

## PPA2360 ASSESSMENT GUIDELINES – Semester 2, 2019

University Supervisors are responsible for monitoring the progress of Pre-service Teachers, determining the final grade for the practicum 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 practicum is assessed on a PASS/FAIL basis.

ROLES IN THE ASSESSMENT PROCESS		
University Supervisors		<ul style="list-style-type: none"> <li>Review documentation</li> <li>Observe classroom practice</li> <li>Monitor progress throughout</li> <li>Provide written and verbal feedback to PsTs</li> <li>Liaise with MTs and SPCs</li> <li>Complete an Interim Report on SONIA</li> <li>Determine the final outcome for the practicum</li> <li>Review <b>Draft Evaluation</b> from MT, complete and submit the <b>Final Evaluation Form</b> on SONIA and remind PsT to access form on 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>Support PsTs in their practicum experience to ensure their health and well-being</li> <li>Complete <b>Draft Interim and Draft Final Evaluation Forms for feedback</b> on SONIA by due dates.</li> </ul>
ASSESSMENT TIMELINE		
Weeks 1 - 2	Classroom Visit 1	US observes an individual lesson, completes a learning experience feedback form, reviews all documentation and liaises with MT
	<b>Interim Report Friday 1 November</b>	<b>Draft Interim Report</b> completed by the MT on SONIA prior to the US completing the <b>Final Interim Form</b> and submitting on SONIA on the due date.
Weeks 3 - 4	Classroom Visit 2	US observes a lesson, completes a learning experience evaluation checklist, reviews all documentation and liaises with MT
	<b>Final Evaluation Form Friday 15 November</b>	MT completes a <b>Draft Final Evaluation Form</b> in week 4. US will review MT's comments/evaluation, complete <b>Final Evaluation Form</b> and submit on SONIA on due date. US to remind PsT to access the form on SONIA.