

## ECE6140 HAT GUIDELINES 2026 - ASSESSMENT

University Supervisors (US) will assume the role of monitoring the progress of Pre-services teachers (PST), determining the outcome for the professional experience, and completing the *Interim* and *Final Evaluation Forms*. Pre-service teachers will be evaluated against the seven areas of the National Quality Standard (NQS). **This professional experience is assessed on a PASS/FAIL basis. ECE6140 is a designated unit.** This professional experience unit is deemed to be a fundamental course requirement and may only be attempted once unless otherwise determined by the Progression Panel. Failure to pass these units may result in exclusion from the course.

Mentor Teachers (MT) will provide support, guidance, and feedback throughout the professional experience. This will include discussions with the University Supervisor on the two visits, to assist them completing the *Interim Report and Final Evaluation Forms*. University Supervisors (US) and the relevant centre staff will collaborate to ensure that input from all stakeholders is valued and considered in the decision-making process.

ROLES IN THE ASSESSMENT PROCESS		
University Supervisors	<ul style="list-style-type: none"> <li>• Liaise with mentor on day 8 and day 15, to monitor the progress of the Pre-service teacher.</li> <li>• <b>In collaboration with setting staff, complete the <i>Interim Report (day 8)</i> and <i>Final Evaluation Form (day 15)</i> and forward any concerns to the Unit Coordinator (Leonie Menzel <a href="mailto:l.menzel@ecu.edu.au">l.menzel@ecu.edu.au</a>)</b></li> <li>• Monitor progress throughout the 15 days</li> </ul> <p><b>DURING VISITS ON DAY 8 AND DAY 15:</b></p> <ul style="list-style-type: none"> <li>• Review of all documentation in Professional Experience File</li> <li>• Observe Pre-service teacher's practice within the setting</li> <li>• Provide written and verbal feedback to the Pre-service teacher</li> <li>• On day 8 visit, ensure Pre-service teacher has received feedback on <i>Mentor checklist</i></li> </ul>	
Mentor	<ul style="list-style-type: none"> <li>• Mentor the Pre-service teacher</li> <li>• Provide daily support and guidance</li> <li>• Provide regular written and verbal feedback to the Pre-service teacher</li> <li>• Meet regularly with the Pre-service teacher to discuss progress against assessment criteria</li> <li>• <b>By the end of day 7:</b> Complete the <i>Mentor Checklist</i> to provide the PST with written feedback</li> <li>• Discuss progress with US during both visits, to facilitate completion of the <i>Interim Report, Overall Results Form and Final Evaluation Form</i></li> </ul>	
ASSESSMENT TIMELINE		
<b>Mid-Point</b> Day 7/8	Mentor	Observe Pre-service teacher in the setting, in particular: <ul style="list-style-type: none"> <li>• Relationships with children, staff, and parents</li> <li>• Interaction with children</li> <li>• Adherence to health and safety policies.</li> </ul> Observe implementation of a planned experience. Mentor completes the <i>Mentor Checklist</i> to provide written feedback to student (by the end of day 7)
	US Visit <b>Interim Report Due</b>	US reviews Professional Experience file: <ul style="list-style-type: none"> <li>• Contextual information</li> <li>• Observations, planning, and assessment information</li> <li>• Resources (Pre-service teachers are encouraged to have)</li> </ul> US will visit, review <i>Mentor checklist</i> , and liaise with mentor, to discuss progress with the Pre-service teacher to complete the <i>Interim Report</i> . If there are concerns, US must highlight the <i>Interim Report</i> and contact the UC (Leonie Menzel <a href="mailto:l.menzel@ecu.edu.au">l.menzel@ecu.edu.au</a> ).

<p><b>End Point</b> Day 15</p>	<p>US Visit <b>Final Evaluation Form and Overall Results Form Due</b></p>	<p>US reviews Professional Experience file:</p> <ul style="list-style-type: none"> <li>• Contextual information</li> <li>• Observations, planning, and assessment information</li> <li>• Resources (Pre-service teachers are encouraged to have)</li> </ul> <p>US will observe implementation of a planned experience and in collaboration with centre staff, determines the final grade for the professional experience. US completes the <i>Final Evaluation Form and Overall Results Form</i> on the final day of the professional experience (day 15) via SONIA.</p> <p><b>The Final Evaluation Form and Overall Results Form will be released to students approximately 3 days after their professional experience concludes.</b></p>
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