

PPA6150 HAT ASSESSMENT STRUCTURE – SEMESTER 1, 2025

University Supervisors (US) are responsible for monitoring the progress of Pre-service Teachers (PsT), 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 US throughout the Professional Experience.

University Supervisors and Mentor Teachers, 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 National Professional Standards for Teachers in the areas of Professional Knowledge, Professional Practice and Professional Engagement. Monitoring tools are provided to support Mentor Teachers in ensuring that criteria for assessment are clearly addressed throughout the Professional Experience. Pre-service Teachers will be assessed on a Pass/Fail basis. They will be assessed according to whether or not they have met the requirements of Professional Experience.

ROLES IN THE ASSESSMENT PROCESS

University Supervisors	<ul style="list-style-type: none"> • Review documentation • Observe classroom practice • Monitor progress throughout • Provide written and verbal feedback to the Pre-service Teacher • Liaise with Mentor Teachers and School Practice Coordinator • Complete and submit an Interim Report in SONIA and ensure that the Pre-service Teacher is advised to view it in SONIA • Determine the final grade for the Professional Experience • Complete and submit the <i>Final Evaluation Form</i> in SONIA by the due date and ensure that the Pre-service Teacher is advised to view it in SONIA
Mentor Teachers	<ul style="list-style-type: none"> • Mentor Pre-service Teacher • Provide support and guidance • Provide regular written and verbal feedback • Meet regularly with Pre-service Teacher to discuss assessment criteria (using the Monitoring Tool) • Completes <i>Mentor Teacher Checklists</i> and submits them to US for consideration in final assessment • Complete an <i>Interim Report</i> by the due date using the link provided by email at the commencement of the Professional Experience • Provide the US with written feedback and comment on the Pre-service Teacher's progress • Guide Pre-service Teacher in setting goals • Complete the <i>Final Evaluation Form</i> by the due date using the link provided by email at the commencement of the Professional Experience

ASSESSMENT TIMELINE

Week 1	School Planning visit	University Supervisor comes to the school to meet pre-service teacher/s to go through planning for the professional experience, provide support and answer questions.
Week 2 (or week 3 before interim report)	Classroom Visit 1	University Supervisor observes a lesson, completes a Learning Experience Feedback form, reviews all documentation, liaises with Mentor Teacher and views all Mentor Teacher's checklists.
Week 3	Interim Report Wednesday 11 June	Completed by Mentor Teacher via the link provided by email at the commencement of the PEX and by the University Supervisor via SONIA.
Weeks 4-5	Classroom Visit 2	US observes a lesson, completes a Lesson Evaluation Form, reviews all documentation, liaises with MT and views all <i>MT Checklists</i> and feedback
	Final Evaluation Form Friday 27 June	University Supervisor and Mentor Teacher determines the final grade for the Professional Experience and each complete the Final Evaluation Form (as per the process for the Interim report, above). Forms will be released to Pre-service Teachers at 4pm on Monday 30 June.