

**Polk State College
Prior Learning Assessment
EVALUATOR RESPONSE/RATING RUBRIC**

Student Name: _____ **ID #:** _____
Assessor: _____ **Date:** _____

PLA submitted as credit for:

Course Number _____ Credits _____
Course Title _____

1. Item Inventory: all components must be included in this order - ✓ if present

- Cover page
 - Table of contents
 - Request to Pursue Prior Learning Assessment Credit – signed approval
 - Course syllabus with learning outcomes delineated (from BCI)
 - Abstract
 - Copy of paid receipt for PLA (non-refundable)
 - Autobiography, including chronological record
 - Resume
 - Goal statements/degree audit, highlighting requirement to be achieved
 - Significant Learning Outline/Course Objective Matrix
 - Narrative of knowledge acquired
 - Bibliography
 - Substantiating documentation
 - Appendix (as needed)
 - Evaluator forms (provided by the portfolio reviewer)
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2. Summary of Evaluation (see Rubric for details)

The student documented competencies in at least 70% of the course content per the course learning objectives. _____ Yes _____ No

If no, please elaborate: _____

The learner, using a mixture of theory and practice as well as appropriate terminology, indicated a competent understanding of the course material and demonstrated how the learning was acquired. _____ Yes _____ No

If no, please elaborate: _____

Comments from Portfolio Evaluator: _____

See Determination of PLA for additional information

RATING RUBRIC

Criteria for Satisfactory grade: Candidates must score the minimum of 70 overall points and a minimum score of 7 in any category. To do so, content for each course objective must meet criteria.

Points Key:

0 = item/content not evidenced or missing.
 1 = item/content insufficiently evidenced
 3 = item/content minimally evidenced
 5 = item/content inconsistently evidenced
 7 = item/content satisfactorily evidenced
 10 = item/content fully evidenced

Total:

Total points possible: 100
 Minimum to pass: 70

 Criteria must be met for each course objective.
 Scores are reflective of overall content with break-down provided by objective.

ITEM	Target	✓	Item Score
SOURCES OF LEARNING (EXPERIENCES)			
1. Validity: Documentation and description of experiences as a valid basis for PLA.	Portfolio content succinctly narrates and describes the significance of the candidate's relevant learning experiences and supplies relevant documentation as evidence in order to establish the candidate as qualified to write on the subject. Completed in PLA course		
EVIDENCE OF LEARNING (COMPETENCIES)			
2. Evidence (overall)	Candidate provides evidence of learning from experience.		
3. Accuracy: Evidence properly formatted and aligned with specific learning outcomes	Candidate provides adequate and appropriate evidence of each learning outcome for the targeted course per the course syllabus/BCI. Student has constructed an electronic portfolio accurately formatted, and with complete information for each section and learning objective.		
4. Reliability: Evidence aligned with personal experience	From the candidate's description of personal examples, it is clear that the learning arose from the candidate's direct experience and/or experience represents the candidate's understanding of the topic.		
5. Matrix: Evidence aligned with academic	Appropriate amount and use of academic theory is integrated within the submission, so that the candidate's learning is grounded in the academic frameworks of the topic.		

theory / learning objectives			
QUALITY OF PRESENTATION OF SUBMISSION			
6. Breadth / Depth of Submission	There is an appropriate depth and breadth of discussion related to requested credits (upper vs. lower division, and amount).		
7. Narratives	<input type="checkbox"/> Narratives clearly introduce the prior learning experience and its relevance to the targeted course. <input type="checkbox"/> Narratives effectively summarize the main points and critical details, and state outcomes achieved through the experience.		
8. Source Material	In-text and end-of-text citations of all sourced materials are correct, complete, and verifiable.		
9. Documentation	Documentation provided is effective evidence of experience; documentation is effectively referred to within submission, and its significance and relevance is clear.		
10. Sentence Structure, Mechanics, and Overall Presentation	<input type="checkbox"/> PLA submission is well-organized, uses appropriate format aligned with objectives and outcomes, and progresses in logical, convincing order. <input type="checkbox"/> Each sentence is structured effectively. <input type="checkbox"/> Virtually free of punctuation, spelling, capitalization errors; appropriate format and presentation for assignment. <input type="checkbox"/> Effective use of vocabulary, and correct and effective grammatical form(s). <input type="checkbox"/> PLA submission is professionally presented, complete, and clear.		
TOTAL POINTS			

Portfolio must reflect that each learning objective was addressed and that content met criteria as reflected via the rating components above.

Course Objective (abbreviated)	Comments relative to ratings above	Obj. Incl. ✓	Obj. Met/ Not
BREAK-DOWN OF EVALUATION OF COURSE LEARNING OBJECTIVES			
1.			
2.			
3.			

4.			
5. (add as needed)			

DETERMINATION OF PLA:

Recommendation:

_____ Portfolio Approved. Credits Awarded for course requested.

_____ Minor Revisions Necessary. Resubmit deadline _____
(Once the submission deadline is past, the student may no longer be granted credits for the portfolio.)

If revisions necessary, please explain:

_____ Extensive Revisions Necessary. No credit awarded.
If credits are denied, please explain:

Portfolio Evaluator

Evaluator Name (please print) _____

Evaluator Signature _____ Date _____

Supervising Academic Dean (please print) _____

Dean Signature _____ Date _____

Registrar's Office:

Registrar Approval. _____ Date _____

Credits entered into record. _____

Staff Signature _____ Date _____