

ECE6260 GUIDELINES - ASSESSMENT

Graduate Certificate

Graduate Certificate Teachers (GCT) will be evaluated against the National Professional Standards for Teachers in the areas of Professional Knowledge, Professional Experience, and Professional Engagement at a Graduate level. The Kindergarten/Pre-primary placement is graded, and the other placements are assessed as a Pass/Fail and will be evaluated in two separate areas: one for *Teaching Skills* and one for *Professional Development*. To pass the Professional Experience, the Student *must meet the requirements in each of the seven (7) AITSL Standards and ECU Professional Requirements* in these two areas of Teaching Skills and Professional Development.

The Mentor Teacher (MT) is responsible for ongoing feedback throughout the professional experience and the completion of the MT Checklist for the University Supervisor (US) at each visit. The US is responsible for determining the final grade and completing the Interim Report and Final Evaluation Form as outlined in the table below. This assessment will be based on a process of collaboration where feedback and input from all stakeholders are considered and valued in the decision-making progress. The US is also responsible for identifying GCTs requiring a confirmatory visit.

ROLES IN THE ASSESSMENT PROCESS

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University Supervisors	<ul style="list-style-type: none"> • Review documentation • Observe classroom practice • Monitor progress throughout the Professional Experience • Provide written and verbal feedback to the SGCT • Liaise with Mentor Teacher and School Practice Coordinator • Determine progress at the interim stage and consult with the Mentor Teacher • Complete an <i>Interim Report</i> via SONIA (for both K/PP and JP if necessary) and confirm that the GCT has accessed it. • Identify GCT requiring a confirmatory visit • Determine the final grade for the professional experience and consult with the Mentor Teacher • Complete the <i>Final Evaluation Form</i> and <i>Overall Results Form</i> via SONIA and confirm that the GCT has received them.
Mentor Teachers	<ul style="list-style-type: none"> • Model best practices and guide GCT in achieving their potential in all criteria for assessment. • Meet regularly with Graduate GCT to discuss assessment criteria using the <i>Monitoring Tool</i> • Guide GCT in setting realistic and achievable goals to meet the criteria for assessment • Use the <i>Mentor Teacher Checklist</i> to guide ongoing discussions with GCT to support growth and development. Consult with the University Supervisor when necessary. • Support GCT in their professional experience to ensure their health and well-being • Provide regular written and verbal feedback • Complete <i>Interim Report</i> via the link provided to provide feedback to US. Consult with US when necessary. • Complete <i>Final Evaluation Form</i> via the link provided to provide feedback to US. Consult with US when necessary.

Days/ Setting	30 Days in K/PP Model 1	30 Days in K/PP 20 Days in JP Model 2 The GCT MUST pass both K/PP and JP Professional Experience placements to pass the unit.
Weeks 1-2	US visit one Teaching to be observed by MT and US and suggested Professional Development discussed.	US visit one Teaching to be observed by MT and US and suggested Professional Development discussed.
Week 3	Interim report completed on SONIA by US, Student to access.	Interim report completed via SONIA by US, Student to access.
Week 4	US visit two Confirmatory request due (if applicable)	US visit two Confirmatory request due (if applicable)
Week 5-6	US visit three Confirmatory process commences (if applicable) US completes the <i>Overall Results Form</i> and <i>Final Evaluation Form</i> on SONIA on the final day of the professional experience and advises the GCT of results.	US visit three Confirmatory process commences (if applicable) US completes the <i>Overall Results Form</i> and <i>Final Evaluation Form</i> via SONIA on the final day of the Professional Experience and advises Student of the results.
Week 7-8		Teaching to be observed by MT suggested Professional Development discussed. US to contact the school and complete <i>Interim Report</i> via SONIA. If any concerns are shown on the Interim report the US MUST visit the setting early in week 9 and will call a Confirmatory if required.
Week 9-10		US visit four Teaching to be observed by MT and US and suggested Professional Development discussed. Confirmatory process commences (if applicable) US completes the <i>Overall Results Form</i> and <i>Final Evaluation Form</i> via SONIA on the final day of the Professional Experience and advises Student of results.

* GCT = Graduate Certificate Teacher (the ECU student)

MEETING THE REQUIREMENTS

GCT need time to develop skills and sustain their performance. Decisions concerning their final grades should not be predicted early in the Professional Experience. Only in exceptional circumstances, where it is necessary to withdraw a GCT from the school (e.g. the student's learning is at risk) should an early decision be reached. This decision is at the discretion of the school. Where concerns about a GCT's performance become evident, early communication with the University Supervisor is essential.

Mentor Teachers and GCT are advised to meet regularly (preferably on a weekly basis) to discuss the progress of the GCT against the criteria featured in the *Monitoring Tool Document*. It is recommended that each of the criteria is either ticked, dated, or highlighted as it is demonstrated. These meetings are an opportunity to provide written and verbal feedback, discuss performance and provide guidance to the GCT on criteria that may still need to be demonstrated or refined. It is also recommended that GCT use the assessment criteria document for self-monitoring.

Please note: Because school contexts vary there will be instances where opportunities to address certain criteria will not be presented. In these situations, the GCT should not be penalised and the 'No Opportunity' box needs to be ticked against the criteria in the *Final Evaluation Form*.

Exceptional Circumstances

GCT can be withdrawn from the school/centre and the Professional Experience terminated at the request of the host school Principal after consultation with the University Supervisor and the Professional Experience Unit Coordinator. GCT who are terminated from their school placement will receive a Fail grade for the professional experience. As ECE6260 is a designated unit a Fail grade can result in exclusion from the course by the Progression Panel in accordance with University Rule 26(6).