



**Curriculum Vitae  
Europass**

**Personal Information**

First name / Surname First name: **FRANCESCA** Surname: **FOLLI**

Address

Telephone(s)

E-mail address

Nationality

Date of Birth (d/m/y)

Gender

**Work experience**

Occupation

Subject certification

Date

Employer: Italian School  
Superintendence, Province of  
Bolzano

posting at

SGB CISL SCHULE-SCUOLA

Date

Employer: INVALSI (MIUR)

2017-18  
Posted at SGB/CISL SCHULESCUOLA

2018 (16-17 June)  
Member of the INVALSI team for the "Standard Setting"  

- CEFR Familiarisation Exercise for Reading and Listening
- Procedure for Standard Setting for Reading and Listening
- Bookmark Procedure Rounds 1 & 2
- Round 1: Discussion of results
- Round 2: Review and submission of final bookmarks
- Evaluation of the procedure of Rounds 1&2

<p>Date</p> <p>Employer: INVALSI (MIUR)</p>	<p>2018 (13-16 May)</p> <p>Member of the INVALSI team for the “Standard Setting”</p> <ul style="list-style-type: none"> <li>- Introduction to Standard Setting</li> <li>- CEFR Familiarisation Exercise for Reading and Listening</li> <li>- Procedure for Standard Setting for Reading and Listening</li> <li>- Bookmark Procedure Rounds 1&amp;2</li> <li>- Discussion of Round 1 Results</li> <li>- Round 2: Review of Bookmarks. Submission of final bookmarks</li> <li>- Evaluation of Rounds 1&amp;2 Procedure</li> </ul>
<p>Date</p> <p>Employer: INVALSI (MIUR)</p>	<p>2018 (19-23 March)</p> <p>Member of the INVALSI team for the development of standardised English Tests</p> <ul style="list-style-type: none"> <li>- Review of the procedures used in developing listening tasks</li> <li>- Introduction to item analysis for language test developers</li> <li>- Statistical analysis of field trial results</li> <li>- Revision of trialled reading tasks</li> </ul>
<p>Date</p> <p>Employer: INVALSI (MIUR)</p>	<p>2017 (30-31 Oct.- 1-3 Nov)</p> <p>Member of the INVALSI team for the development of standardised English Tests</p> <ul style="list-style-type: none"> <li>- Assessing Listening</li> <li>- CEFR listening familiarization</li> <li>- Developing listening test specifications</li> <li>- Analyzing sample listening tasks</li> <li>- The role of textmapping</li> <li>- Introduction to item writing guidelines, task identifier, task layout and key for listening</li> <li>- Practical experience of developing listening tasks</li> </ul>

Employer: INVALSI (MIUR)	<p>Date</p> <p>2017 (3-7 July)</p> <p>Member of the INVALSI team for the development of standardised English Tests</p> <ul style="list-style-type: none"> <li>- Principles of language testing</li> <li>- The role of test specifications</li> <li>- Assessing reading</li> <li>- CEFR reading familiarization</li> <li>- Developing reading test specifications</li> <li>- Analyzing sample reading tasks</li> <li>- The role of textmapping</li> <li>- Introduction to item writing guidelines, task identifier, task layout and key for reading</li> <li>- Practical experience of developing reading tasks</li> </ul>
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<p>Dates</p>    <p>Employer : Italian School Superintendence, Province of Bolzano</p>	<p>2016-2017</p> <p>I.C. BOLZANO III, Lower Secondary School <i>L. da Vinci</i>, Bolzano, A345 English</p>
	<p>2009-2016</p> <p>I.C. BOLZANO III, Lower Secondary School <i>L. da Vinci</i>, Bolzano, A345 English</p>
	<p>2001-2009</p> <p>I.C. BOLZANO II, Lower Secondary School <i>A. Negri</i>, Bolzano, A345 English</p>
	<p>2000-2001</p> <p>I.C. BOLZANO II, Lower Secondary Schools <i>A.Negri</i> and I.C. BOLZANO IV <i>E.Fermi</i>, Bolzano, A345 English</p>
	<p>1998-1999</p> <p>Upper Secondary School <i>Istituto Magistrale G.Pascoli and G.Carducci</i>, Bolzano, A346 English Language and Civilisation</p>

Date	2016-2017
Position held	teachers' trainer
Main activities and responsibilities	In charge of ICT teacher training courses at I.C. BOLZANO III, Bolzano
Name and address of employer	I.C. BOLZANO III Via Napoli 1, 39100 Bolzano

Date	April 2015 - May 2016
Occupation	English teacher

Main activities and responsibilities	Member of the committee working at the “Lower Secondary School Final English Examination” for the Province of Bolzano (Italian-as-a-first-language schools)
Name and address of employer	Italian Education and Training Department – Pedagogical Area, Italian School Superintendence Plaza Building, Via del Ronco 2, 39100 Bolzano
Date	May 2015
Occupation	English teacher
Main activities and responsibilities	Member of the committee working at the “First Cycle of Education curricula guidelines” for the Province of Bolzano (Italian-as-a-first-language schools)
Name and address of employer	Italian Education and Training Department – Pedagogical Area, Italian School Superintendence Plaza Building Via del Ronco 2, 39100 Bolzano
Date	December 2012 - June 2013
Occupation	English teacher
Main activities and responsibilities	Member of the committee working at the “English Syllabus for the First Cycle of Education” for the Province of Bolzano (Italian-as-a-first-language schools)
Name and address of employer	Italian Education and Training Department – Pedagogical Area, Italian School Superintendence Plaza Building, Via del Ronco 2, 39100 Bolzano
<b>Education and Training</b>	
Date (d/m/y)	05/06/2018
Title of qualification awarded	INVALSI EVALUATION REPORT: 82/100
Date (d/m/y)	07/08/2015
Title of qualification awarded	Cambridge English Level 3 – Certificate in ESOL International (Proficiency) Council of Europe Level C2 (certificate number 0050058110)
Name and type of organisation providing education and training	University of Cambridge ESOL Examinations (place of entry “The Cambridge School of English”, Via Rosmini 6, 37123 Verona)
Date (d/m/y)	23/06/1998
Title of qualification awarded	Certificate of Bilingualism: “A” (language: German)
Name and type of organisation providing education and training	Commissariato del Governo per la Provincia di Bolzano
Date (d/m/y)	12/02/1998
Title of qualification awarded	Bachelor’s degree in Contemporary Foreign Languages and Literatures (four-year language course: English; three-year language course: French), 110/110 cum laude
Name and type of organisation providing education and training	University of Padova

<b>Personal skills and competences</b>					
Mother tongue	Italian				
	<b>Understanding</b>		<b>Speaking</b>		<b>Writing</b>
<i>European level (*)</i>	Listening	Reading Use of English	Spoken interaction	Spoken production	
<b>English</b>	C2 (217/230)	C2 (226/230) (220/230)	C2 (217/230)	C2 (217/230)	C2 (210/230)
	Overall Score 218/230				
	(*) <i>Common European Framework of Reference for Languages</i>				
<b>Social skills and competences</b>	<ul style="list-style-type: none"> <li>- I am a good active listener: I can deal with my emotions and those of others quite well and usually respond appropriately to the views of others, whether in agreement with those views or not</li> <li>- I have good verbal communication: I know when to talk and not to talk and can explain my ideas and opinions in such a way that they are usually understood by others</li> <li>- assertiveness: I behave as an equal to others and am open in expressing wishes, thoughts and feelings and encourage others to do likewise; I am comfortable in saying what I think in a way that allows others to speak too. I am able to admit to mistakes and to apologise</li> <li>- I have developed very strong self-control when people around me get emotional</li> </ul>				
<b>Organisational skills and competences</b>	<ul style="list-style-type: none"> <li>- I can work under pressure in a fast paced, deadline-driven environment and am very self-disciplined</li> <li>- I accept responsibilities and find challenges stimulating</li> <li>- I feel comfortable making appropriate contributions in group settings</li> <li>- I am used to team work: I'm both a <i>shaper</i> as I get things done and drive work forward and an <i>implementer</i> as I look for ways to turn talk into action; I am <i>also a completer-finisher</i> as I always focus on completing tasks and tidying up all the loose ends</li> <li>- I can cope with peer pressure and have good peer resistance skills</li> <li>- I am very good at collaborating and negotiating, i.e. I always try to reach a win/win situation</li> <li>- I am good at problem solving, i.e. at structuring problems and looking for possible solutions both in group and autonomously</li> <li>- I am good at making decisions by reason rather than by intuition and acting on the chosen solution</li> <li>- I am very precise in carrying out tasks</li> </ul>				
<b>Technical skills and competences</b>	Excellent command of <i>Optical Character Recognition</i> software (OCR), <i>Text-to-Speech</i> online software and the multi-track audio editor and recorder software <i>Audacity</i>				
<b>Computer skills and competences</b>	Very good command of Microsoft's <i>Word</i> and <i>Power Point</i> , Libre Office's <i>Writer</i> and <i>Impress</i> Excellent command of the <i>Learning Management System "Chamilo" (Chamilo LMS)</i>				

<p><b>Additional information</b></p>	<p>References:</p> <ul style="list-style-type: none"> <li>- Mrs Nicoletta Costa, Head Teacher at I.C. BOLZANO III, Via Napoli 1, 39100 Bolzano work phone number: 0471 930555, work fax number: 0471 930511 <a href="mailto:Nicoletta.Costa@scuola.alto-adige.it">Nicoletta.Costa@scuola.alto-adige.it</a></li> <li>- Mrs Carlotta Ranigler, School Inspector at Intendenza Scolastica Italiana, Plaza Building, Via del Ronco 2, 39100 Bolzano work phone number: 0471 411306 , work fax number: 0471 411309 <a href="mailto:Carlotta.Ranigler@provinz.bz.it">Carlotta.Ranigler@provinz.bz.it</a></li> </ul>
<p><b>Annexes</b></p>	<ol style="list-style-type: none"> <li>1. Copy of the University Degree</li> <li>2. Copy of the Certificate of Bilingualism</li> <li>3. Copy of the Certificate of Proficiency in English</li> </ol>

18/06/18  
Francesca Folli