



# **SCHOOL MENTOR USER GUIDE :**

## **11. Final Report**

The Final Report tab is completed by yourself and your student, often together during the last week of placement.

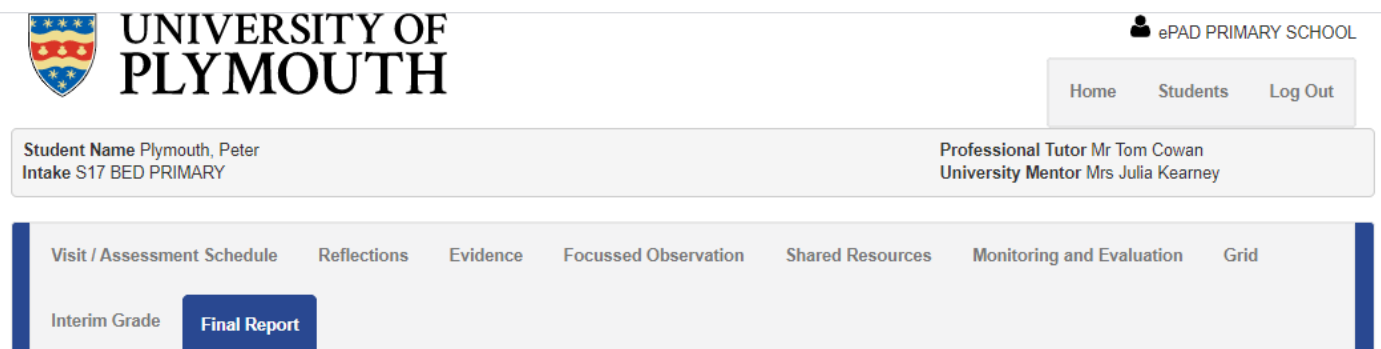
There are two parts that need to be completed and submitted by your student in Section 1; Part A and Part B.

You will complete Section 2 and submit.

You can complete Section 2 but you won't be able to submit it until your student has completed and submitted Section 1; Part A and Part B.

Once you have been able to submit your section, your student will receive an automated email letting them know and they will be able to view their report and grades through their ePAD.

To complete Section 2 of the Final Report, please select the relevant student and then the Final Report tab:



The screenshot displays the ePAD interface for a student named Peter Plymouth. At the top left is the University of Plymouth logo. To the right, it says 'ePAD PRIMARY SCHOOL' with a user icon. Below this are navigation links: 'Home', 'Students', and 'Log Out'. A central bar shows 'Student Name Plymouth, Peter' and 'Intake S17 BED PRIMARY' on the left, and 'Professional Tutor Mr Tom Cowan' and 'University Mentor Mrs Julia Kearney' on the right. A horizontal menu contains several tabs: 'Visit / Assessment Schedule', 'Reflections', 'Evidence', 'Focussed Observation', 'Shared Resources', 'Monitoring and Evaluation', and 'Grid'. Below this menu, there are two buttons: 'Interim Grade' and 'Final Report', with 'Final Report' being the active, highlighted button.

To complete Section 2 is very similar to completing the Interim Grades. You can write a short report in the 'Current Mentor Assessment' Box and then use the drop down boxes against each standard to choose the correct stage.

If you need to come back to this at a later date to complete, please use the 'Save' button. Once it has been completed, please use the 'Save and Submit' button. The student will not receive their notification until you have saved and submitted.

## Section Two:

### Detailed overview from the mentor

Current Mentor Assessment (Max. 600 words)

Total word count: 0 words. Words left: 600

Part One: Teachers' Standards	Stage within which the student teacher is working
1	<input type="text" value="Please Select"/>
2	<input type="text" value="Please Select"/>
3	<input type="text" value="Please Select"/>
4	<input type="text" value="Please Select"/>
5	<input type="text" value="Please Select"/>
6	<input type="text" value="Please Select"/>
7	<input type="text" value="Please Select"/>
8	<input type="text" value="Please Select"/>
Part Two: Teachers' Standards	
Achieved	<input type="text" value="Please Select"/>

Save

Submission is only available once the student has submitted their part

Save and Submit

### HELPFUL HINT:

If you Save and Submit in error and need to make some alterations, please use the 'Unlock Report' button at the top of the screen:

Visit / Assessment Schedule   Reflections   Evidence   Focussed Observation   Private Resources   Shared Resources

Monitoring and Evaluation   Grid   Interim Grade   **Final Report**   University Checklist

This Final Report was submitted by EGLOSKERRY PRIMARY SCHOOL on 27/03/2020 .

Unlock Report