

## PPA3260 GUIDELINES FOR ASSESSMENT SEMESTER 2, 2025

PPA3260 is a graded professional experience.

University Supervisors (US), in collaboration with Mentor Teachers (MT), are responsible for monitoring the progress of Pre-service Teachers (PSTs), determining the final grade for the professional experience and completing the *Final Evaluation Form*.

Mentor Teachers have a pivotal role in supporting and guiding their Pre-service Teacher and retain responsibility for providing consistent feedback to the Pre-service Teachers and US throughout the professional experience.

University Supervisor and Mentor Teacher, together with School Practice Coordinators (SPC) 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 professional experience, Pre-service Teacher must achieve a minimum of Competent level in each of the seven (7) APST as well as ECU Professional Requirements at third-year level. 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	
<b>University Supervisors</b>	<ul style="list-style-type: none"> <li>• Complete the <i>Distributed Days Feedback Form</i> on SONIA. Remind PST to acknowledge form on SONIA.</li> <li>• Review documentation.</li> <li>• Observe classroom practice.</li> <li>• Monitor progress throughout the professional experience and refer to the Monitoring Tool.</li> <li>• Provide written and verbal feedback to PSTs.</li> <li>• Liaise with MT and SPC.</li> <li>• Determine progress at the interim stage and consult with the MT.</li> <li>• Complete an <i>Interim Report</i> and submit on SONIA. Remind PST to acknowledge form on SONIA.</li> <li>• Review <i>Final Evaluation Form</i> from Mentor Teacher and add comments and own evaluation. Collaborate and liaise with MT as needed.</li> <li>• Determine the final grade for the professional experience and submit the <i>Final Evaluation Form</i> and <i>Overall Results Form</i> on SONIA. Remind the Pre-service Teacher to acknowledge and access form on SONIA.</li> <li>• If applicable, provide feedback to Unit Coordinator as stipulated on evaluation forms by the final day of the professional experience.</li> </ul>
<b>Mentor Teachers</b>	<ul style="list-style-type: none"> <li>• Model best practice and guide PSTs in achieving their potential in all criteria for assessment.</li> <li>• Complete the <i>Distributed Days Feedback Form</i> using the link provided to you by email just before the commencement of the placement.</li> </ul>

	<ul style="list-style-type: none"><li>• Meet regularly with PSTs to discuss assessment criteria using the Monitoring Tool.</li><li>• Guide PSTs in setting realistic and achievable goals to meet criteria for assessment.</li><li>• Support PSTs in their professional experience to ensure their health and well-being.</li><li>• Provide regular written and verbal feedback.</li><li>• Complete a <i>Mentor Teacher Checklist</i> to provide feedback for the US at the Interim stage and provide a copy to the PST.</li><li>• Complete the <i>Interim and Final Evaluation Forms</i> for feedback using the links provided to you by email at the commencement of the placement, in the relevant weeks the forms are due.</li></ul>	
ASSESSMENT TIMELINE		
<b>Distributed Days</b>	US Visit – Day 4 or Day 5  <b>Distributed Days Feedback Form Due</b>	<b>Distributed Days Feedback Form</b> to be completed and submitted by the MT via the link provided, by the Friday.  US to submit on the Friday.  Expectations, Review Professional Experience file, process for assessment
<b>Week 1</b> 4-week block commences	Visit - <b>ONLY IF</b> – there is no visit during Distributed Days week	Expectations, Review Professional Experience file, process for assessment.
<b>Week 2</b>	Classroom Visit 1 (before Interim Report)  <b>Interim Report Due</b> Friday Week 3	Must be scheduled prior to the Interim report due date  <i>Mentor Teacher Checklist</i> – completed by the MT in preparation for the US visit to inform Interim Report  <i>Learning Experience Feedback form</i> – completed by US  <i>Documentation Checklist</i> – completed by the US  <b>Interim Report</b> completed by the MT prior to the US completing the form on SONIA on the due date.
<b>End of Week 3 or Week 4</b> of the 4-week block	Classroom Visit 2 (Week 4 preferred)  <b>Final Evaluation &amp; Overall Results Form Due</b> Friday Week 4	Learning Experience Feedback form – completed by US  Refer to Monitoring Tool to inform progress  Documentation Checklist – completed by US  <b>Final Evaluation Form</b> to be completed and submitted by the Mentor Teacher via the link provided, in Week 4.  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 4.  US to remind PsT to access the form on SONIA.  Forms will be released to students at <b>4pm the following Wednesday.</b>

### 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 Professional Experience. 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 3rd Year 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.

GRADE DESCRIPTORS FOR PPA3260	
<b>FAIL</b>	A Pre-service Teacher who does not achieve a pass level as measured against the Criteria for Assessment in an area of competence (the Standards) at third year level, will be deemed to have not met the requirements of the Professional Experience. In these instances, a final grade of Fail will be given.
<b>COMPETENT</b>	A Pre-service Teacher who achieves a grade of Competent demonstrates achievement of all areas of competence (the Standards) and continues to develop their knowledge, skills and professional attitudes at third year level.
<b>HIGHLY COMPETENT</b>	A Pre-service Teacher who achieves a grade of Highly Competent possesses the requisite knowledge and skills to plan for, manage and assess learning programs that are responsive to student capabilities at third year level.
<b>OUTSTANDING</b>	A Pre-Service Teacher who achieves a grade of Outstanding consistently demonstrates high levels of achievement in all areas of competence (the Standards). This Pre-service Teacher demonstrates initiative and individual thinking and applies professional knowledge and skills to plan for and manage learning programs that are responsive to student needs, interests and abilities at third year level.