

## ECS1240 ASSESSMENT GUIDELINES - SEMESTER 1, 2026

The assessment requirements of this orientation to schools are less formal than in other Professional Experiences. Pre-service Teachers are assessed according to whether or not they have met the Professional Experience requirements of full attendance and a high level of professionalism.

Pre-service Teachers in this professional experience will not have scheduled visits from a University Supervisor. However, the Mentor Teacher/school is asked to contact the Unit Coordinator Dimity Franks [d.franks@ecu.edu.au](mailto:d.franks@ecu.edu.au) as soon as possible if any concerns arise relating to the Pre-service Teacher's progress or conduct. A University Supervisor will be allocated to visit the school as required.

To meet the requirements of this Professional Experience, Pre-service Teachers are expected to:

- Complete the attendance requirements for the Professional Experience and maintain an accurate record on their *Attendance Log*
- Achieve a satisfactory level of performance in the area of Professionalism

The Mentor Teacher/School Practice Coordinator is asked to ensure that each Pre-service Teacher's attendance is logged and their professionalism is recorded on the *Mentor Teacher Checklist* form. A Pre-service Teacher may be deemed to have met the requirements for Professionalism even though they may need to improve performance in some areas. Mentor Teachers are encouraged to indicate any particular areas of strength or weakness for feedback purposes.

**The Professional Experience units are designated as a fundamental course requirement and may only be attempted once unless otherwise determined by Progression Panel. Failure to pass these units may result in exclusion from the course.**

ROLES IN THE ASSESSMENT PROCESS	
Mentor Teachers	<ul style="list-style-type: none"><li>• Mentor Pre-service Teachers</li><li>• Provide guidance and feedback to Pre-service Teachers</li><li>• Complete and submit the <i>Mentor Teacher Checklist</i> and the <i>Overall Results Form</i> no later than 4pm Friday after the last Distributed Day via the link provided at the commencement of the professional experience</li><li>• Contact the Unit Coordinator Dimity Franks <a href="mailto:d.franks@ecu.edu.au">d.franks@ecu.edu.au</a> if there are problems or concerns as early as possible.</li></ul>
Pre-service Teacher	<ul style="list-style-type: none"><li>• To be well prepared for the professional experience</li><li>• To represent ECU in a professional and courteous manner</li><li>• To fully engage in the professional experience placement</li><li>• To complete the <i>Attendance Log</i> and other tasks identified in the <i>ECS1240 Guide to the Professional Observation Journal</i></li></ul>
Role of ECU	<ul style="list-style-type: none"><li>• Unit coordinator to provide support and respond to requests or concerns raised by Mentor Teachers.</li><li>• Placements Office will allocate a University Supervisor to the school when concerns are raised.</li><li>• Unit Coordinator will determine the final pass/fail grade of the professional experience.</li><li>• Forms will be released to students via SONIA on Wednesday in the week following the last distributed day.</li></ul>