

PPA2360 GUIDELINES FOR ASSESSMENT Semester 2, 2024

University Supervisors are responsible for monitoring the progress of Pre-service Teachers, determining the final grade for the Professional Experience and completing the Final Evaluation Form.

Mentor Teachers (MT) 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 Supervisor throughout the practicum.

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

Pre-service Teachers (PsTs) will be evaluated against the National Professional Standards for Teachers in the areas of Professional Knowledge, Professional Practice and Professional Engagement. This professional experience is assessed on a PASS/FAIL basis.

ROLES IN THE ASSESSMENT PROCESS		
University Supervisors	<ul style="list-style-type: none"> • Liaise with MTs and SPCs • Complete the Distributed Days Feedback Form on SONIA • Review documentation • Observe classroom practice • Monitor progress throughout • Provide written and verbal feedback to PsTs • Determine progress at the interim stage and consult with the Mentor Teacher • Complete an Interim Report on SONIA • Determine the final outcome for the Professional Experience • Review Final Evaluation Form from MT, complete and submit the Final Evaluation Form and the Overall Results Form on SONIA and remind PsT to access form in SONIA. 	
Mentor Teachers	<ul style="list-style-type: none"> • Model best practice and guide PsTs in achieving their potential in all criteria for assessment • Guide PsTs in setting realistic and achievable goals to meet criteria for assessment • Complete the Distributed Days Feedback Form using the links provided to you by email at the commencement of the placement by the due date. • Support PsTs in their practicum experience to ensure their health and well-being • Complete Interim and Final Evaluation Forms for feedback using the links provided to you by email at the commencement of the placement, by the due dates. 	
ASSESSMENT TIMELINE		
Distributed Days MT submit: Wednesday 16 October US submit: Friday 18 October	Distributed Days Feedback Form (Mentor Teacher) Distributed Days Feedback Form (University Supervisor)	Distributed Days Feedback Form to be completed by the Mentor Teacher via the link provided. Distributed Days Feedback Form to be completed by the University Supervisor via SONIA.

Week 2	Classroom Visit 1	US observes an individual lesson, completes a learning experience feedback form, reviews all documentation and liaises with MT
	Interim Report Wednesday 6th November	Interim Report completed by the MT prior to the US completing the Interim Report and submitting on SONIA on the due date Wednesday 6th November
Week 3	Classroom Visit 2	US observes a lesson, completes a learning experience evaluation checklist, reviews all documentation and liaises with MT
	Final Evaluation Form Friday 15 November	<p>MT completes a Final Evaluation Form in week 3.</p> <p>US will review MT's comments/evaluation, complete Final Evaluation Form and Overall Results Form and submit on SONIA on due date. US to remind PsT to access the form on SONIA.</p> <p>Forms will be released to students at 4.00pm on Wednesday 20 November on SONIA.</p>