

## PPA1260 – ASSESSMENT REQUIREMENTS – SEMESTER 2, 2024

University Supervisors, in close collaboration with Mentor Teachers are responsible for monitoring the progress of Pre-service Teachers, determining the final grade for the professional experience and completing the *Final Evaluation Form and Overall Results Form*.

Mentor Teachers (MT) have a pivotal role in supporting and guiding their Pre-service Teachers and retain responsibility for providing consistent verbal and written feedback to the Pre-service Teachers throughout the professional experience. 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 (PsT) 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"> <li>• Review documentation</li> <li>• Observe classroom practice</li> <li>• Monitor progress throughout</li> <li>• Provide written and verbal feedback to PsT</li> <li>• Liaise with MTs and SPCs</li> <li>• Determine the outcome for the practicum after consultation with the MT</li> <li>• Review feedback from MT on <i>Final Evaluation Form</i> and add comments where applicable</li> <li>• Moderate the <i>Final Evaluation Form</i> and complete the <i>Overall Results Form</i></li> </ul>
Mentor Teachers	<ul style="list-style-type: none"> <li>• Model best practice and guide PsT in achieving their potential in all criteria for assessment</li> <li>• Guide PsT in setting realistic and achievable goals to meet criteria for assessment</li> <li>• Support PsT in their professional experience to ensure their health and well-being</li> <li>• Provide regular written and verbal feedback</li> <li>• Notify US of concerns as soon as possible</li> <li>• Complete a <i>Final Evaluation Form</i> for feedback via the link received at the commencement of the placement. Collaborate with USs to determine the final outcome of the professional experience.</li> </ul>
ASSESSMENT TIMELINE	
One individual classroom visit per PsT	US observes an individual lesson, provides written and verbal feedback, reviews all documentation, liaises with MT
Final Evaluation Form Friday 8 <sup>th</sup> November	<ul style="list-style-type: none"> <li>• MT completes <i>Final Evaluation Form</i> on <b>Thursday 7<sup>th</sup> November</b></li> <li>• US reviews MT's feedback, completes <i>Final Evaluation Form</i> and <i>Overall Results Form</i></li> <li>• Forms are released to PsT on Wednesday 13<sup>th</sup> November or following the completion of the make-up days.</li> <li>• PsT complete and submit the section on both the Final Evaluation and Overall Results forms to acknowledge the feedback and results provided.</li> </ul>