

## WPL6115 (HAT) ASSESSMENT STRUCTURE – SEMESTER 1, 2025

The assessment of Professional Experience Part A is completed at the conclusion of the 2-week block in term 1 is an interim evaluation of the Pre-service’s progress. This report will provide an indication of progress and provide critical feedback to inform planning for the second part of the Professional Experience.

The assessment of Professional Experience Part B is completed at the conclusion of the 2-week block in term 2 and represents the final evaluation of the practice and the conclusion of the unit.

WPL6115 is assessed as Pass/Fail.

University Supervisors are responsible for monitoring the progress of Pre-service Teachers across both practicum periods, determining the final grade for the Professional Experience, moderating the Final Evaluation Form and completing the Overall Results 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 US throughout the Professional Experience.

University Supervisors 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.

Pre-service Teachers will be evaluated against the Australian Professional Standards for Teachers (APST) according to the Australian Institute of Teaching and School Leadership (AITSL) in the areas of Professional Knowledge, Professional Practice and Professional Engagement.

### ROLES IN THE ASSESSMENT PROCESS

<p><b>University Supervisors</b></p>	<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 Pre-service Teachers</li> <li>• Liaise with Mentor Teachers and School Practice Coordinators</li> <li>• Complete and submit an <i>Interim Report</i> and confirm that Pre-service Teacher has received it</li> <li>• Review the Final Evaluation Form completed by the Mentor Teacher</li> <li>• Determine the final grade for the Professional Experience</li> <li>• Complete and submit the <i>Final Evaluation Form</i> and <i>Overall Results Form</i></li> </ul>
<p><b>Mentor Teachers</b></p>	<ul style="list-style-type: none"> <li>• Mentor Pre-service Teachers</li> <li>• Provide support and guidance</li> <li>• Provide regular written and verbal feedback to Pre-service Teachers</li> <li>• Complete a <i>Mentor Teacher Checklist</i> to provide feedback for the University Supervisor</li> <li>• Meet regularly with Pre-service Teachers to discuss assessment criteria</li> <li>• Guide Pre-service Teachers in setting realistic and achievable goals to meet criteria for assessment</li> <li>• Complete the <i>Final Evaluation Form</i> to provide feedback to US</li> </ul> <p><i>Note: Mentor Teachers will be provided with a link to the forms required at the start of the Professional Experience.</i></p>

## Exceptional Circumstances

Pre-service Teachers can be withdrawn from the school/centre and the Professional Experience terminated at the request of the host school Principal after consultation with the University Supervisor and the Professional Experience Unit Coordinator. Pre-service Teachers who are terminated from their school placement will receive a Fail grade for the Professional Experience. Pre-service Teachers can be withdrawn from their placement at the discretion of the Associate Dean (Primary), which will result in a fail grade for the unit. WPL6115 is a designated unit and a Fail grade can result in an exclusion from the course by the Progression Panel in accordance with University Rules.

ASSESSMENT TIMELINE		
<b>TERM 1 – Professional Experience Part A</b>		
Distributed Days  Day 5  <b>Wednesday 26 March</b>	Distributed Days Progress Checklist ( <i>Mentor Teacher</i> )  Distributed Days Feedback Form ( <i>University Supervisor</i> )	<ul style="list-style-type: none"> <li>Distributed Days Progress Checklist completed by the Mentor Teacher via the link provided.</li> <li>Distributed Days Feedback Form is completed by the University Supervisor.</li> <li>University Supervisor confirms that the Pre-service Teacher has received the forms.</li> </ul>
Weeks 1 – 2	First Classroom Visit	<ul style="list-style-type: none"> <li>Mentor Teacher Checklist – completed by the Mentor Teacher via the document provided, in preparation for the University Supervisor visit</li> <li>Learning Experience Feedback form or equivalent – completed by the University Supervisor</li> <li>Documentation Checklist – completed by the University Supervisor</li> </ul>
End Week 2 <b>Friday 11 April</b>	Interim Report	<ul style="list-style-type: none"> <li>US completes <i>Interim Report</i> to conclude Professional Experience Part A</li> <li>US confirms that the Pre-service Teacher has received their Interim Report</li> </ul>
<b>TERM 2 – Professional Experience Part B</b>		
Distributed Days	No formal assessment of the second Distributed Days period	<ul style="list-style-type: none"> <li>Supervisors touch base with Mentor Teachers during the 5 Distributed Days to monitor progress</li> </ul>
Weeks 1 - 2	Second Classroom Visit	<ul style="list-style-type: none"> <li>Mentor Teacher Checklist – completed by the Mentor Teacher via the document provided, in preparation for the University Supervisor visit</li> <li>Learning Experience Feedback form or equivalent – completed by the University Supervisor</li> <li>Documentation Checklist – completed by the University Supervisor</li> </ul>
End Week 2 <b>Friday 4 July</b>	Final Evaluation Form Overall Results Form	<ul style="list-style-type: none"> <li>MT to complete the <i>Final Evaluation Form</i> to provide feedback to the US using the link provided by email.</li> <li>US reviews MT feedback on the form and determines the outcome of the practicum.</li> </ul>

		<ul style="list-style-type: none"><li>• US completes the <i>Final Evaluation Form</i> and <i>Overall Results form</i> no later than the final day of the Professional Experience.</li><li>• Forms are provided to PSTs on <b>Wednesday 9 July by 4pm.</b></li></ul>
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## Meeting the Requirements

In this Professional Experience Pre-service Teachers are assessed according to whether or not they have met the requirements of the Professional Experience. They are not graded, allowing Pre-service Teachers the opportunity to learn from their experience and to try different strategies without the concern that they may jeopardise their grade.

The first Distributed Days period provides Pre-service Teachers with the opportunity to get to know their context and to begin to develop their skills as a beginning teacher. The two-week block in term 1 provides opportunities for the Pre-service Teacher to plan, teach and evaluate learning experiences.

The second Distributed Days period provides the Pre-service Teacher with the opportunity to become reacquainted with the class and students' learning needs in preparation for an increased planning and teaching load in the two-week block in term 2.

To meet the interim requirements of the Professional Experience by the conclusion of the first two-week block, Pre-service Teachers are expected to:

- Meet the work and attendance requirements as specified for the Distributed Days and Block Professional Experience; and
- Be deemed to be making progress in all 8 areas of competence on the Final Evaluation Form.

A Pre-service teacher who is deemed to be at risk of failing the practice at the Interim stage will be provided with feedback and support to address areas of concern. This does not represent a fail overall for the unit.

To meet the overall requirements of the Professional Experience by the conclusion of the second two-week block, Pre-service Teachers are expected to:

- Meet the work and attendance requirements as specified for the Distributed Days and Block Professional Experience; and
- Achieve a satisfactory level of performance in each of the 8 areas of competence on the Final Evaluation Form. A Pre-service Teacher can achieve a satisfactory level of performance while still needing to improve in some dot points.

A Pre-service Teacher who does not meet the overall requirements of the Professional Experience will be awarded a Fail grade.