and introduces the materials you are providing as evidence. This is your forum for persuading the faculty assessor that you have accumulated enough knowledge to warrant credit for the subject. This narrative should also explain how to prior learning fits into your projected degree program, your overall educational goals and your career plans. This narrative may be anywhere from three to ten pages in length, depending on the type of course involved and the requirements of the academic area.

- A reflection paper that explains how you have benefited through development of your portfolio.

- Documentation that you have actually acquired the learning claimed: job descriptions, performance appraisals, transcripts, samples of work, testimonials, certificates of attendance, previous credentials, awards and any other materials that document evidence of your knowledge of the assessed subject area. Label and organize the documentation in the same sequence in which it is referenced in the narrative.

- The portfolio should be contained in one or more large three-ring binders. Your name should appear on the spine of the binder. Arrange the portfolio in sections according to the Table of Contents. Use dividers to indicate each section. Sheet protectors can be used to contain each page, and are used especially to protect supporting documentation. Use binders with pockets or pocket pages to contain bulky documents and supporting material.
Academic Placement and Testing Center
Portfolio Evaluation Form

Program of Study: __________________________________________________________
Total Number of Credits applying for: __________________

First Name: __________________ M.I. ___ Last Name: ____________________ NECC Student ID# or Social Security #: __________________

Address: ___________________________________________________________________________________________________________
Street    City    State               Zip Code

Daytime Tel# _________________________ Evening Tel# _______________________ Email __________________________

Enter the course information for which you are requisition credit. If you are seeking credit for more than one unrelated course, a separate application and portfolio must be completed. Related courses are typically designated as Part I and Part II (For example, Introductory Accounting I and Introductory Accounting II.)

Course Number: _______________  Course Title: ___________________________________________ Credits: _______________

Course Number: _______________  Course Title: ___________________________________________ Credits: _______________

Statement of Disclosure
I understand that the awarded credit can be applied toward completion of my current program of study at Northern Essex Community College. I understand that credits earned through portfolio evaluation may not transfer to another academic institution. The earned credit will be posted to my transcript upon remission of payment of $50.00 per credit with a grade of “P” (Pass). Financial Aid does not cover this cost. Credit earned by portfolio evaluation is considered transfer credit and therefore does not apply toward academic residency requirements. I also understand that the grade of “P” (Pass) will not impact my overall grade point average.

________________________________________________________________   _ _________________________________
Student Signature                         Date

Payment of non-refundable $40.00 Portfolio Evaluation

Payment Method (Check one):

☐ Online Registration (Go to: https://ssb.necc.mass.edu:7019/flexibleregistration/index.jsp?frc=SA201500&q=subj:EVAL. First time test takers select Credential/Portfolio Evaluation Registration Fee - Test One. If you have had a previous evaluation at NECC, select the appropriate Credential/Portfolio Evaluation Registration Fee - Test Two, Test Three, Test Four, Test Five).

☐ Money Order (Made payable to NECC) |

Please complete the form with payment information: Payment by online registration (https://ssb.necc.mass.edu:7019/flexibleregistration/index.jsp?frc=SA201500&q=subj:EVAL) requires only this form to be faxed to the number below and payment by money order requires this form and the money order, made payable to NECC, to be mailed to the address below or hand delivered to the Academic Placement & Testing Center.

Northern Essex Community College, Academic Placement & Testing Center
Attention: Donna Felisberto, Coordinator
100 Elliott Street, Haverhill, MA 01830
Technology Center, Room TC-128
Fax to 978-556-3169

_____________________________________________________________________________
Payment of $50.00 per credit Portfolio Evaluation (due upon completion of evaluation)

Payment Method (Check one): ☐ Money Order (Made payable to NECC) |

☐ Credit Card (Check one and fill out the card information on this form): ☐ Master Card ☐ Visa ☐ AMEX

Card #______________________________________  Exp. Date__________________  Total Due Amount Charged: $_________

Bursar Authorized (Office Use Only)  Cardholder’s Signature  Date

Payment by credit card requires this form with credit card information be faxed to the number above and payment by money order requires this form and the money order, made payable to NECC, to be mailed to the address above or hand delivered to the Academic Placement & Testing Center.

For NECC use only

Portfolio submission approval
The learning portfolio has been reviewed with the student and conforms to the portfolio specifications outlined in the APTC Credit for Life Learning Handbook.

Portfolio Submission Date: ________________  Authorized Signature of APTC Staff

Non-refundable $40.00 Portfolio Evaluation has been submitted:  Yes  No
Academic Area: ________________________________________________

**EVALUATION**

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<thead>
<tr>
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<th>Not Adequate</th>
<th>Superior</th>
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<tr>
<td>Statement of educational and career goals</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Description of competencies, knowledge, &amp; skills</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Conceptual Learning</td>
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<td>3</td>
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<td>Application of learning</td>
<td>3</td>
<td>4</td>
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<td>Reflection Paper</td>
<td>4</td>
<td>5</td>
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<td>Documentation</td>
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Comment on specific reasons for awarding or denying credit:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
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**Authorized Signatures**

___________________________________________ Date ________________
Academic Reviewer

___________________________________________ Date ________________
Academic Area Dean

___________________________________________ Date ________________
Vice President of Academic Affairs

**Registrar:**

CRN#: __________ Course Title: ____________________________ # of Credits Posted: _________ Date: ____________ Initials _______  

CRN#: __________ Course Title: ____________________________ # of Credits Posted: _________ Date: ____________ Initials _______