

## IPP1260 ASSESSMENT REQUIREMENTS – 2025

University Supervisors (US) will assume the role of monitoring the progress of Pre-service Teachers (PsT), determining the final outcome for the professional experience and completing the Final Evaluation Form.

Room Leaders or the Director will assume the role of mentor and provide support, guidance and feedback throughout the professional experience.

University Supervisors and Room Leaders/Director will collaborate to ensure that input from all stakeholders is valued and considered in the decision-making process.

PsTs will be evaluated against the 7 areas of the National Quality Standard (NQS). There must be over 60% pass rate against each Quality Area to pass each section. If any QA records a fail the placement will not have met the requirements and the unit will not be passed. This professional experience is assessed on a PASS/FAIL basis.

**Attendance Requirements: 15 sequential days, 8 hours onsite, one Centre open and one Centre closing.**

*During the Professional Experience, it is the Pre-service Teacher's responsibility to ensure this Attendance Record is signed regularly by centre staff and emailed to the Unit Coordinator at the conclusion of the last shift. The placement will not be passed without a valid attendance record.*

### ROLES IN THE ASSESSMENT PROCESS

<b>University Supervisors</b>	<ul style="list-style-type: none"> <li>Review documentation</li> <li>Observe practice at the early learning centre</li> <li>Monitor progress throughout</li> <li>Provide written and verbal feedback to PsTs</li> <li>Complete <i>Observation and Planning Feedback Forms</i></li> <li>Liaise with Room Leaders/Director to determine the final outcome for the professional experience</li> <li>Complete and submit the <i>Final Evaluation Form</i> on SONIA</li> <li>Remind the Pre-service Teacher to access form on SONIA.</li> </ul>
<b>Room Leaders or Director</b>	<ul style="list-style-type: none"> <li>Mentor PsTs</li> <li>Provide support and guidance</li> <li>Provide regular written and verbal feedback</li> <li>Complete Room Leader Checklists</li> <li>Meet regularly with PsTs to discuss assessment criteria</li> <li>Guide PsTs in setting goals</li> </ul>

### ASSESSMENT TIMELINE

<b>Beginning of Week 2</b>	Visit 1	<p>US observes PsT in the setting, in particular:</p> <ul style="list-style-type: none"> <li>Relationships with children, staff and parents</li> <li>Adherence to health and safety.</li> </ul> <p>US reviews Professional Experience file:</p> <ul style="list-style-type: none"> <li>Contextual information</li> <li>Observations and planning</li> <li>Reflective Journal entries</li> <li>Resource File</li> </ul> <p>US will observe a planned experience if possible.</p> <p>US will liaise with Room Leader/Director, discuss progress with PsT and complete an <i>Observation and Planning Feedback Form</i>.</p>
<b>End of Week 3</b>	Visit 2	As above
	<b>Final Evaluation Form due</b>	<p>US determines the final grade for the professional experience</p> <p>US completes and submits the <i>Final Evaluation Form</i> in SONIA</p>