

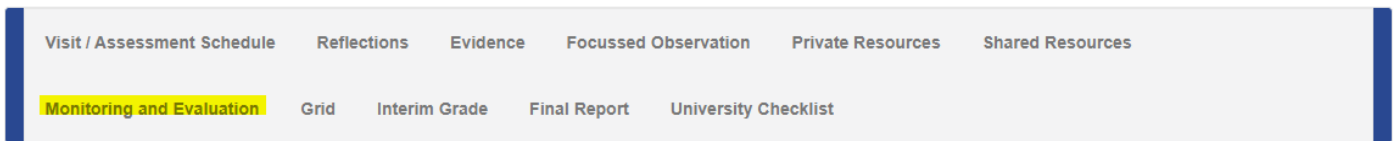


SCHOOL MENTOR USER GUIDE:

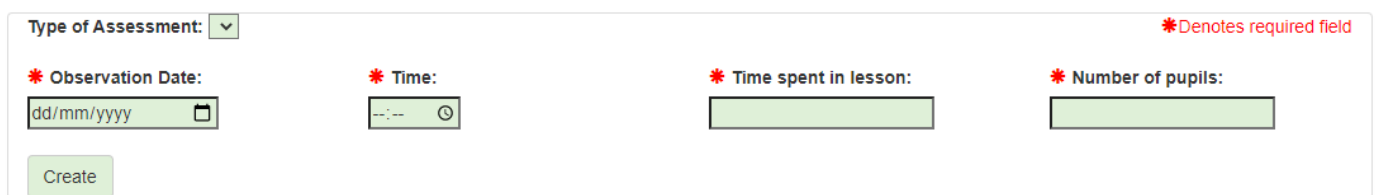
8. Monitoring & Evaluation

This form can either be completed during the Observation or you can make notes and complete afterwards. Once this form has been submitted it can be viewed by the student via their ePAD.

Select the Monitoring and Evaluation tab as shown below:



At the top, the following fields appear and should be completed with the relevant details. Mandatory fields are denoted in red. Once completed click **Create**.

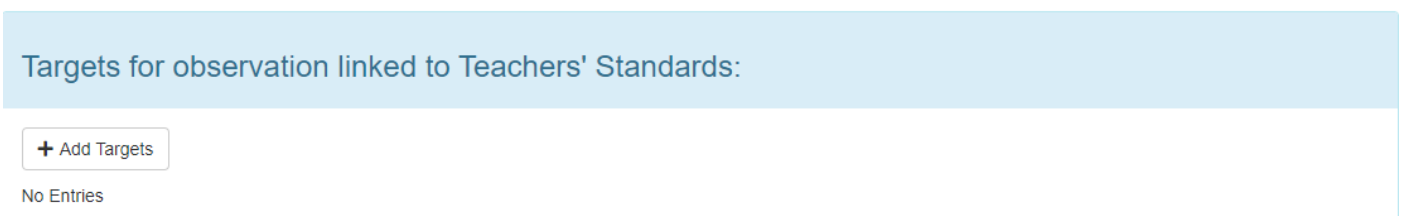


The form contains the following elements:

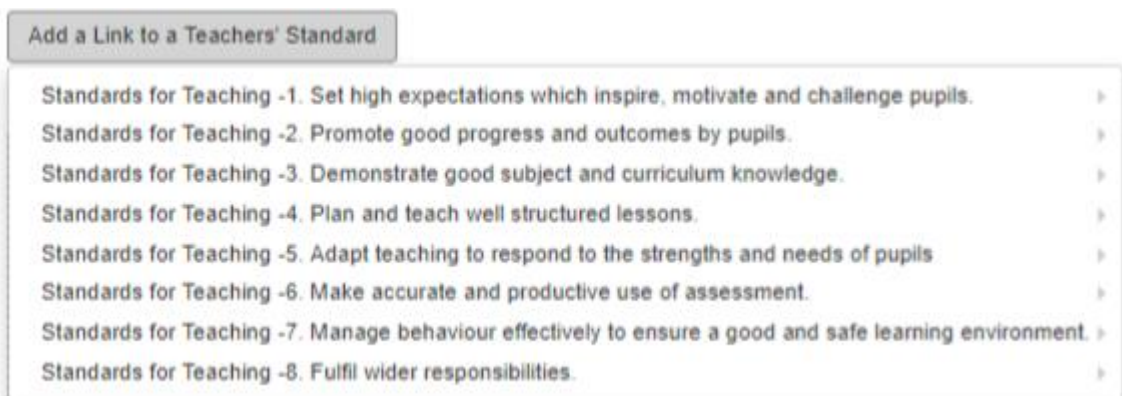
- A dropdown menu labeled 'Type of Assessment:' with a downward arrow.
- A red asterisk followed by the text '* Denotes required field' in the top right corner.
- Four mandatory fields, each with a red asterisk: '* Observation Date:', '* Time:', '* Time spent in lesson:', and '* Number of pupils:'.
- The 'Observation Date' field has a text input with the placeholder 'dd/mm/yyyy' and a calendar icon.
- The 'Time' field has a text input with the placeholder '--:--' and a clock icon.
- The 'Time spent in lesson' and 'Number of pupils' fields have empty text inputs.
- A green 'Create' button is located at the bottom left of the form.

Adding Targets for Observation linked to Teachers' Standards

Firstly click on the **+Add Targets** as shown below:

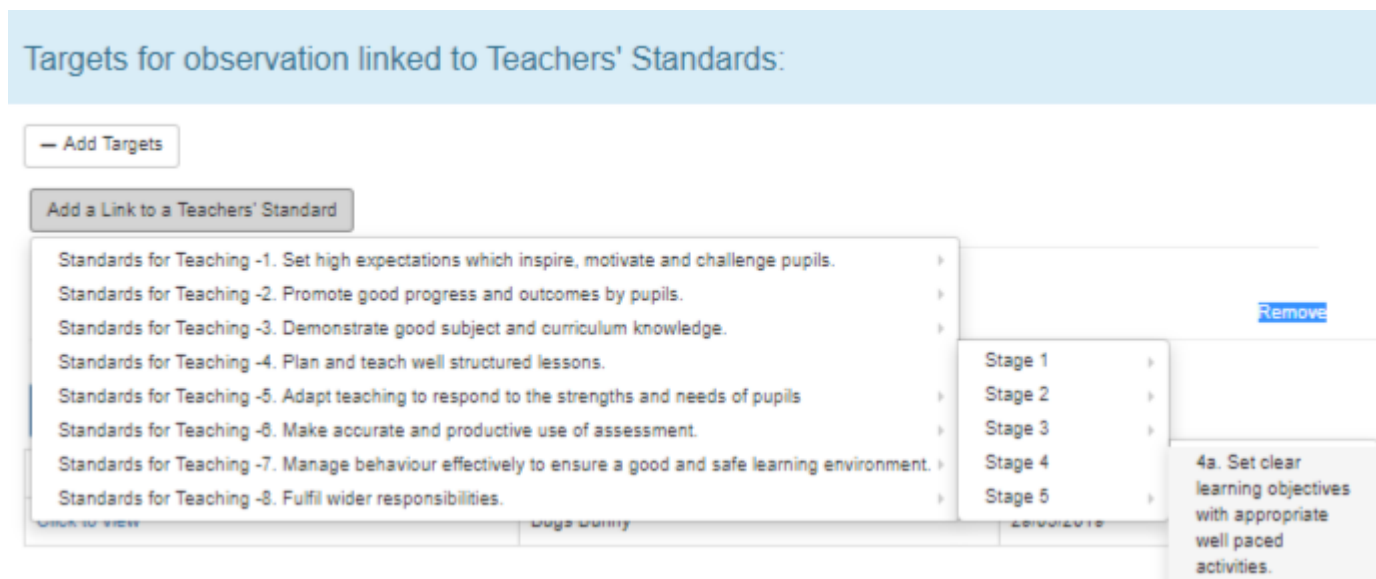


Click **Add a link to Teachers Standards** button. The following screen will appear:



Hover over the relevant standard, and to the right the stages of achievement will appear.

Hover over the relevant stage of achievement to view the sub-standards that you can select from:

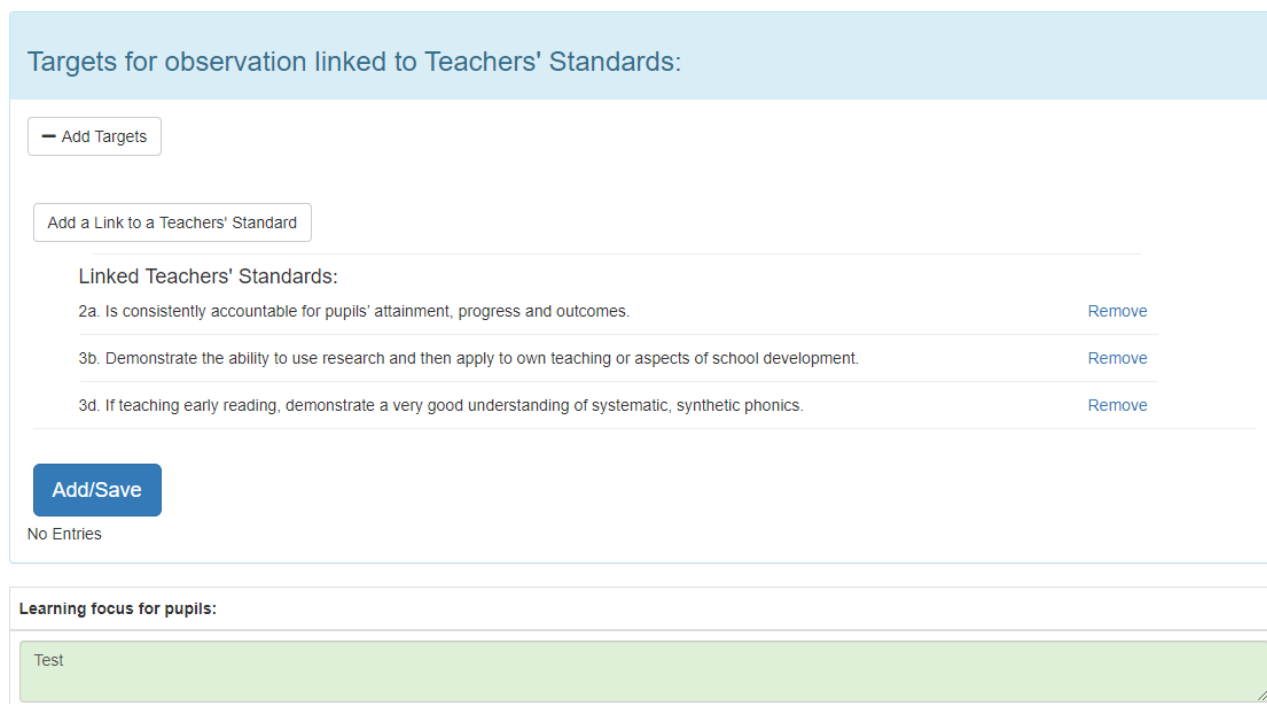


You can remove linked standards if you later decide they are not appropriate – to do this click on **Remove**.

Adding Learning Focus for Pupils

This is a free text field so simply type in the notes you made with the student prior to the observation about the learning focus of the pupils in their session.

Your linked standards and text in the Learning Focus for pupils box will now appear in a list as the example below shows:



You can add as many linked Teachers' Standards as you wish.

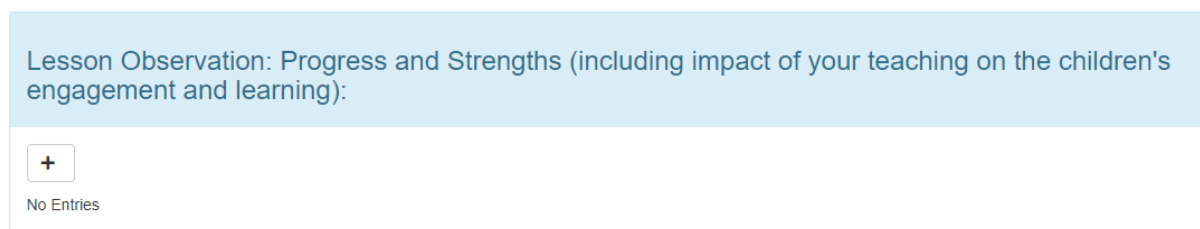
Click on the **Add/Save** button once you have added your Learning Focus and linked all the standards you wish to.

Please note that once you click the Save button you will not have the option to remove any of the standards or change the text in the Learning focus for pupils box.

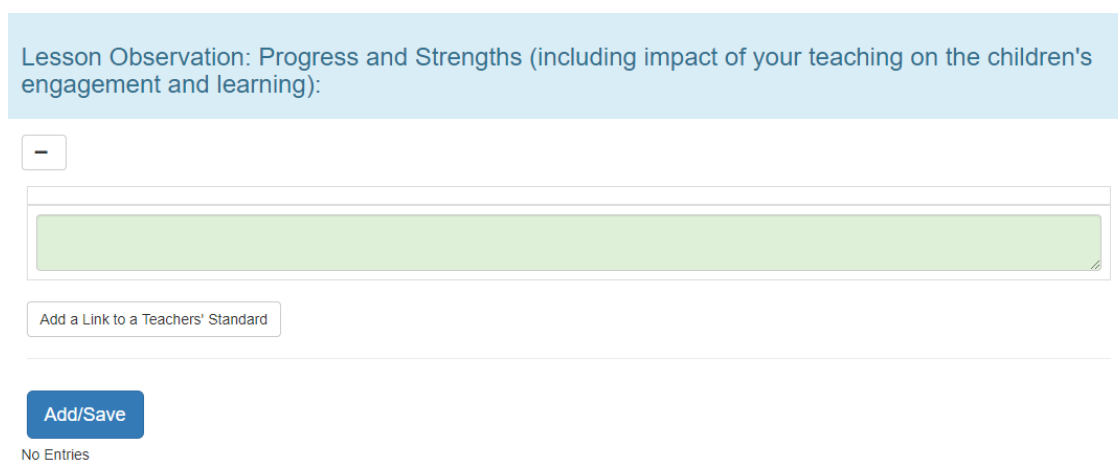
Adding Lesson Observation: Progress and Strengths

In order to add entries in this section, please follow these instructions:

Click on the + button as shown below:



This will open up the following pop up screen:

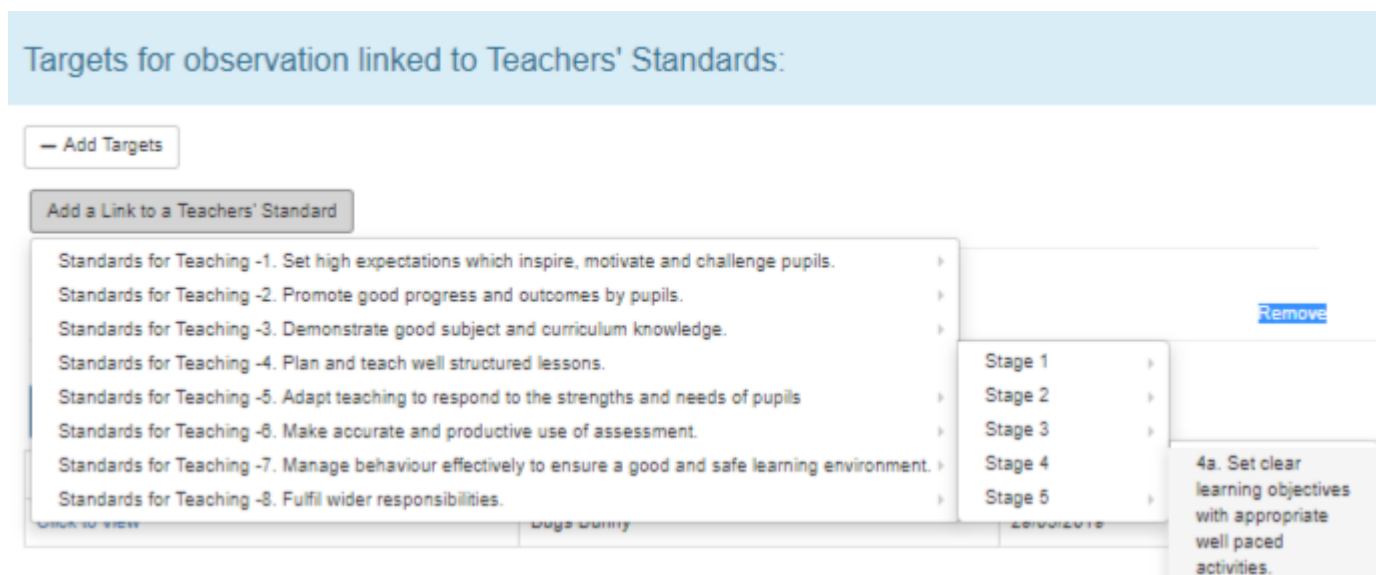


Type your comments into the green text box.

Click **Add a link to Teachers' Standards** and the following screen will appear:

Hover over the relevant standard, and to the right the stages of achievement will appear.

Hover over the relevant stage of achievement to view the sub-standards that you can select from:



You can remove linked standards if you decide they are not appropriate – to do this click on **Remove**.

You can add as many linked Teachers' Standards as you wish.

Your linked standards and comments will now appear in a list as the example below shows:

Lesson Observation: Progress and Strengths (including impact of your teaching on the children's engagement and learning):

-

Test

Add a Link to a Teachers' Standard

Linked Teachers' Standards:

6a. Regularly assess pupils in all relevant subject areas and contribute to moderation meetings.	Remove
6b. Consistently demonstrate effective use of formative and summative assessment to secure pupils' progress	Remove
7d. Maintain consistently good relationships throughout the placement.	Remove

[Add/Save](#)

No Entries

Click on the **Add/Save** button once you have written your comments linked all the standards you wish to.

Please note that once you click the Add/Save button you will not have the option to edit this.

If you want to review the details you have entered, select the **Click to view** and the details will be displayed as follows (the comments box is now pink which indicates you can no longer edit this):

Lesson Observation: Progress and Strengths (including impact of your teaching on the children's engagement and learning):

+

	Signature	Date
Click to view	ePAD PRIMARY SCHOOL	09/09/2020

Test

Linked Teachers' Standards:

Stage 1 - 6a. Regularly assess pupils in all relevant subject areas and contribute to moderation meetings.

Stage 1 - 6b. Consistently demonstrate effective use of formative and summative assessment to secure pupils' progress

Stage 2 - 7d. Maintain consistently good relationships throughout the placement.

Adding Areas for Development

This section functions in exactly the same way as the sections before

Areas for development:

No Entries

Adding Comments on ePAD records and Part 2 of the Teachers' Standards

This section functions in exactly the same way as the sections before

Comment of ePAD records and Part 2 of the Teachers' Standards etc following discussions with School Mentor and /or school based staff:

No Entries

Recording Previous Targets Met and Responded to

This section functions in exactly the same way as the sections before

Previous targets met and responded to:

No Entries

Adding an Overall Monitoring Grade

Lastly, at the bottom of the screen a single overall grade must be added:

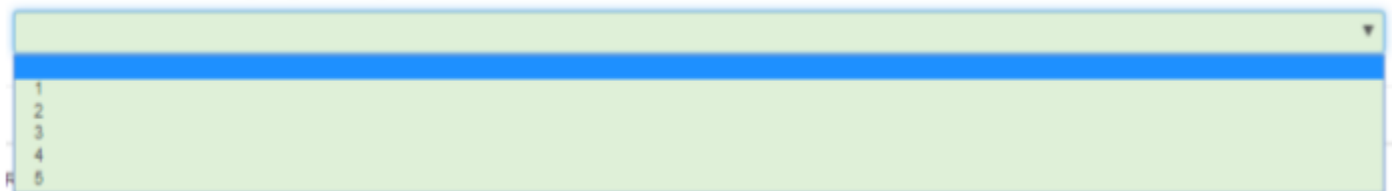
Click on the drop down arrow to the left – as shown below:

Overall Monitoring agreed grade:

Select Grade

The stages are then displayed as follows:

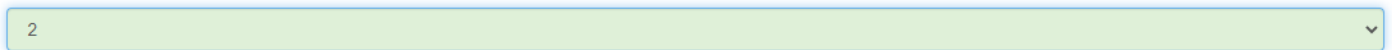
Overall Monitoring agreed grade:



A screenshot of a dropdown menu. The menu is open, showing a list of options numbered 1 through 5. Option 2 is selected and highlighted with a blue background. The rest of the menu has a light green background. A small downward arrow is visible in the top right corner of the menu.

Select the correct overall grade.

Overall Monitoring agreed grade:



A screenshot of a dropdown menu. The menu is closed, and the selected option '2' is visible in the center of the dropdown box. The dropdown box has a light green background and a small downward arrow on the right side.

Save

Save and Submit

Once you have completed and saved each individual section you can then click **Save and Submit**

HELPFUL HINT:

Each section must be individually saved. If you haven't saved each individual section and then select either **Save** or **Save and Submit** at the bottom of the form this will only save the information at the very top of the form (date, time of lesson, length of lesson, number of students) and the Overall Monitoring Grade at the bottom of the form.

If you are completing a joint Monitoring & Evaluation Observation with the University Mentor, only one of you needs to complete the online form via ePAD

The following sections of this form are linked to the student's Grid so any standards that are attached will automatically be updated onto the Grid and show as a Green Block:

Lesson Observation: Progress and Strengths (including impact of your teaching on the children's engagement and learning):

Comment of ePAD records and Part 2 of the Teachers' Standards etc following discussions with School Mentor and /or school based staff: