### **Quantitative Reasoning (L6) Proficiency Portfolio Exam Instructions**

**The L6 Competence & Criteria**: Can use mathematical symbols, concepts, and methods to describe and solve

1. Can apply mathematics or statistics to describe relationships between events in one’s life.
2. Can explain how one’s perspectives are influenced by mathematical language or reasoning.
3. Can interpret data, charts, and graphs.
4. Can solve problems using mathematical or statistical techniques.
5. Can solve basic algebraic equations.
6. Can use basic statistical concepts to characterize data.

**DIRECTIONS FOR COMPLETING THE PROFICIENCY PORTFOLIO EXAM**

The Quantitative Reasoning Portfolio Exam is an opportunity for you to clarify that you have already developed the proficiency for this competence. Use the Competence Criteria Form (available in the Submissions folder) to list evidence that shows you meet the criteria for this competence. You may include work, college-level courses, and other accomplishments that demonstrate your proficiency in Quantitative Reasoning. **You must complete an entry for each criterion.**

1. Use the chart on the Quantitative Reasoning Cover Page form to clarify the evidence you are citing for this proficiency.
	1. For any course work, include date of course, title of course, course description, institution, and grade.
	2. For any professional work, include dates of employment and position.
	3. For any project work, include organization or group with which you completed the project, dates of the work.

**Save and upload to the Submissions folder.**

1. Complete the Competence Criteria Form available in the Submissions folder—each row—and briefly note the evidence that you are proficient in each of the areas listed on the form. You may cite the same evidence for more than one category. **Your portfolio must include at least three different components that substantiate your proficiency. For example, you might include a college course you took for several of the criteria, a certificate you earned for several of the criteria, and work project you completed for several criteria, but you must include three different kinds of experiences/work that demonstrate your development of the proficiency. Any course work you cite must be college-level and you may use more than one course.** The exam requires that you submit three different components--such as, for example, one course, one institute or other professional development program, or examples of applications of the proficiency requirements in work.  Each component's relevance to the requirements should be specified in the examination form, which requires that you not only list the component you indicate applies to that requirement but also explicitly how it demonstrates that you developed that competence. Any courses you identify to meet this proficiency also can be applied to meet a competence in another part of your SCPS degree. **Save and upload to the Submissions folder.**
2. **Upload relevant supporting documents to the Submissions folder**, including documentation of work or course work. Course work documentation can consist of listing of course, college/university, course number, date completed, and grade. If you are including any professional work be sure to include not only a statement about the work you do but also evidence of work that applies the specific criterion you indicate you are addressing.  **If you cannot provide direct evidence of work you have done you must describe the work completely and in detail and include a confirmation that you have completed the work from either a supervisor or course syllabus.**

**All students who take this exam must be currently taking or have already completed Foundations of Adult Learning.**

**Assessment Basis**

The assessor for your exam will analyze your responses to each of the six components of this competence listed on the Competence Criteria Form. Your submission must address all six components and provide evidence that you work or experience demonstrates that you meet each of the six criteria.

Students whose work does not meet the requirements will need to complete the Quantitative Reasoning course to meet this competence.

**Please submit all of the above by the 6th week of the quarter**. D2L will not accept submissions after that date. **If you fail to submit by the 6th week, you will need to register for the exam again the following quarter, incurring another $150 fee on your student account.**

To view your feedback, return to the Submissions folder by the 10th week of the quarter.

**You must provide evidence that your experience demonstrates that you have developed the proficiency that each of the six criteria requires.**

**Provide specific evidence of competence for each criterion**. **For example, if you cite a course, indicate how the course addressed that specific criterion. If you cite a work project, explain how that project required the application of abilities that meet that criterion.**

You may use the same evidence more than once, **but you must provide three kinds of evidence for the exam as a whole.** For example, you may include a course that emphasizes quantitative reasoning, a project that applied quantitative reasoning, and a position in which you apply quantitative reasoning as a significant part of your work. You need to explain in the second column how that evidence relates to that criterion specifically. For example, if your position requires you to analyze data, explain the kinds of data you analyze and the kinds of analytic processes you use.

*Here is an example of a student’s submission of different documentation:*

**I am uploading the following documentation:**

1. **Course syllabus, Financial Statement Analysis**
2. **Business Plan, My Own Business—including information about setting up the business, sources used, actual plan.**
3. **Stock portfolio analysis, including explanation of basis for setting it up**
4. **Statement from Investment Group about the Portfolio Analysis, including description of the response by the group to my recommendations.**

**Note—only three sources of evidence are required, but this example includes four to show that you may use a variety of kinds of experience.**

**IF YOU ARE SUBMITTING DOCUMENTATION THAT YOU COMPLETED A COURSE, include the quarter or semester, institution, and your grade. The course must be already on your DePaul transcript as either a DePaul course or a transfer course.**