

Guidance on completing the assessment forms

Assessment forms are completed online www.nqtmanager.com and are made available 20 days before the due date of the assessment.

It is the responsibility of the Appropriate Body to quality assure the assessment reports. **Assessment reports must meet the following standards:**

- **must be fair**, provide **sufficient** description and relevant **evidence** on the progress that the NQTs are making with the teacher standards;
- while schools may use some 'stock' phrases (in cases where there are a few/many NQTs), each report **should accurately and adequately represent the individual referred to and be sufficiently individual;**
- **must be clearly and well written** (this includes also NQT comments)
- **all reports MUST include evidence/ real examples from NQTs practice for each standard/ each NQT;**
- **provide new targets for all/ most standards** (these must be included in the final report as well as, to enable the RQTs continue their development). When the targets are similar, please cross reference them;
- all three reports **should accurately and adequately demonstrate the progress each NQT has made from the start of the year to the completion of Induction;**
- **NQTs must be encouraged to provide some reflections on their development as new teachers and the support they have had from their school.** Their comments should not be lengthy (1 – 2 paragraphs are sufficient). NQT comments are important for the AB in terms of its quality assuring role.

Selecting the correct assessment format on NQT Manager

- **Term 1:** Standard
- **Term 2:** Standard
- **Term 3:** Final

Select '**Interim**' when an NQT leaves a post after completing one term or more in an institution.

Four good examples of assessment reports are provided on NQT Manager:

- **Sample 1 (Primary)** – Paragraphs highlight: Strengths; Areas requiring further development and new targets; Evidence;
- **Sample 2 (Primary)** – Every standard starts with previous target/s. Evidence is embedded in text. New targets for all/most standards;

- **Sample 1 (Secondary)** – Paragraphs highlight: Strengths; Areas for development; Evidence; New targets for all/most standards;
- **Sample 2 (Primary)** – Bullet points highlight: Strengths; Links made to all standards; Evidence is embedded in text. New targets for all/most standards.

NQT Induction 2019 – 2020

Term and Assessment dates

NQTs starting on 2 nd September 2019			
Term	Start of term	End of term	Assessment due date
1	02/09/2019	19/12/2019	09/12/2019
2	06/01/2020	03/04/2020	24/03/2020
3	20/04/2020	24/07/2020	14/07/2020

NQTs starting on 6 th January 2020			
Term	Start of term	End of term	Assessment due date
1	06/01/2020	03/04/2020	24/03/2020
2	20/04/2020	24/07/2020	14/07/2020
3	02/09/2020	18/12/2020	08/12/2020

NQTs starting on 20 th April 2020			
Term	Start of term	End of term	Assessment due date
1	20/04/2020	24/07/2020	14/07/2020
2	02/09/2020	18/12/2020	08/12/2020
3	04/01/2021	31/03/2021	21/03/2021