

WPL4205 GUIDELINES FOR ASSESSMENT – SEMESTER 2, 2019

University Supervisors, in collaboration with Mentor Teachers, 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 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 Supervisors throughout the practicum.

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

Two separate grades are awarded to Pre-service Teachers: One for *Teaching Skills* and one for *Professional Development*. To pass the FTP, Pre-service Teachers must achieve a minimum of Graduate level in EACH of the 7 AITSL standards as well as ECU Professional Requirements. To be allocated a grade level in *Teaching Skills* and *Professional Development*, Pre-service Teachers are required to demonstrate they have achieved the criteria for that grade level in *each* of the Standards. The final grade recorded is a combination of the levels achieved overall for *Teaching Skills* and *Professional Development*.

ROLES IN THE ASSESSMENT PROCESS

University Supervisors	<ul style="list-style-type: none"> • Complete a <i>Distributed Days Feedback form</i> and submit on SONIA. Remind the Pre-service Teacher (PsT) to access form on SONIA. • Review documentation • Observe classroom practice • Monitor progress throughout the practicum • Provide written and verbal feedback to PsT • Liaise with Mentor Teacher (MT) and School Practice Coordinator (SPC) • Remind MTs to complete draft evaluation forms (<i>Interim and Final Evaluation Forms when due</i>) • Determine progress at the interim stage and consult with the MT • Complete an <i>Interim Report</i> and submit on SONIA. Remind the PsT to access form on SONIA. • Identify students requiring a confirmatory visit • Determine the final grade for the practicum and consult with the MT • Review draft evaluation from MT, complete and submit the <i>Final Evaluation Form</i> on SONIA and remind the PsT to access form on SONIA.
Mentor Teachers	<ul style="list-style-type: none"> • Model best practice and guide PsT in achieving their potential in all criteria for assessment. • Meet regularly with PsTs to discuss assessment criteria using the <i>Monitoring Tool</i> • Guide PsTs in setting realistic and achievable goals to meet criteria for assessment • Support PsTs in their practicum experience to ensure their health and well-being • Provide regular written and verbal feedback • Complete a <i>Distributed Days Feedback Form</i> on SONIA. • During the Block practicum complete a <i>Mentor Teacher Checklist</i> to provide feedback for the US and provide a copy to the PsT. • Complete draft Interim and draft Final Evaluation Forms for feedback on SONIA by due dates.

Note: SONIA is the system for the submission of online forms. Mentor Teachers will be provided with a link to the forms required at the start of the practicum.

ASSESSMENT TIMELINE		
Distributed Days	Distributed Days Feedback Form due Wednesday 25 September	<ul style="list-style-type: none"> MT completes the <i>Distributed Days Feedback Form (checklist section)</i> and submits on SONIA by due date. US completes the <i>Distributed Days Feedback Form</i> and submits on SONIA. Remind PsT to access form on SONIA.
Week 1		
Week 2	Forward planning documents due Friday 25 October	<ul style="list-style-type: none"> Planning documents due to MT for review and feedback
Week 3	Interim Report due Friday 1 November	<ul style="list-style-type: none"> Draft Interim Report completed by the MT on SONIA prior to the due date US completes the Final Interim Report and submits on SONIA on the due date.
Week 4	Confirmatory Request due	<ul style="list-style-type: none"> If the PsT is at risk of not meeting the standard required to achieve the Graduate level, the USr, in consultation with the MT, SPC and Practicum Unit Coordinator will request a Confirmatory Visit.
Week 5		Confirmatory process commences
Week 6	Final Evaluation Form Friday 22 November	<ul style="list-style-type: none"> MT completes a draft Final Evaluation Form in Week 6. US will review MTs' comments/evaluation, complete and submit on SONIA on due date. US to remind PsT to access the form on SONIA, reviews MT feedback on the form and determines the final grade for the practicum.

MEETING THE REQUIREMENTS

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

Mentor Teachers and Pre-service Teachers are advised to meet regularly (preferably on a weekly basis) to discuss the progress of the Pre-service Teacher against the criteria featured in the *FTP 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 Pre-service Teacher on criteria which may still need to be demonstrated or refined. It is also recommended that Pre-service Teachers 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 Pre-service Teacher should not be penalised and the 'no opportunity' indicator should be selected.

EXCEPTIONAL CIRCUMSTANCES

Pre-service Teachers can be withdrawn from the school/centre and the Professional Practice terminated at the request of the host school Principal after consultation with the University Supervisor and the Practicum Unit Coordinator. Pre-service Teachers who are terminated from their school placement will receive a Fail grade for the practicum. As WPL4205 is a designated unit a Fail grade can result in an exclusion from the course by the Board of Examiners in accordance with University Rule 26(6).

GRADE DESCRIPTORS	
FAIL	To be assessed at a Fail grade, the Pre-service Teacher has been assessed as Unsatisfactory in at least one of the criteria within the Standards and therefore does not meet the requirements of the practicum.
GRADUATE	To be assessed at Graduate level, the Pre-service Teacher demonstrates achievement in each if the Standards and possesses the requisite knowledge and skills to plan for and manage learning programs for students. A competent Pre-service Teacher is able to engage students in sequential, purposeful and appropriate experiences to promote learning.
HIGHLY COMPETENT GRADUATE	To be assessed as a Highly Competent Graduate, the Pre-service Teacher demonstrates a high standard of achievement in each of the Standards and possesses the requisite knowledge and skills to plan and manage learning programs for students. A highly competent Pre-service Teacher independently designs engaging and meaningful programs to provide enrichment in the classroom.
OUTSTANDING GRADUATE	To be assessed as an Outstanding Graduate, the Pre-service Teacher demonstrates an exceptional standard of achievement in each of the Standards and possesses the requisite knowledge and skills to plan for and manage learning programs and students. An outstanding Pre-service Teacher should demonstrate high level decision making and be able to independently deliver an inclusive curriculum with differentiated teaching that is designed to meet the learning needs of students across the full range of abilities.