

The portfolio comprises a cover section plus five pages of reflective writing, one page addressing each different portfolio topic. There will also be two appendix sections

**This document summarises the contents of the portfolio**  
**IT IS NOT THE PORTFOLIO TEMPLATE**

The questions shown under each sub-heading are meant to act as thinking prompts to help you in the reflective process.

You will be expected to complete each section following a basic **“What? So what? Now what?”** progression.

This structure and method that will be explained more in class and by exercises and notes. You will also be shown ways to identify ‘evidence’ which you can incorporate in your portfolio so that you provide an objective base for your reflection.

As well as providing a sub-heading for the topic of the reflection, there are short notes, mostly in question form.

The questions are designed to help form your initial “What” statement, and to guide you through the reflection process.

---

## **1 What are your motivations to study**

- What are your reasons for taking the foundation year? i.e. why are you taking the foundation year?
- What were your objectives when signing up for the degree? What do you want to achieve as a result of successfully completing your degree?
- What are your personal motivations in life? How does your degree fit in with your life plans?
- How would you describe your levels of motivation? Are you always highly motivated? Does your level of motivation vary, and if so, what are the likely triggers for that variation?
- How does university life affect your study and your motivation? How good are you at achieving a life work balance?

---

## **2 How do you use feedback from tests, assignments and examinations?**

- What have your marks been like so far? If you are repeating the year, how is this year different from last year?
- How accurate are you in predicting your performance in an assessed task?

---

## **3 How do you use the exam cycle: revision, preparation, completion, and reflection?**

- What marks did you think you would get for each of your initial exams in January? When you began revision, immediately before each exam, immediately after each exam.
- What marks did you actually achieve?
- How accurate were your predictions? Explain what you think are the reasons for your accuracy/inaccuracy

---

## **4 How have you progressed with study and university life? How would you describe your progress during the year?**

- How would you describe settling in, your attendance, and your achievements?  
You might use observation or a diary to provide evidence of settling in, and attendance, while marks and test scores can provide evidence of progress.
- Does your actual progress meet the needs of your objectives and motivations?

---

## **5 What are your future objectives? What are your objectives/ambitions?**

- Have they changed since the beginning of the Foundation year?
- Taking into account your reflections, what are your top three priorities: short term; medium term; long term

Use this document to help you prepare for the process of completing the portfolio