

## PPA2360 GUIDELINES FOR ASSESSMENT - Semester 2, 2025

University Supervisors are responsible for monitoring the progress of Pre-service Teachers, determining the final grade for the Professional Experience and completing the Final Evaluation Form.

Mentor Teachers (MT) have a pivotal role in supporting and guiding their Pre-service Teachers and retain responsibility for providing consistent feedback to the Pre-service Teachers and University Supervisor throughout the practicum.

University Supervisors (US) and Mentors, together with School Practice Coordinators (SPC) will collaborate to ensure that input from all stakeholders is valued and considered in the decision-making process.

Pre-service Teachers (PsTs) will be evaluated against the National Professional Standards for Teachers in the areas of Professional Knowledge, Professional Practice and Professional Engagement. This professional experience is assessed on a PASS/FAIL basis.

### ROLES IN THE ASSESSMENT PROCESS

University Supervisors	<ul style="list-style-type: none"> <li>• Liaise with MTs and SPCs</li> <li>• Complete the <b>Distributed Days Feedback Form</b></li> <li>• Review documentation</li> <li>• Observe classroom practice</li> <li>• Monitor progress throughout</li> <li>• Provide written and verbal feedback to PsTs</li> <li>• Determine progress at the interim stage and consult with the Mentor Teacher</li> <li>• Complete the <b>Interim Report</b></li> <li>• Determine the final outcome for the Professional Experience</li> <li>• Review the <b>Final Evaluation Form</b> from the MT, complete and submit the <b>Final Evaluation Form</b> and the <b>Overall Results Form</b> and remind PsT to access form in SONIA.</li> </ul>
Mentor Teachers	<ul style="list-style-type: none"> <li>• Model best practice and guide PsTs in achieving their potential in all criteria for assessment</li> <li>• Guide PsTs in setting realistic and achievable goals to meet criteria for assessment</li> <li>• Complete the <b>Distributed Days Feedback Form</b> using the links provided to you by email at the commencement of the placement, by the due date.</li> <li>• Support PsTs in their practicum experience to ensure their health and well-being</li> <li>• Complete <b>Interim</b> and <b>Final Evaluation Forms</b> for feedback using the links provided to you by email at the commencement of the placement, by the due dates.</li> </ul>

### ASSESSMENT TIMELINE

Distributed Days	Distributed Days Feedback Form Due	<b>Distributed Days Feedback Form</b> to be completed and submitted by the Mentor Teacher via the link provided, on the final Distributed Wednesday.  University Supervisor to submit on the Friday.
<b>Week 2</b> of the 3-week block	Classroom Visit 1	US observes an individual lesson, completes a learning experience feedback form, reviews all documentation and liaises with MT
	<b>Interim Report Due</b> Wednesday Week 2	<b>Interim Report</b> to be completed and submitted by the Mentor Teacher via the link provided, by Tuesday of Week 2 of the block.  University Supervisor to submit on the due date – Wednesday of Week 2 of the block.
<b>Week 3</b> of the 3-week block	Classroom Visit 2	US observes a lesson, completes a learning experience evaluation checklist, reviews all documentation and liaises with MT
	<b>Final Evaluation Form Due</b> Friday Week 3	<b>Final Evaluation Form</b> to be completed and submitted by the Mentor Teacher via the link provided, in Week 3.  US will review and complete <b>Final Evaluation Form</b> and <b>Overall Results Form</b> and submit on the due date – Friday of Week 3.  US to remind PsT to access the form on SONIA.  Forms will be released to students at <b>4pm the following Wednesday</b> .