

ECE6340 GUIDELINES 2025 - ASSESSMENT

University Supervisors (US) will assume the role of monitoring the progress of students, determining the outcome for the professional experience, and completing the *Final Evaluation Form*. Students will be evaluated against the 7 areas of the National Quality Standard (NQS). **This professional experience is assessed on a PASS/FAIL basis. ECE6340 is a designated unit.** This professional experience unit is deemed to be a fundamental course requirement and may only be attempted once unless otherwise determined by the Progression Panel. Failure to pass these units may result in exclusion from the course.

Mentors will provide support, guidance, and feedback throughout the professional experience. This will include discussions with the University Supervisor on the two visits, to assist them completing the *Interim Report and Final Evaluation Form*. University Supervisors (US) and the relevant centre staff will collaborate to ensure that input from all stakeholders is valued and considered in the decision-making process.

ROLES IN THE ASSESSMENT PROCESS		
University Supervisors	<ul style="list-style-type: none">• Liaise with mentor on day 10 and day 20, to monitor the progress of the student• In collaboration with setting staff, complete the <i>Interim Report (day 10)</i> and <i>Final Evaluation Form (day 20)</i> via SONIA and forward any concerns to the Unit Coordinator (Leonie Menzel l.menzel@ecu.edu.au)• Monitor progress throughout the 20 days <p>DURING VISITS ON DAY 10 AND DAY 20:</p> <ul style="list-style-type: none">• Review all documentation in Professional Experience File• Observe student’s practice within the setting• Provide written and verbal feedback to student• On day 10 visit, ensure student has received feedback on <i>Mentor checklist</i>	
Mentor	<ul style="list-style-type: none">• Mentor student• Provide support and guidance• Provide regular written and verbal feedback• Meet regularly with student to discuss progress against assessment criteria• By the end of day 5: Complete the <i>Mentor checklist</i> to provide the student with written feedback• Discuss progress with US during both visits, to facilitate completion of the <i>Interim Report, Overall Results Form and Final Evaluation Form</i>	
ASSESSMENT TIMELINE		
Mid-Point Day 10	Mentor	Observe student in the setting, in particular: <ul style="list-style-type: none">• Relationships with children, staff, and parents• Interaction with children• Adherence to health and safety policies. Observe implementation of a planned experience. Mentor completes the <i>Mentor checklist</i> to provide written feedback to student (by the end of day 5)
	US Visit Interim report due	US reviews Professional Experience file: <ul style="list-style-type: none">• Contextual information• Observations, planning, and assessment information• Resource File (Students encouraged to have) US will visit, review <i>Mentor checklist</i> , and liaise with mentor, to discuss progress with the student to complete the <i>Interim Report</i> . If there are concerns, US must highlight the <i>Interim Report</i> and contact the UC (Leonie Menzel l.menzel@ecu.edu.au).

<p>End Point Day 20</p>	<p>US Visit Final Evaluation Form due.</p>	<p>US reviews Professional Experience file:</p> <ul style="list-style-type: none"> • Contextual information • Observations, planning, and assessment information • Case study of focus child (Observations, developmental summary and overall evaluation) • Resource File (Students encouraged to have) <p>US will observe implementation of a planned experience and in collaboration with centre staff, determines the final grade for the professional experience. US completes the <i>Final Evaluation Form and Overall Results Form</i> on the final day of the professional experience (day 20) via SONIA.</p> <p>The Final Evaluation Form and Overall Results Form will be released to students at 3pm, on the Wednesday after their professional experience concludes.</p>
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