

IPP1260 ASSESSMENT REQUIREMENTS – 2024

University Supervisors (US) will assume the role of monitoring the progress of Pre-service Teachers (PsT), determining the final outcome for the professional experience and completing the Final Evaluation Form.

Room Leaders or the Director will assume the role of mentor and provide support, guidance and feedback throughout the professional experience.

University Supervisors and Room Leaders/Director, together with School Practice Coordinators (SPC) will collaborate to ensure that input from all stakeholders is valued and considered in the decision-making process.

PsTs will be evaluated against the 7 areas of the National Quality Standard (NQS). This professional experience is assessed on a PASS/FAIL basis.

Requirements: 15 sequential days, 8 hours onsite, one Centre open and one Centre closing

- During the Professional Experience, it is the Pre-service Teacher's responsibility to ensure this Attendance Record is signed regularly by centre staff.

ROLES IN THE ASSESSMENT PROCESS		
University Supervisors		<ul style="list-style-type: none"> • Review documentation • Observe practice at the early learning centre • Monitor progress throughout • Provide written and verbal feedback to PsTs • Complete an <i>Observation and Planning Feedback Form</i> • Liaise with Room Leaders/Director to determine the final outcome for the professional experience • Complete and submit the <i>Final Evaluation Form</i> on SONIA • Remind the Pre-service Teacher to access form on SONIA.
Room Leaders or Director		<ul style="list-style-type: none"> • Mentor PsTs • Provide support and guidance • Provide regular written and verbal feedback • Complete a Room Leader Checklist • Meet regularly with PsTs to discuss assessment criteria • Guide PsTs in setting goals
ASSESSMENT TIMELINE		
Beginning of Week 2	Visit 1	US observes PsT in the childcare setting, in particular: <ul style="list-style-type: none"> • Relationships with children, staff and parents • Adherence to health and safety. US reviews Professional Experience file: <ul style="list-style-type: none"> • Contextual information • Observations and planning • Reflective Journal entries • Resource File US will observe a planned experience if possible. US will liaise with Room Leader/Director, discuss progress with PsT and complete an <i>Observation and Planning Feedback Form</i> .
End of Week 3	Visit 2	As above
	Final Evaluation Form due Tuesday 19 November 2024	US determines the final grade for the professional experience US completes and submits the <i>Final Evaluation Form</i> in SONIA