

MASTER OF TEACHING (Primary and Secondary)

Professional Praxis 2 EDFE20035

Information and Guidelines for the Supervision and Assessment of Pre-service Teachers

Forms	Completed by	When	Sighted/Signed
Attendance Record and Working Portfolio Check	Supervising Teacher	End of each placement day	Supervising Teacher and Pre-service Teacher to sign
Interim Report	Supervising Teacher	Mid-Point of placement (End of Week 2)	Supervising Teacher to discuss progress with Pre-service teacher. Copy of the report emailed to the University Supervisor
Final Summative Report & Personal Competence in Literacy and Numeracy Checklist	Supervising Teacher	End of the block placement	Supervising Teacher, Pre-service Teacher and University Supervisor to sign and submit the electronic final summative report.

Pre-service Teacher	
Learning Site	
Supervising Teacher/s	
Site Coordinator	

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**PLEASE USE THIS DOCUMENT IN CONJUNCTION WITH
THE PROFESSIONAL PRAXIS HANDBOOK**

Information on the Master of Teaching course is found in the Professional Praxis Handbook. In particular, use the handbook for information on attendance, ethics, dress code, days absent, mobile phone use and procedures for students at risk.

SECTION 1 - INFORMATION ABOUT PROFESSIONAL PRAXIS 2

Introduction to Professional Praxis 2

Professional Praxis 2 is the first in-school placement for pre-service teachers enrolled in CQUniversity's Master of Teaching (Primary and Secondary) course.

During this 20 day placement, pre-service teachers gain valuable professional knowledge by engaging actively in aspects of teachers' professional work. The emphasis on professional learning in this placement is the development and application of skills for planning, teaching, classroom management and reflective practice that characterise quality teaching. During this placement, pre-service teachers plan lesson sequences that include checks for learning to monitor student progress, trial a range of teaching strategies and learn to use different approaches to classroom management to enhance student learning.

This booklet provides information for pre-service teachers, supervising teachers, site coordinators and university supervisors about the expected outcomes, structure, activities and assessment against the Australian Professional Standards for Teachers for Professional Praxis 2.

Aims of Professional Praxis 2

Professional Praxis 2 provides the opportunities for pre-service teachers to apply knowledge of planning processes and the content and teaching strategies of curriculum learning areas gained through university coursework.

Course maps are reproduced below to show the placement of Professional Praxis 2 in relation to university coursework and provide supervising teachers with information about the prior knowledge that the pre-service teacher brings to classroom contexts at this stage of their development.

Master of Teaching (Primary)

Year 1	CQUniversity Term 1	Literacy: Learning to read	Numeracy Learning	Teaching Science	Professional Praxis 1: Wider Field Experience Placement
	CQUniversity Term 2	Teaching English	Teaching Mathematics	Diversity and Inclusion	Professional Praxis 2: 20 day school placement
	CQUniversity Term 3	Indigenous Learners and Learning	Special Needs	Teaching Humanities and Social Sciences	Professional Praxis 3: Enacting Learning and Teaching
Year 2	CQUniversity Term 1	Teacher as Researcher	Teaching Technologies and The Arts	Teaching Health, Wellbeing and Physical Activity	Professional Praxis 4: Transition to Teaching

Master of Teaching (Secondary)

Year 1	CQUniversity Term 1	Learning and Teaching in Junior Secondary	Junior Secondary Curriculum, Pedagogy and Assessment (12cp unit)		Professional Praxis 1: Wider Field Experience placement
	CQUniversity Term 2	Literacy and Numeracy Learning and Teaching	Senior Secondary Curriculum, Pedagogy and Assessment	Diversity and Inclusion	Professional Praxis 2: 20 day school placement
	CQUniversity Term 3	Indigenous Learners and Learning	Special Needs	Assessing Student Achievement in Secondary Schools	Professional Praxis 3: Enacting Learning and Teaching
Year 2	CQUniversity Term 1	Teacher as Researcher	Digital Learning and Teaching	Demonstrating Impact: Curriculum and Pedagogy in Practice	Professional Praxis 4: Transition to Teaching

Where possible, this placement for Master of Teaching (Secondary) students should include opportunities to plan and teach in both their Major and Minor Teaching Areas with the emphasis on planning, teaching and assessment activities in Junior Secondary.

The main aims of the Professional Praxis 2 placement are to:

- Support pre-service teachers' understanding and application of strategies for planning lessons and sequencing teaching and learning to align with curriculum intent and assessment of students' achievement in an authentic classroom setting
- Broaden pre-service teachers' awareness of strategies that support students' literacy and numeracy development
- Enhance pre-service teachers' understanding of the purpose of formative assessment in supporting and monitoring student learning of curriculum content
- Provide opportunities for pre-service teachers to plan for and practise strategies for consistent and fair management of student behaviour and for classroom routines in whole class contexts
- Enhance pre-service teachers' capacity for evaluating their classroom practice through a focus on student learning and targeted feedback on their progress and achievement against selected focus areas of the Australian Professional Standards for Teachers.

Expected outcomes of Pre-service Teachers during Professional Praxis 2

Pre-service teachers are assessed against the Australian Professional Standards for Teachers **at a level appropriate for their first in-school placement**. At this stage, pre-service teachers are expected to **engage with** selected focus areas of the Standards matched to the tasks and activities they complete in the classroom, rather than demonstrate achievement of the Standards at Graduate Level.

Specifically, by the end of the Professional Praxis 2 placement, the pre-service teacher will be able to:

- Prepare for teaching by organising lesson content into a logical sequence with a clear introduction, body and conclusion that scaffolds the development of core curriculum concepts and/or literacy and numeracy
- Select and use teaching strategies and resources, including ICTs, to enhance student learning and understanding of curriculum content
- Use effective interpersonal skills and classroom management strategies that are consistent with whole school approaches and established classroom rules to create a positive and supportive learning environment
- Analyse formative assessment information gathered from teaching activities to adjust planning and delivery of lessons to meet the learning needs of students in the class
- Respond to feedback about planning and teaching to evaluate practice and identify ways to improve teaching and student learning
- Reflect on the impact of teaching practice on student learning and engagement by making explicit links to the selected focus areas of the Australian Professional Standards for Teachers for Professional Praxis 2
- Apply personal literacy and numeracy competence in classroom and professional contexts

Elaboration of the achievement standards and detailed expectations of pre-service teachers during Professional Praxis 2 are outlined in the Supervision and Assessment Section of this booklet. The details provided should be used by supervising teachers as a guide for:

- (a) providing the pre-service teacher with appropriate opportunities for learning how to teach during the placement;
- (b) giving feedback on the pre-service teacher's practice and progress against the expectations set for Professional Praxis 2; and,
- (c) making judgements on the pre-service teacher's overall achievement against the Standards on the Final Summative Report.

Pre-service Teachers' Prior Knowledge Preparation for Professional Praxis 2

Pre-service teachers will be prepared for the block placement through 10 weeks of university tutorials and workshops. These university-based learning activities develop pre-service teachers' understandings of teacher professionalism and skills for completing the required tasks for this placement. Pre-service teachers will have engaged with course materials and activities using aspects of the Australian Professional Standards for Teachers (Graduate Career Stage) as the basis for collection of evidence of practice, reflection and professional goal-setting.

Prior to the placement, pre-service teachers will have completed coursework based on the strategies teachers use to create positive, organised classroom environments that support wellbeing, engagement and learning to build understanding of the impact different approaches to classroom management have on student learning; and, the use of motivation, relationship building and engagement to plan proactively for the safety, support, inclusion and self-regulation of all learners.

Additionally, pre-service teachers should apply knowledge gained from curriculum and pedagogy units they have studied to plan, implement and evaluate lessons and learning sequences that incorporate a range of teaching strategies and resources as well as a range of ICTs to improve student outcomes.

To be eligible to complete the placement for Professional Praxis 2, pre-service teachers must meet the following requirements:

- Attend at least 80% of the tutorials and actively engage in the planned professional learning activities
- Receive a Passing Grade on Assessment Task 1 for this unit which is a university-based assessment task aimed at building pre-service teachers' knowledge and understanding of theories and practical strategies for managing behaviour and creating and maintaining a supportive learning environment.

Duration and Structure of Professional Praxis 2

Pre-service teachers complete a total of 20 days of professional experience in a school as a four-week block.

The placement involves supervised assessment, coaching and mentoring by a teacher with current registration with the Queensland College of Teachers; or, in the case of placements outside Queensland, a teacher who by way of holding an approved qualification or experience, would be eligible for registration as a teacher in Queensland under the Queensland College of Teachers' arrangements for mutual recognition. Payment is received for all of these days and advice about procedures for claiming payment will be distributed to supervising teachers and site coordinators by staff from the CQUniversity Professional Experience Office at the commencement of the placement.

An orientation/induction session should be conducted by the site coordinator at the school to ensure the pre-service teacher is conversant with all expectations of the site. This session would usually occur in the week preceding the commencement of the placement (where possible); and may include attendance at the school for a whole/part day to meet with the supervising teacher and allocated class for the placement. A guide to suitable orientation/induction activities is provided in the Table of Pre-service Teacher Tasks and Activities on Pages 6 – 7 of this booklet.

SECTION 2 - GUIDELINES FOR THE SUPERVISION AND ASSESSMENT OF PRE-SERVICE TEACHERS

The support, supervision and assessment of pre-service teachers during Professional Praxis placements centres on five key aspects of teaching practice identified in the Queensland Professional Experience Reporting Framework (the framework). The framework is an integral part of Queensland Partnership Agreements for the conduct of high quality professional experience and provides a common assessment and reporting mechanism for making judgments on pre-service teachers' progress towards, or achievement of, the Australian Professional Standards for Teachers (Graduate Career Stage).

Regardless of the Australian state or territory in which the placement is completed, the five aspects of teaching practice underpinning the performance and assessment of pre-service teachers are:

1. Planning effectively – Preparing for teaching
2. Teaching effectively – Enactment of teaching
3. Managing effectively – Creating safe and supportive classroom environments
4. Assessing and recording learning
5. Professional conduct

The role of the Supervising Teacher

The supervising teacher performs a vital role in the support and assessment of pre-service teachers and in the processes they undertake while learning to teach. Valued features of this role include modelling effective teaching practice and creating opportunities for discussion and reflection on practices that improve student learning to guide the pre-service teacher's professional development.

The following sections of this booklet provide information and guidelines for three key responsibilities of the supervising teacher's role in this placement in relation to mentoring, supervision and assessment. These responsibilities include:

- Providing opportunities that allow the pre-service teacher to demonstrate the specific requirements of the placement
- Observing the pre-service teacher's practice and providing feedback on his / her progress to promote reflection, self-assessment against the Standards and evaluation of the impact of practice on student learning
- Making assessment judgements based on evidence relevant to achievement criteria and the specified focus areas of the Australian Professional Standards for Teachers.

The role of the University Supervisor

The university supervisor plays an important role in providing support to all stakeholders during Professional Praxis placements, particularly where a pre-service teacher may be considered to be "at risk" of not meeting expectations.

A designated university staff member will perform the role of university supervisor to support all participants in the placement. The university supervisor will make contact with supervising teachers to clarify any expectations for the supervision and assessment of pre-service teachers.

In addition, the university supervisor will conduct a site visit to the school during the placement to meet with pre-service teachers and supervising teachers; provide moderation of assessment; and assist with formative and general feedback on the pre-service teacher's progress. Where distance from a regional university campus makes physical attendance difficult, this support will occur through telephone, email or other suitable mode of contact (Skype, Zoom, etc). In the case of a moderation process conducted by teleconference, videoconference or email, the pre-service teacher will be required to provide the university supervisor with examples of their practice for evaluation prior to the arranged moderation process. Suitable artefacts may include samples of planning, differentiation activities, reflections, records of assessment and samples of students' work along with copies of observation or feedback notes completed by the supervising teacher.

Please note that CQUniversity's Professional Praxis Handbook outlines the roles and responsibilities of **all** key stakeholders involved in placements; and supervising teachers, site coordinators and pre-service teachers are encouraged to refer to this handbook for further details about all aspects of the placement.

Specific Requirements for Professional Praxis 2 – Pre-service Teacher tasks and activities

The tasks completed by pre-service teachers during Professional Praxis 2 include observation, performance and reflection activities which are organised around the five aspects of teaching practice identified previously.

The table below provides a general guide for the pre-service teacher's learning progression.

Activities are dependent on context and the pre-service teacher's readiness for teaching whole class lessons and may be adjusted by the supervising teacher as required. Periods of continuous teaching referred to throughout the table are relevant to the Primary school context only and indicate that the pre-service teacher may be provided with the opportunity to teach whole sessions or half-days leading to an opportunity to teach whole days, if deemed suitable by the supervising teacher.

Suggested guidelines for the maintenance and organisation of a **"Working Portfolio"** for recording evidence of the tasks and activities outlined in the table are included as Appendix 3 to this booklet.

Pre-service teachers should follow these guidelines and must create an **up-to-date ongoing record** of engagement in the tasks and activities for the placement and make this portfolio available for viewing by the supervising teacher each day.

Pre-service teacher tasks and activities for Professional Praxis 2		
Professional Experience Day/s	Activities	Evidence (Records to be maintained by the pre-service teacher)
Pre-placement visit/induction* <i>(The timing of induction and orientation to the site are at the discretion of the site coordinator and may be completed prior to the placement or on the first placement day)</i>	Discuss expectations for professional conduct and WHS regulations and procedures at the school site during professional experience and ensure understanding of and compliance with these expectations. Obtain copies of school and classroom policies and practices related to classroom management and discuss the principles underpinning these approaches with the supervising teacher. Discuss the focus for planning and teaching during the block with the supervising teacher. Planning should include the development of at least one lesson sequence (or part of a lesson sequence) leading to demonstration of learning of some aspect of the curriculum in a summative task. <i>Where possible, meet the class/s you will be with for the placement.</i>	Copies of relevant school policies and classroom resources
Days 1 – 5 (Week 1 of the assessable block)	Observe and record notes on classroom routines and behaviour management strategies using the template provided. Observe teaching and learning strategies for a range of curriculum learning areas (Primary) or the pre-service teacher's major teaching area in a range of year levels (Secondary); the use of ICTs to support student learning, activities that support literacy and numeracy development and discuss your observations with the supervising teacher. Record information about the needs, interests and abilities of individual students or small groups that impact on planning decisions to support their learning, engagement and on-task behaviour during whole class lessons. (This should be ongoing.) Write a first draft of a classroom management plan that outlines strategies you will use to create a positive, supportive and organised learning environment during the block and share your plan with the supervising teacher. Where needed, adjust your plan based on feedback to ensure it is consistent with established classroom rules and routines. For secondary this should be for one class in the pre-service teacher's major teaching area (where possible). From day 3, plan and teach at least one short lesson (or learning activity) per day under the direction of the supervising teacher. Lesson plans may be for individuals, small groups or the whole class and instructional steps should be recorded in detail on the planning template. (For pre-service teachers in secondary settings, planning and teaching should focus on one discipline teaching area for a junior secondary class only.) Analyse information about the learning that occurred as a result of your planning and teaching and reflect on improvements to teaching practice that could enhance student learning. Use information from planning and teaching to identify the learning that has occurred and reflect on possible modifications for follow-up lessons that will improve teaching practice and student learning. Write a short reflection each day with a focus on strategies for promoting the engagement and learning of all students in the class group. The reflection should include a response to the supervising teacher's observations and feedback and identify ways to improve practice and professional learning for the remainder of the placement.	Observation notes on classroom rules and routines using template provided One formal written observation per day Draft management plan outlining strategies for organising and managing the classroom environment and supporting positive on-task behaviour for all students in the class group Copies of all planning with reflection and evaluation section of the template completed after teaching One reflection per placement day (dated and labelled to indicate the specific focus of reflection)
Days 6 – 10 (Week 2 of the assessable block)	Continue observations and reflections as above making additions to a whole class profile that records data relevant for planning that addresses students' needs. Plan and teach at least one whole lesson daily. Lesson plans should include links to the curriculum, explicit learning goals, a clear instructional plan and a strategy for monitoring student learning. Specific classroom management considerations drawn from the classroom management plan should also be recorded on the lesson plan. Plan and teach individual, small group or whole class activities as directed by the supervising teacher. Identify the focus for planning and teaching a sequence of lessons in at least one learning area (primary) or for at least one class (secondary) leading up to students' demonstration of their learning in a summative assessment task. The sequence should be implemented over the remaining weeks of the placement and should include planned	At least one completed whole lesson plan per day with evaluation completed and adjustments made to follow up lessons to support student learning Initial planning for the learning sequence and checks for learning

	formative assessment strategies (checks for learning) for monitoring student achievement and modifying teaching practice in follow-up lessons in the sequence. Analyse information about the learning that occurred as a result of your planning and teaching and reflect on improvements to teaching practice that could enhance student learning. Collect work samples or other assessment information from teaching to identify the learning that has occurred and discuss modifications for follow-up lessons that will improve teaching practice and student learning with the supervising teacher Make additions or adjustments to your Classroom Management Plan and use it to embed specific strategies for classroom management and on-task learning behaviour into your lesson plans. Write a short reflection each day with a focus on strategies for promoting the engagement and learning of all students in the class group. The reflection should include a response to the supervising teacher's observations and feedback and identify ways to improve practice and professional learning for the remainder of the placement. You may also wish to reflect on your understanding of the ways in which discipline-specific teaching strategies and/ or strategies for engaging and motivating learners support student learning and on-task behaviour.	Copies of student work samples One reflection per placement day (dated and labelled to indicate the specific focus of reflection)
Days 11 – 20 (Week 3 and 4 of the assessable block)	Continue observations and discussions about teaching practice as above. Observations will reduce as teaching responsibilities increase. Plan and teach two whole lessons per day leading up to (where possible) one full day at the end of week 4 (primary) or all lessons for two selected classes or for one class in each teaching area (where possible) during week 4 (secondary). Planning should include specific classroom management considerations for organising the environment and classroom activities embedded in the lesson and for giving clear direction to students about the expected learning. Plan and teach individual, small group or routine whole class activities as directed by the supervising teacher. Planning and teaching should include some opportunities to trial the use of ICTs to support and enhance student learning and may be in any curriculum learning area (primary). Collect assessment information using formative assessment strategies to monitor student learning throughout the planned lesson sequence. Use the information to evaluate the effectiveness of the chosen teaching strategies and annotate lesson plans to record modifications for follow-up lessons to support the learning of all students in the class. Reflect on progress towards meeting the expectations of Professional Praxis 2 using the Guide to Making Judgements (See Appendix 2) and the supervising teacher's feedback and write a short reflection each day that includes goals for improving practice and professional learning. Reflections should make explicit links to the Australian Professional Standards for Teachers that are the focus for assessment on the Final Summative Report.	As above Copies of all planning (including daily planning) with evaluation/reflection section of the template completed after teaching. Copies of student work samples, worksheets or anecdotal observations used for formative assessment purposes One reflection per placement day (as above)

Assessment of Preservice Teacher's Classroom Practice – A Guide to using the Assessment Tools

Assessment of pre-service teachers during Professional Praxis 2 involves three key processes that are part of the Supervising teacher's responsibilities throughout the placement.

These processes are:

1. Completion of the attendance record including working portfolio checks
2. Completion of an Interim Report mid-way throughout the placement (approximately Day 10)
3. Completion of the Final Summative Report at the end of the placement (Day 20).

The following section provides a guide to these assessment processes for supervising teachers.

1. Attendance Record and Working Portfolio Check

The supervising teacher and pre-service teacher should date and sign the attendance record each placement day. This record makes provision for checking planning, observation and reflection tasks in the pre-service teacher's working portfolio and acknowledging that the records of these tasks are up-to-date and completed professionally. Supervising teachers should sight the records produced on a daily basis and mark the record-keeping as satisfactory or unsatisfactory. A working portfolio that is not maintained and up-to-date may be used to place the pre-service teacher at risk of failing the placement.

2. Interim Report

The Interim Report identifies the focus areas of the Australian Professional Standards for Teachers that pre-service teachers will **engage with** during the Professional Praxis 2 placement. The Standards are grouped according to the five key aspects of planning, teaching, managing, assessing and recording learning and professional conduct that are the focus of professional learning and assessment in this placement. The Interim Report uses the same indicators as the Final Summative Report and is used as a feedback mechanism to provide the pre-service teacher with a clear indication of their progress and areas in need of improvement throughout the remainder of the placement.

The criteria for assessment of the standards **at the level expected for this first in-school placement** are outlined in Appendix 2. The criteria act as a Guide to Making Judgements on the pre-service teacher's progress at the mid-way point and again at the end of the block placement for the purposes of completing the Final Summative Report.

Supervising teachers should complete the Interim Report at the end of the second week (approximately Day 10 of the placement).

The Interim Report should be used as the basis for a discussion with the pre-service teacher about his/her progress at this stage of the placement and to identify strategies to improve or enhance teaching practice with respect to the Guide to Making Judgements and expectations for Professional Praxis 2.

In response to the supervising teacher's feedback on the Interim Report, the pre-service teacher should reflect on his/her progress and work with the supervising teacher to improve and enhance teaching practice and professional learning for the remainder of the placement.

3. Final Summative Report

The Final Summative Report (See Appendix 1) is completed at the end of the placement and records the pre-service teacher's achievement on the continuum for each indicator as well as personal literacy and numeracy competence based on the checklist that forms part of this Summative Report.

The Final Summative Report includes indicators of the knowledge, practice and engagement expected of the pre-service teacher during this placement. Each of the focus areas of the Professional Standards has been contextualised based on the requirements of this first placement as an introduction to teaching.

If a pre-service teacher receives a rating of **Below Expected Level (B)** for any Standard descriptor on the Final Summative Report, the overall result for the placement will be **Unsatisfactory**.

It is possible for a pre-service teacher to receive an Overall Result of Satisfactory for Professional Praxis 2 if a limited number of standard descriptors are rated as Developing towards expected level (D) on the Final Summative Report as the overall result for the placement should be an **on-balance judgement** of the pre-service

teacher's progress across all of the Standards. Overall assessment is decided on the basis of the pre-service teacher demonstrating knowledge, skills or values and attitudes that capture the meaning and application of the Standards as described in the Guide to Making Judgements (See Appendix 2).

Personal Competence in Literacy and Numeracy Checklist

NOTE: Additionally, the pre-service teacher must receive a satisfactory on **all** criteria on the Personal Competence in Literacy and Numeracy Checklist to receive a satisfactory grade overall for the placement.

The following indicators should be used when completing the Personal Competence in Literacy and Numeracy Checklist:

Satisfactory - Generally meeting the expected level of progress for achieving this criterion. Practice provides evidence of the achievement of the required level of proficiency at an acceptable level.

Unsatisfactory - Insufficient progress towards meeting the descriptor within this criterion with a definite requirement for remediation. Practice fails to provide evidence of the achievement of the required level of proficiency at an acceptable level.

Identifying “At-risk” pre-service teachers

A pre-service teacher is identified as being “at-risk” of failing the placement when he or she is not demonstrating adequate progress towards meeting the expected outcomes or criteria for Professional Praxis 2.

Supervising teachers use observations of practice, daily feedback and the descriptors and sources of evidence outlined in the Guide for Making Judgements (Appendix 2) as mechanisms for identifying pre-service teachers who are “at-risk”.

A rating of **Unsatisfactory** for the working portfolio on any placement day should be reported to the site coordinator and the university supervisor. An incomplete working portfolio (planning, evaluations, reflection or observations incomplete or not up-to-date) indicates a lack of professional commitment by the pre-service teacher and may be used to initiate the “at-risk” process. See guidelines for organising and maintaining an ongoing record of engagement with the tasks and activities for the placement in **Appendix 3: Guidelines for the Working Portfolio**.

In the event that a pre-service teacher is judged to be performing “Below the expected standard” for any descriptor on the Interim Report, the supervising teacher should contact the relevant University Supervisor to initiate a formal “at-risk” process and develop a support plan for the pre-service teacher.

Please see the CQUniversity Professional Praxis Handbook for a detailed outline of the “at-risk” process and a copy of the “at-risk” form which includes a section for documenting the proposed support plan.

SECTION 3: ASSESSMENT AND REPORTING FORMS

The Assessment and Reporting Forms should be completed throughout the professional experience placement and sighted and signed by the pre-service teacher.

The Attendance Record and Working Portfolio Check will be presented to the supervising teacher each day for signing and stored in the pre-service teacher's working portfolio.

A copy of the Interim Report should be provided to the pre-service teacher to initiate a discussion on his/her progress and to support reflection on practice related to the Standards at the level of development described in the Guide to Making Judgements for Professional Praxis 2. In addition, the pre-service teacher should email a copy of the Interim Report to his/her allocated university supervisor as part of a progress check at the mid-way point in the placement.

Supervising teachers should refer to the **Appendix 2: Guide to Making Judgements** while completing the Assessment and Reporting Forms.

Process for the Final Summative Report

The summative report for Professional Praxis 2 is completed electronically. The following steps outline the process for completing this report:

1. Supervising teachers will receive an email from the Professional Experience Office (WIL-EduArts@cqu.edu.au) at the beginning of the final week of the placement with the link to the electronic report embedded in the email. After completing the report and clicking the button called "Supervising teacher sign & submit", the report will automatically be digitally signed and dated and sent via email to the pre-service teacher.
2. The pre-service teacher will check the report and click an acknowledgement that he/she has read the report. By clicking the button on the report labelled "Pre-service teacher sign & submit", the report will be digitally signed with the pre-service teacher's name and dated and sent to the university supervisor via email for their signature and final checking.
3. The university supervisor will receive an email that contains a link to the completed report for the pre-service teacher supervised during Professional Praxis 2. The email will have the name **"Action Required: Placement Final Report"** in the subject line and will ask them to identify if the pre-service teacher has completed the placement to a satisfactory standard by clicking **"Yes"** or **"No"** in the allocated section at the end of the report to confirm the overall result. After reviewing the report and acknowledging the overall result, the university supervisor will click on the **"CQUniversity Supervisor sign & submit"** button which will add a digital signature and date and send the final report directly to the university record keeping system in the SONIA database.

Any queries regarding assessment and reporting should be directed to the university supervisor who will contact the supervising teacher and/or site coordinator at the commencement of the placement to provide relevant contact details.

University support staff can also be contacted by email to the CQUniversity Professional Experience Office at WIL-EduArts@cqu.edu.au

Appendix 1: Sample Reporting Forms

NB: This appendix includes example only copies of the assessment forms required for this placement.

Writeable PDF forms are available and are emailed to schools upon confirmation of the placement.

Additional copies are able to be downloaded by the pre-service teacher from the Moodle site for this unit.

Professional Praxis 2 Daily Attendance Record and Working Portfolio Check

Student ID:	Pre-service Teacher:
Learning Site:	
Supervising Teacher:	Year Level/Teaching Area:

Placement Day	Placement Day	Date	Working Portfolio Evidence Satisfactory/Unsatisfactory*	Supervising Teacher (Initials)
Week 1 of Continuous Block	Day 1		☐ Satisfactory ☐ Unsatisfactory	
	Day 2		☐ Satisfactory ☐ Unsatisfactory	
	Day 3		☐ Satisfactory ☐ Unsatisfactory	
	Day 4		☐ Satisfactory ☐ Unsatisfactory	
	Day 5		☐ Satisfactory ☐ Unsatisfactory	
Week 2 of Continuous Block	Day 6		☐ Satisfactory ☐ Unsatisfactory	
	Day 7		☐ Satisfactory ☐ Unsatisfactory	
	Day 8		☐ Satisfactory ☐ Unsatisfactory	
	Day 9		☐ Satisfactory ☐ Unsatisfactory	
	Day 10		☐ Satisfactory ☐ Unsatisfactory	
Week 3 of Continuous Block	Day 11		☐ Satisfactory ☐ Unsatisfactory	
	Day 12		☐ Satisfactory ☐ Unsatisfactory	
	Day 13		☐ Satisfactory ☐ Unsatisfactory	
	Day 14		☐ Satisfactory ☐ Unsatisfactory	
	Day 15		☐ Satisfactory ☐ Unsatisfactory	

Week 4 of Continuous Block	Day 16		☐ Satisfactory ☐ Unsatisfactory	
	Day 17		☐ Satisfactory ☐ Unsatisfactory	
	Day 18		☐ Satisfactory ☐ Unsatisfactory	
	Day 19		☐ Satisfactory ☐ Unsatisfactory	
	Day 20		☐ Satisfactory ☐ Unsatisfactory	

*NB If the working portfolio is rated as 'Unsatisfactory' for any placement day, please notify the Site Coordinator and contact the relevant University Supervisor allocated to the pre-service teacher.

In the event of more than one rating of 'Unsatisfactory' for the Working Portfolio, the 'at risk' process as outlined in the Professional Praxis Handbook should be initiated.

Professional Praxis 2 - Final Summative Report

The formatting of the electronic version of the report may have slight variances

An email will be forwarded to the Supervising Teacher by the CQUniversity Professional Experience Office at the beginning of the final week of the assessable block with the link to the electronic report embedded in the email

Instructions:

This report is based on the Pre-service Teacher's **engagement** with the Australian Professional Standards for Teachers. In this placement, Pre-service Teachers are developing their practice **towards** meeting the Standards at Graduate Level.

Not all focus areas of the Standards are assessed in this placement as this is only the second of four placements for the Pre-service Teacher.

To complete this report:

- Refer to the [Professional Praxis 2: Guide to Making Judgements](#) on Pre-service Teachers' performance and sources of evidence
- Select the relevant rating for each standard descriptor from the drop-down boxes
- Assessment should be consistent with the ratings and feedback for all Assessable Days (including feedback observations) to complete this report
- Submit one collaborative report per Pre-service Teacher only. If the Pre-service Teacher has had more than one Supervising Teacher, space to record the relevant names is provided in the 'Sign & Submit' section of the report.

This report should be submitted no later than **one week** after the conclusion of the 'Assessable Days' of the placement.

Student Details:

Student ID:	Student Name:	Student Email:
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Placement Details:

Learning Site:	
Supervising Teacher:	Year Level/Teaching Area:

Section 1: Planning Effectively

APST 1.1 Physical, social and intellectual development and characteristics of students Shows understanding of the relevance of responding to students' characteristics and developmental stages to improve learning through profiling, descriptive anecdotal observations and planned lesson modifications for group or individual learning needs.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 1.3 Demonstrate knowledge of teaching strategies that are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socioeconomic backgrounds. Records detailed observations of teaching practice and daily reflections that incorporate professional and theoretical knowledge about how students learn.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 2.2 Content selection and organisation Organises lesson content and teaching sequences into a logical structure that scaffolds learning and promotes the development of core concepts in a learning area.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST2.3 Use curriculum, assessment and reporting knowledge to design learning sequences and lesson plans. Uses content drawn from relevant curriculum documents to develop a teaching sequence and related assessment tasks to monitor student learning of an element of the official curriculum.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 2.5 Literacy and numeracy strategies Uses teaching strategies that draw on observations of teaching practice and pedagogical knowledge to support the development of learners' literacy and numeracy.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 3.1 Establish challenging learning goals Sets learning goals for individuals and groups based on curriculum documents and student profiling information.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level

	(B) Below expected level Not able to be demonstrated/assessed in this context
APST3.2 Plan lesson sequences using knowledge of student learning, content and effective teaching strategies. Plans lessons that incorporate direct instruction and a range of teaching strategies to develop learners' understanding of concepts and skills in a learning area.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context

Planning Effectively - Comments:

Artefacts that may be used to support this judgement include (please indicate):
☐ Profiling of learners based on observations of practice and data from a range of sources
☐ Planning that is inclusive of a range of learner needs, abilities and strengths
☐ Planning that shows an awareness of the use of curriculum frameworks and appropriate content selection
☐ Planning that uses a range of teaching strategies, engagement approaches and scaffolding
☐ Pre-service teacher devised resources
☐ Pre-service teacher daily reflections
☐ Other Artefacts (please specify)

Section 2: Teaching Effectively

APST 2.1 Demonstrate knowledge and understanding of the concepts, substance and structure of the content and teaching strategies of the teaching area. Implements lessons and teaching sequences that show knowledge and understanding of curriculum content and focus on the core concepts to be taught.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 2.6 Implement teaching strategies for using ICT to expand curriculum learning opportunities for students. Plans for the use of digital resources and tools to explain concepts and engage students in the targeted learning.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 3.3 Include a range of teaching strategies. Trials the use of a range of teaching strategies including direct instruction, modelling, demonstration or joint construction to promote student understanding, engagement and higher order thinking.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 3.4 Demonstrate knowledge of a range of resources, including ICT, that engage students in their learning. Applies knowledge of students' strengths, needs and interests to select ICTs and other resources that engage students in learning.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 3.5 Use effective classroom communication Uses questioning and feedback techniques to promote students' understanding and learning.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 3.6 Evaluate and improve teaching programs Evaluates planned lessons and teaching sequences to identify effective strategies and propose changes that improve learning.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 6.3 Engage with colleagues and improve practice Responds to daily feedback to identify areas of improvement during the placement.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context

Teaching Effectively - Comments:

Artefacts that may be used to support this judgement include (please indicate):
☐ Lesson plans inclusive of appropriate content knowledge, teaching strategies and resources
☐ Learner feedback on lesson delivery
☐ Supervising teacher observation notes post-lesson delivery
☐ Pre-service teacher annotated lesson plans showing adaptations and modifications
☐ Pre-service teacher lesson reflections
☐ Pre-service teacher daily reflections
☐ Other artefacts (please specify)

Section 3: Managing Effectively

APST 4.1 Support student participation Records observations of strategies that teachers use to engage students and foster productive and inclusive learning environments.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 4.2 Manage classroom activities Reinforces established classroom rules and routines to create an organised learning environment and manage transitions.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 4.3 Manage challenging behaviour Designs and uses a classroom management plan to support classroom behaviour through the use of preventative, supportive and corrective strategies, and provides suitable approaches for managing challenging behaviour.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context

Managing Effectively – Comments:

Artefacts that may be used to support this judgement include (please indicate):
☐ Pre-service teacher observations of teaching practice
☐ Supervising teacher observation notes post-lesson delivery
☐ Pre-service teacher annotated lesson plans showing behaviour management strategies
☐ Pre-service teacher lesson reflections
☐ Pre-service teacher daily reflections
☐ Other artefacts (please specify)

Section 4: Assessing and Recording Learning

APST 5.1 Assess student learning Plans for the use of formative assessment strategies in teaching sequences to monitor student learning.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 5.2 Provide feedback to students on their learning Uses assessment information to provide feedback to students and make judgements on their progress towards demonstrating outcomes for a planned learning sequence.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 5.4 Interpret student data Uses and interprets student assessment data to evaluate student learning and uses this to modify teaching practice where appropriate.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context

Assessing and Recording Learning – Comments:

Artefacts that may be used to support this judgement include (please indicate):
☐ Pre-service teacher devised assessment strategies (formative, summative and diagnostic)
☐ Feedback to learners on their progress (verbal or written)
☐ Supervising teacher observation notes post-lesson delivery
☐ Pre-service teacher annotated lesson plans showing assessment strategies

☐ Pre-service teacher lesson reflections
☐ Pre-service teacher daily reflections
☐ Other artefacts (please specify)

Section 5: Professional Conduct

APST 4.4 Maintain student safety Designs a classroom management plan that incorporates the school behaviour management policy and supports students' safety and wellbeing.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 4.5 Demonstrate an understanding of the relevant issues and the strategies available to support the safe, responsible and ethical use of ICT in learning and teaching. Selects and uses digital information, resources and tools that show consideration of cyber safety.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 7.1 Meet professional ethics and responsibilities Applies the key principles of professional conduct for teachers in preparation, record-keeping and interactions with students.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context
APST 7.2 Understand the relevant legislative, administrative and organisational policies and processes required for teachers according to school stage. Applies school organisational processes and policies to own conduct and practice.	(E) Exceeding expected level (A) At expected level (D) Developing towards expected level (B) Below expected level Not able to be demonstrated/assessed in this context

Professional Conduct – Comments:

Artefacts that may be used to support this judgement include (please indicate):
☐ Annotated school and system policy documents
☐ Documentation of participation in school activities (Playground duty, staff meetings)
☐ Pre-service teacher daily reflections
☐ Other artefacts (please specify)

Personal Competence in Literacy and Numeracy Checklist

Use this checklist to rate the Pre-service Teacher's personal literacy and numeracy competence in all aspects of their professional role (including maintenance of records in the working portfolio) as either 'Satisfactory' or 'Unsatisfactory'. The indicators used in this checklist correspond with the Australian Core Skills Framework as important for the contemporary workplace. The Pre-service Teacher must receive a 'Satisfactory' on <u>all</u> Personal Competence in Literacy and Numeracy criteria to receive a satisfactory grade overall.

Personal Competence in Literacy and Numeracy Criteria	Satisfactory / Unsatisfactory
Demonstrates reading competence by interpreting and applying information in school policy documents, professional practice materials and lesson resources.	☐ Satisfactory ☐ Unsatisfactory
Uses appropriate sentence structure, spelling, grammar and punctuation to model effective written communication for the class.	☐ Satisfactory ☐ Unsatisfactory
Demonstrates professional writing skills by conveying meaning in daily reflections and lesson planning.	☐ Satisfactory ☐ Unsatisfactory
Uses spoken language effectively to give clear instructions and explain lesson content.	☐ Satisfactory ☐ Unsatisfactory
Selects and uses appropriate spoken communication skills to interact with staff, students and members of the school community.	☐ Satisfactory ☐ Unsatisfactory
Identifies and understands information presented in mathematical form in activities and texts.	☐ Satisfactory ☐ Unsatisfactory
Selects and uses mathematical problem solving strategies as appropriate for the discipline teaching area	☐ Satisfactory ☐ Unsatisfactory
Overall Personal Literacy and Numeracy Result: (Personal Literacy and Numeracy Competence as evidenced in all aspects of practice)	☐ Satisfactory ☐ Unsatisfactory

OVERALL RESULT: Professional Praxis 2 – Learning, Teaching and Planning

- The overall result of the report must be consistent with the ratings for each standard descriptor in Sections 1-5 of this report
- An overall result of 'Unsatisfactory' on this report should be preceded by an 'At Risk' process which was carried out in conjunction with the CQUniversity Supervisor.

20 Day Professional Praxis 2 Placement Completed on:
(Enter completion date)

OVERALL RESULT Professional Praxis 2 – Learning, Teaching and Planning	○ SATISFACTORY - (E) Exceeding expected level ○ SATISFACTORY - (A) At expected level ○ UNSATISFACTORY - (D) Developing towards expected level ○ UNSATISFACTORY - (B) Below expected level
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Supervising Teacher Sign and Submit

- Record the names of all Supervising Teachers in the boxes below (where applicable)
- Click on '**Save Draft**' to save information entered on the form and return to edit/submit at a later time
- Click on '**Supervising Teacher Sign & Submit**' to digitally sign and submit the form.

Only one Supervising Teacher is required to click on the 'Supervising Teacher Sign & Submit' button

You will not be able to edit any the form after submitting. To make any changes please email WIL-EduArts@cqu.edu.au and request the form to be unlocked.

Supervising Teacher #1 Name:	
Supervising Teacher #2 Name (if applicable):	
Supervising Teacher #3 Name (if applicable):	

Supervising Teacher Sign & Submit

Appendix 2: Guide to Making Judgements

This Guide to Making Judgements should be used to inform feedback on the pre-service teacher's progress and achievement and the completion of the Interim Report and the Final Summative Report.

The Guide consists of two parts:

- Concise descriptions of the expected standard of performance of first term pre-service teachers in five key areas of classroom practice i.e. **"At expected level (A)"** on the Final Summative Report form.
- Identification of possible sources of evidence to inform assessment judgements in each of the five areas. (This list is not intended as a checklist and serves only to provide examples of possible sources of evidence of the pre-service teacher's practice. Supervising teachers may use other artefacts or sources of evidence to support assessment decisions.)

Assessment ratings on the Final Summative Report are outlined below.

Assessment Ratings	
Exceeding expected level (E) for PP2	Consistent evidence of knowledge, practice and engagement from Classroom Observations and Sources of Evidence that exceeds the criteria and descriptor on the Guide to Making Judgements for "At Expectations" for a pre-service teacher's second placement
At expected level (A) for PP2	Consistent evidence of knowledge, practice and engagement from Classroom observations and Sources of Evidence that demonstrates the criteria on the Guide to Making Judgements for "At expectations" for a pre-service teacher's second placement
Developing towards expected level (D) for PP2	Awareness of knowledge, practice and engagement outlined on the Guide to Making Judgements for "At expectations" for a pre-service teacher's second placement but inconsistent demonstration of evidence from Classroom observations and Sources of Evidence that meets the criteria on the Guide to Making Judgements
Below expected level (B) for PP2	Little or no evidence of knowledge, practice and engagement or awareness from Classroom Observations and Sources of Evidence that meets the criteria on the Guide to Making Judgements for "At expectations" for a pre-service teacher's second placement

The Queensland College of Teachers has produced a companion document to further support supervising teachers in making evidence-based, consistent decisions and providing constructive feedback about the preservice teacher's demonstration of the *Australian Professional Standards for Teachers* (Graduate Career Stage).

To support making professional judgements against the professional standards, supervising teachers are encouraged to access the guide created by the Queensland College of Teachers: **"Assessing the Australian Professional Standards for Teachers: Graduate career stage: Evidence guide for teachers supervising professional experience placements in Queensland schools"**. This document can be downloaded from the following link:

https://cdn.qct.edu.au/pdf/Evidence_Guide_for_Supervising_Teachers_QCT_2015.pdf?_ga=2.261998286.2100645080.1625573157-1657927100.1600211529

Professional Praxis 2 Guide to Making Judgements		
Section 1: Planning Effectively – preparing for teaching		
Standard Descriptor: At expected level (A) The pre-service teacher develops whole class and small group lesson plans and learning sequences that align with the knowledge, understanding and skills of curriculum learning areas for the chosen year level. Lesson plans have a clear introduction, body and conclusion and include detail of teaching and assessment strategies that support instruction. The pre-service teacher prepares for teaching by identifying achievable learning goals for students and organising lesson content into a logical sequence that scaffolds the development of core concepts. With support from the supervising teacher, the pre-service teacher’s planning shows a developing understanding of alignment between curriculum, learning and assessment and of teaching strategies that support students in meeting the literacy and numeracy demands of classroom tasks. The pre-service teacher’s planning shows some awareness of the need to differentiate teaching strategies based on student diversity and differences in the learning styles and needs of student groups within the class. Possible Sources of evidence		
Artefacts	Observation	Discussion and reflection
Lesson plans or learning sequences designed or modified by the pre-service teacher that include links to curriculum and a range of teaching strategies that scaffold students’ learning of core concepts and skills. Planning or records of assessment strategies and students’ progress that show awareness of student learning outcomes and that identify modifications required to support the learning and participation of all students. Written evaluations by the pre-service teacher of lessons in response to own reflection or feedback from the supervising teacher. Meeting notes showing evidence of collaborative planning or evaluation	Not applicable	Pre-service teacher contributions to planning checks by the supervising teacher and/or discussions about planning decisions and the use of strategies to support the learning of all students in the class.

Section 2: Teaching Effectively – enactment of teaching		
Standard Descriptor: At expected level (A) The pre-service teacher selects and trials the use of teaching and learning strategies that link to curriculum outcomes and assessment tasks and that are suitable for the learning context. The pre-service teacher incorporates a range of communication strategies and resources into teaching practice to develop the content of lessons and uses ICTs or digital resources in ways that enhance student learning and engagement. The pre-service teacher incorporates questioning techniques and feedback into lessons to correct misconceptions and monitor students' understanding and reflects on students' progress to evaluate the effectiveness of the teaching strategies used and achievement of the learning goals. The pre-service teacher shows a developing understanding of the purpose of evaluation for identifying the need for reteaching of concepts and skills or modifications to teaching practice. Possible sources of evidence		
Artefacts	Observation	Discussion and reflection
Lesson plans (especially those in a learning sequence) that outline teaching strategies and resources or that include adjustments or modifications based on an analysis of student learning and evaluation of teaching practice against set goals. Written reflections about the appropriateness of content, strategies, resources or activities for the class group. Resources that have been customised to suit the learning needs of individuals or small groups. Evidence of student learning; e.g. work samples, worksheets, etc.	Supervising teacher observation of a specific aspect of practice related to the Australian Professional Standards for Teachers: Links made to students' prior knowledge and skills Use of instructional steps aligned with the lesson goal Timing and pacing of delivery Explicit scaffolding of the literacy or numeracy demands of a task Use of digital resources or ICTs to support student learning Questioning and feedback to support all students' learning	Discussion following feedback on observation focus showing the pre-service teacher's ability to reflect on practice and explain the impact of their teaching on student learning and/or the evidence that supports these reflections

Section 3: Managing Effectively – creating safe and supportive classroom environments		
Standard Descriptor: At expected level (A) The pre-service teacher plans for and reflects on strategies for managing behaviour and maintaining an organised classroom environment through the development of a Classroom Management Plan. The plan should be based on school-wide behaviour management policies and established classroom rules and routines and the preventative strategies should be embedded in lesson planning . The pre-service teacher shows an understanding of strategies that foster productive and inclusive learning environments in written observations of teaching practice and lesson planning and through positive and respectful interactions with students in the class. The pre-service teacher refers to established classroom rules to manage behaviour and shows a developing capacity for creating supportive learning environments by setting learning expectations, organising classroom activities, giving clear instructions and redirecting students to their learning in his/her classroom practice. Possible sources of evidence		
Artefacts	Observation	Discussion and reflection
Notes or observation template recording established rules and routines. Annotated school policy on classroom/behaviour management Classroom management plan that records strategies for gaining and maintaining student attention and managing transitions, preparation and distribution of resources within the classroom Planning that includes essential skills for classroom management Written reflections about the effectiveness of classroom and behaviour management strategies	Supervising teacher observation of a specific aspect of practice related to the Australian Professional Standards for Teachers: Opportunities provided for the participation of all students Use of essential skills to engage and maintain students' attention Consistent use of established classroom rules Organisation and appropriate timing of scheduled activities in whole sessions and half or full days	Discussion with the supervising teacher or pre-service teacher reflections that shows knowledge and understanding of practical strategies for managing student behaviour, motivation and engagement in learning activities

Section 4: Assessing and Recording Learning		
Standard Descriptor: At expected level (A) The pre-service teacher plans formative assessment strategies for monitoring student learning in at least one lesson sequence leading towards a summative assessment task. The pre-service teacher provides written or oral feedback to students about their learning progress in relation to the learning goals for planned lessons. In consultation with the supervising teacher, the pre-service teacher is able to interpret formative assessment information gathered throughout the lesson sequence (for example, students' work samples, responses to questioning and other relevant forms of evidence of learning). The pre-service teacher shows a developing understanding of how to use this data to make adjustments to teaching practice or the content of planned lessons to support student learning. Possible sources of evidence		
Artefacts	Observation	Discussion and reflection
Examples of lesson plans or extracts from learning sequences that show planned assessment strategies for monitoring student learning Annotated student work samples Assessment tools, worksheets or data gathering techniques created or modified by the pre-service teacher Lesson plans adjusted in response to student assessment information Written feedback to students on their progress towards meeting set learning goals	Supervising teacher observation of a specific aspect of practice related to the Australian Professional Standards for Teachers: Strategies used to monitor student progress throughout the lesson Use of feedback related to the learning goal Use of planned questions to check for understanding	Discussion related to the supervising teacher's feedback on classroom observations and the pre-service teacher's understanding of the appropriateness of evidence they have collected about student learning and how it can be used to adjust teaching practice in follow-up lessons

Section 5: Professional Conduct		
Standard Descriptor: At expected level (A) The pre-service teacher shows an understanding of the purpose of accurate record keeping in relation to student attendance and planning and demonstrates an awareness of system, curriculum and legislative requirements for supporting student safety and wellbeing in written reflections and discussions with supervising teachers. Where relevant, lesson plans show consideration of strategies for the safe, responsible and ethical use of ICTs to support teaching and learning processes. The pre-service teacher demonstrates professionalism in the timely preparation of lesson plans and teaching resources and behaves respectfully and ethically in all interactions with students, colleagues and the use of information at the placement site. Possible sources of evidence		
Artefacts	Observation	Discussion and reflection
Lesson plans which include strategies for the safe, responsible and ethical use of ICTs Observation notes and written reflections that show awareness of policies and practical strategies for managing student behaviour, safety and welfare Maintenance of up-to-date planning and assessment records of student learning	Supervising teacher observation of: Pre-service teacher's punctuality, personal presentation and preparedness for teaching Use of safe classroom practices for managing transitions, movement in and outside of the classroom and handling of learning resources Use of respectful language and tone of communication with all members of the school community	Discussions with the supervising teacher about the pre-service teacher's involvement in the school community can include reflection on ethical and professional responsibilities of teachers

Appendix 3: Guidelines for the Working Portfolio

The purpose of a Working Portfolio is to validate, with evidence, the pre-service teacher's performance and demonstration of the tasks relevant to the particular Professional Praxis unit. It is a working document that includes sources of evidence of the pre-service teacher's practice throughout the placement and includes preparation, planning, observations, assessment data, classroom observations and teaching evaluations, reflections and evidence of the impact of the pre-service teacher's practice on student learning.

All preparation and planning for a day must be shown to the supervising teacher at a regular and agreed time (usually at the beginning of the teaching day). **All observations, reflections, evaluations and follow up tasks must be written up and made available to the supervising teacher for perusal on the following placement day.** An incomplete Working Portfolio may initiate the "at-risk" process outlined earlier in this booklet.

Pre-service teachers must be able to produce their working portfolio for the university supervisor, site coordinator or supervising teacher at any time throughout the placement or on its conclusion. If a pre-service teacher chooses to compile the working portfolio in electronic format, it must be able to be produced at all times throughout the placement. **Claims that planning, reflections or any working documents are stored on a computer "at home" will not be acceptable evidence of the maintenance of an up-to-date working portfolio and may result in an Unsatisfactory rating for that day.**

Guidelines for organising the Working Portfolio are outlined below. These are suggested guidelines only and pre-service teachers may prefer alternative methods for creating an organised portfolio; however, the organisation method should ensure that all materials can be located and produced easily and efficiently.

Section 1: Professional Practice notes/School or Learning Site Policy Documents

- A copy of the relevant Information and Guidelines booklet
- School policy documents (e.g. Responsible Behaviour Plan)
- Class timetables, term overviews or classroom management plans as appropriate

Section 2: Teaching Preparation/Planning

- All lesson plans and subsequent evaluation
- All daily planning formats used to guide effective practice during periods of continuous teaching
- All mid-term or long-term planning (e.g. unit plans, term overviews) where appropriate
- Formative assessment tools and record-keeping formats
- Annotated work samples or other assessment information showing the impact of teaching practice on student learning as input for adjustments to lessons or modifications to teaching practice
- Summative assessment tools/strategies and associated record-keeping formats where appropriate.

Section 3: Observations of teaching practice

- All observations of teaching strategies, classroom management and classroom procedures as outlined in the "Pre-service Teacher Tasks and Activities" section of this booklet

Section 4: Resources

- Letters to parents, staff memos/notices as appropriate
- Samples of teacher planning
- Examples of useful curriculum support resources
- Ideas for teaching particular aspects of the curriculum
- Samples of assessment or record keeping formats used by the supervising teacher

Section 5: Daily Reflections

- Evaluation of the pre-service teacher's daily teaching and planning
- Reflection on aspects of teachers' professional work as outlined in the "Pre-service Teacher Tasks and Activities" section of this booklet.

Section 6: Observations of learners: Student/Class Profiles or relevant Documentation for Early Years learners

- A class matrix identifying appropriate grouping arrangements or differentiation strategies for particular learning areas as required for specific placements
- Anecdotal observations and checklists or other data-gathering tools and information as appropriate
- Work samples.

Master of Teaching Professional Praxis Evaluation

Supervising Teacher	
Learning Site	
Pre-service Teacher	

Supervising Teacher: Please complete this evaluation form. Your feedback is important to us, and we draw on it to revise and modify the requirements and expectations for placements in schools and educational settings.

Please indicate the extent to which you agree or disagree with the following:

	Strongly Agree	Agree	Disagree
• Expectations for the pre-service teacher's engagement in the placement are explicit and allow for growth and development.			
• The knowledge, skills and experience that the pre-service teacher had acquired prior to the placement were clearly communicated and allowed for professional goal setting.			
• Pre-service teachers are well prepared for the placement and present with the skills required to complete the placement tasks.			
• The tasks and activities designed for this placement supported pre-service teachers to demonstrate and collect evidence of planning, teaching, assessing and reflecting at a level commensurate with their level of engagement with the Australian Professional Standards for Teachers.			
• Assessment materials for this placement explicitly outline the Professional Standards to be assessed and included tools for providing feedback and making judgements on the pre-service teacher's performance.			
• The University Supervisor clarified expectations and provided support for the supervising teacher, and pre-service teacher for the successful conduct of the placement.			

Comments:

Thank you for completing this form.

Please return it to:

CQUniversity Professional Experience Office
College of Education
WIL-EduArts@cqu.edu.au