
ASSESSMENT DATES

At the end of each term you are required by law to complete an assessment form for each NQT and return it to the Local Authority. **It is important that the deadlines are met.** The deadlines for full-time NQTs for 2010/11 are:

Term 2	-	Friday 10th December 2010
Term 4	-	Friday, 25 March 2011
Term 6	-	Friday, 24 June 2011

For an NQT who works part time, the length of induction is calculated pro rata and therefore the dates of formal assessments are different. In this case, please consult the Induction calculator at <http://www.tda.gov.uk/partners/induction/inductioncalculator.aspx> which shows how much induction is left to complete and how long this will take on any contract rate. It will also calculate when formal assessments are due.

All sections on each assessment form must be completed and the NQT **must** have signed it. Please remember to add targets and support arrangements as detailed on Page 2 of the Assessment Forms. For further guidance and **electronic copies** of the form refer to: <http://www.teachernet.gov.uk/professionaldevelopment/opportunities/nqt/induction/assessmentforms>

All full-time NQTs are entitled to at least **one** review meeting with their mentor **each term, of a six term year**, ie six meetings. Each assessment follows on from pre-arranged lesson observations and feedback sessions, which have taken place. In addition, there must be a formal assessment meeting 3 times a year at the end of Term 2, 4 and 6.

Making an observation

An NQT should be observed at least six times in the Induction period, and definitely during the first four weeks of teaching (ie. by the end of September if starting their Induction period in September. A lesson observation and prompts sheet is attached which may be useful to adopt or adapt. This sheet is used by Local Authority Advisers who may observe your NQT teach. There is no requirement that an NQT is graded using the OFSTED criteria. However, it is particularly important to take note of the criteria for an inadequate lesson if the NQT is in danger of not satisfactorily completing any of the three assessments.

At the end of the Autumn Term, every NQT will receive a Questionnaire (Appendix F). In the Autumn & Spring, 20% of the NQTs will be visited by the South Gloucestershire Learning & School Effectiveness Service as part of its quality assurance monitoring role. The visit will last for a half-day and comprise of an NQT lesson observation and feedback followed by discussion with the Mentor and Induction Tutor (Secondary) or Mentor and Headteacher (Primary). You will be advised in Terms 1 and 2 if your NQT is to be observed in order that arrangements can be made for the half-day visit.