

PPA3260 ASSESSMENT STRUCTURE – SEMESTER 2, 2024

PPA3260 is a graded professional experience.

University Supervisors, in 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*.

Mentor Teachers have a pivotal role in supporting and guiding their Pre-service Teacher and retain responsibility for providing consistent feedback to the Pre-service Teachers and US throughout the professional experience.

University Supervisor and Mentor Teacher, together with School Practice Coordinators will collaborate to ensure that input from all stakeholders is valued and considered in the decision-making process.

Two separate grades are awarded to Pre-service Teachers: One for *Teaching Skills* and one for *Professional Development*. To pass the professional experience, Pre-service Teacher must achieve a minimum of Competent level in each of the 7 AITSL standards as well as ECU Professional Requirements at third year level. To be allocated a grade level in *Teaching Skills* and *Professional Development*, Pre-service Teachers are required to demonstrate they have achieved the criteria for that grade level in each of the Standards. The final grade recorded is a combination of the levels achieved overall for *Teaching Skills* and *Professional Development*.

ROLES IN THE ASSESSMENT PROCESS	
University Supervisors	<ul style="list-style-type: none"> Review documentation Observe classroom practice Monitor progress throughout the professional experience Provide written and verbal feedback to Pre-service Teachers Liaise with Mentor Teacher and School Practicum Coordinator Determine progress at the end of the Distributed Days in consultation with Mentor Teacher Complete the <i>Distributed Days Feedback Form</i> on SONIA Determine progress at the interim stage and consult with the Mentor Teacher Complete an <i>Interim Report</i> on SONIA Determine the final grade for the professional experience and consult with the Mentor Teacher Review <i>Final Evaluation Form</i> from Mentor Teacher, determine the final grade for the professional experience, complete the <i>Final Evaluation Form</i> and <i>Overall Results Form</i> and submit on SONIA. Remind the Pre-service Teacher to acknowledge and access form on SONIA.
Mentor Teachers	<ul style="list-style-type: none"> Model best practice and guide Pre-service Teachers in achieving their potential in all criteria for assessment. Complete the <i>Distributed Days Feedback Form</i> via the link provided to you by email just before the commencement of the Professional Experience. Meet regularly with Pre-service Teachers to discuss assessment criteria using the Monitoring Tool. Guide Pre-service Teachers in setting realistic and achievable goals to meet criteria for assessment.

- Support Pre-service Teachers in their practicum experience to ensure their health and well-being.
- Provide regular written and verbal feedback
- Complete a *Mentor Teacher Checklist* to provide feedback for the University Supervisor at the Interim stage and provide a copy to the Pre-service Teacher.
- Complete the *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 Day 5 Wednesday 16 October – MT submit	US Visit – Day 4 or Day 5 <i>Distributed Days Feedback Form</i> (Mentor Teacher)	<i>Distributed Days Feedback Form</i> to be completed by the Mentor Teacher via the link provided.
Friday 18 October – US submit	<i>Distributed Days Feedback Form</i> (University Supervisor)	<i>Distributed Days Feedback Form</i> to be completed by the University Supervisor via SONIA.
Block PEx Weeks 1-2	<i>Visit W1 - ONLY IF – there is no visit during Distributed Days</i> Classroom Visit 1 (W2 preferred) Interim Report Friday 8 November	University Supervisor observes a lesson, provides written feedback to Pre-service Teacher, reviews all documentation, liaises with Mentor Teacher <i>Interim Report</i> completed by the Mentor Teacher prior to the University Supervisor completing the <i>Interim Report</i> in SONIA on the due date.
Block PEx Weeks 3-4	Classroom Visit 2 (W4 preferred) Final Evaluation Form Friday 22 November	University Supervisor observes a lesson, provides written feedback to Pre-service Teacher, reviews all documentation, liaises with Mentor Teacher Mentor Teacher completes a <i>Final Evaluation Form</i> in week 4. University Supervisor will review Mentor Teachers' comments/evaluation and add own comments/evaluation. US completes <i>Final Evaluation Form</i> and submit in SONIA on due date. Forms will be released to students at 4.00pm on Wednesday 27th November on SONIA.

GRADE DESCRIPTORS FOR PPA3260

FAIL	A Pre-service Teacher who does not achieve a pass level as measured against the Criteria for Assessment in an area of competence (the Standards) at third year level, will be deemed to have not met the requirements of the Professional Experience. In these instances, a final grade of Fail will be given.
COMPETENT	A Pre-service Teacher who achieves a grade of Competent demonstrates achievement of all areas of competence (the Standards) and continues to develop their knowledge, skills and professional attitudes at third year level.
HIGHLY COMPETENT	A Pre-service Teacher who achieves a grade of Highly Competent possesses the requisite knowledge and skills to plan for, manage and assess learning programs that are responsive to student capabilities at third year level.
OUTSTANDING	A Pre-Service Teacher who achieves a grade of Outstanding consistently demonstrates high levels of achievement in all areas of competence (the Standards). This Pre-service Teacher demonstrates initiative and individual thinking and applies professional knowledge and skills to plan for and manage learning programs that are responsive to student needs, interests and abilities at third year level.