# GUIDELINES FOR USE OF PS I and II

# FORMATIVE ASSESSMENT AND SUMMATIVE REPORT FORMS

The **Formative Assessment Forms** and **Summative Reports** are used **for both the PS I and II Practica.** They each include outcomes reflective of the expectations required of PS I and II Student Teachers. Both have rating scales that contain three categories: *Not Meeting Expectations*, *Meeting Expectations*, and *Exceeding Expectations* to provide the Student Teacher with specific feedback on their performance level during the practicum.

**Formative Assessment Form**

The Formative Assessment form is used to provide the Student Teacher with focused, specific feedback several times during the PSII Practicum. A separate form may be used each time feedback is provided, or the same form may be used several times to track growth. It is suggested that the Teacher Associate complete this form every other week during the practicum. University Consultants may also use this form to provide the Student Teacher with feedback.

It is not necessary to place a checkmark next to each outcome every time the form is completed. Teacher Associates are encouraged to concentrate on the most relevant and significant strengths and areas for growth (depending on the situation) when they complete the form (i.e. focus on 3-5 strengths and weaknesses each time). The form also includes spaces for comments on Strengths/Professional Learning Achieved and Suggestions/Areas for Growth.

Completed Formative Assessment forms are kept by the student teacher in his/her logbook and are **not** submitted to the Field Experience Office at the end of the practicum.

**Summative Report**

The Summative Report is completed at the end of the practicum by the Teacher Associate (in consultation with the Student Teacher and the University Consultant).

A checkmark is required next to each outcome on the Summative Report to document the Student Teacher’s performance. The comments at the end of each section of the report should be directly linked to the relevant KSAs and practicum outcomes.

A copy of the Summative Report signed by the Teacher Associate, Student Teacher and the University Consultant is to be submitted to the Field Experience Office for placement on file.

**Rating Scale**

The majority of Student Teachers will fall into the Meeting Expectations category, unless there is clear evidence for **Not** Meeting Expectationsor **Exceeding** Expectations.

A checkmark in the **Not Meeting Expectation**s box means the Student Teacher is not performing at the Faculty of Education’s minimum PS I or II standard with regards to that outcome.

The **Exceeding Expectations** rating should only be used to recognize that small percentage of outstanding Student Teachers who are already performing at a very high level in a particular area (i.e. equivalent to that expected at the next level practica). Please use this rating with discretion.

A checkmark in the left column of the **Meeting Expectations** box (see below) can be used to indicate that the student teacher’s performance is weak but acceptable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Planning and Preparation* | **Not Meeting** Expectations | Meeting **Expectations** | | | **Exceeding**  **Expectations** |
| 1. **Demonstrates knowledge and skills in the subject matter of the lesson.** |  | **√** |  |  |  |

Likewise, a checkmark towards in the right column of the **Meeting Expectations** box (see below) is used to show that the Student Teacher is performing at strong level with respect to that outcome.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Planning and Preparation* | **Not Meeting** Expectations | Meeting **Expectations** | | | **Exceeding**  **Expectations** |
| **1. Demonstrates knowledge and skills in the subject matter of the lesson.** |  |  |  | **√** |  |

If an outcome is clearly not applicable to your particular educational situation, please indicate this by putting **N/A** in the middle of the rating scale.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Planning and Preparation* | **Not Meeting** Expectations | Meeting **Expectations** | | | **Exceeding**  **Expectations** |
| **8. Integrates information and communications technology into instruction where appropriate** |  |  | N/A |  |  |