GUIDELINES FOR ONLINE PRACTICUM EVALUATION

Faculty of Education
UiTM Puncak Alam

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INTRODUCTION

This document provides pertinent information on how teaching evaluation for trainee teachers will be carried out in lieu of the current COVID19 situation.
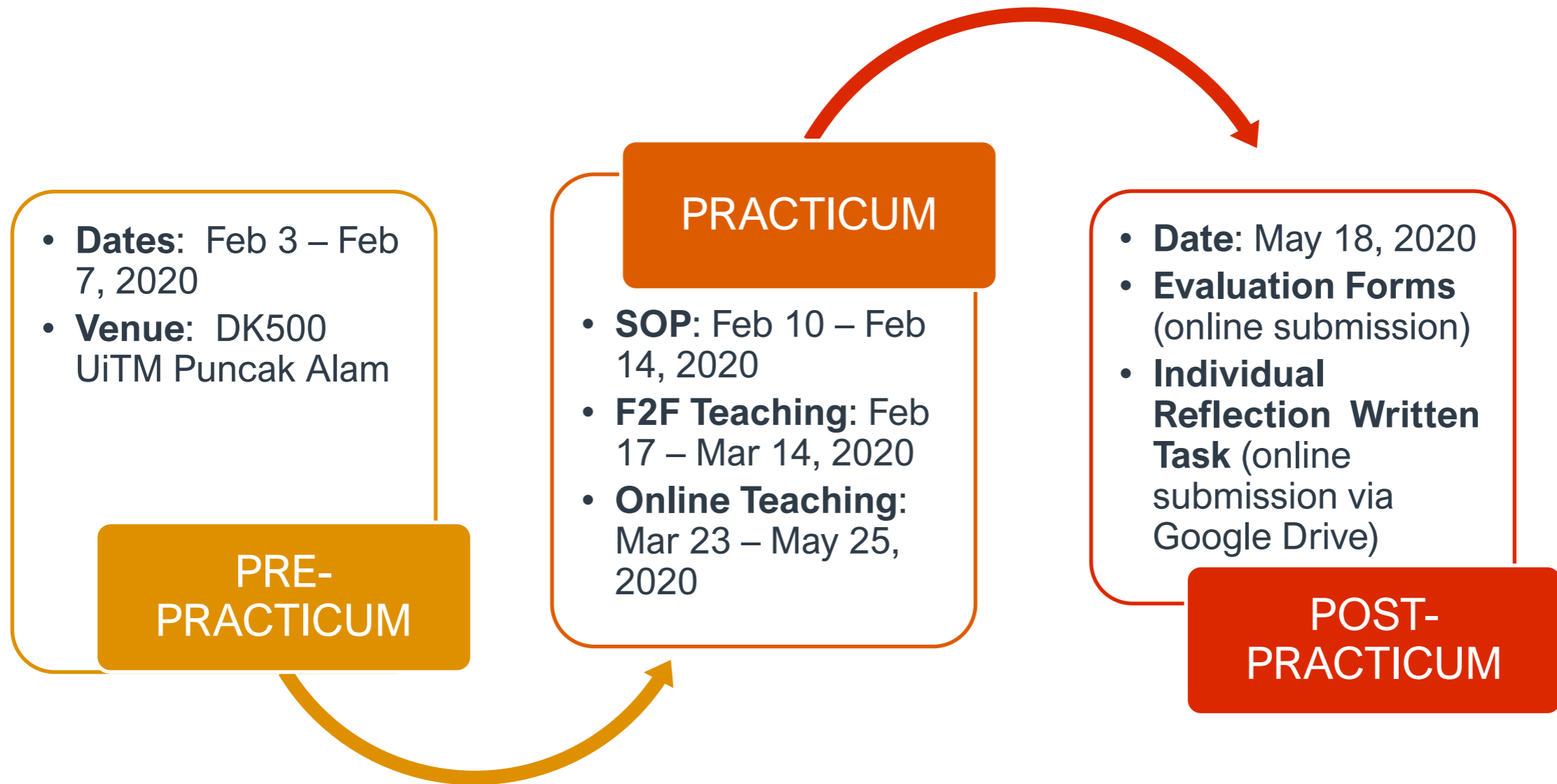
The objectives are to:

❑ establish a systematic basis for online teaching observation and evaluation that is as equitable as possible for all disciplines and styles of teaching;

❑ provide an evidence-based mechanism of documenting teaching evaluation; and

❑ compile a comprehensive guide comprising of evaluation and final grade forms, comment sheets, checklist and google form link for post-practicum reflection and feedback.

While there is no single best way to deliver instruction, the evaluation and observation of online teaching should reflect best practices

PRACTICUM: PROCESSES & DATES

PRE-PRACTICUM
- **Dates**: Feb 3 – Feb 7, 2020
- **Venue**: DK500 UiTM Puncak Alam

PRACTICUM
- **SOP**: Feb 10 – Feb 14, 2020
- **F2F Teaching**: Feb 17 – Mar 14, 2020
- **Online Teaching**: Mar 23 – May 25, 2020

POST-PRACTICUM
- **Date**: May 18, 2020
- **Evaluation Forms** (online submission)
- **Individual Reflection Written Task** (online submission via Google Drive)
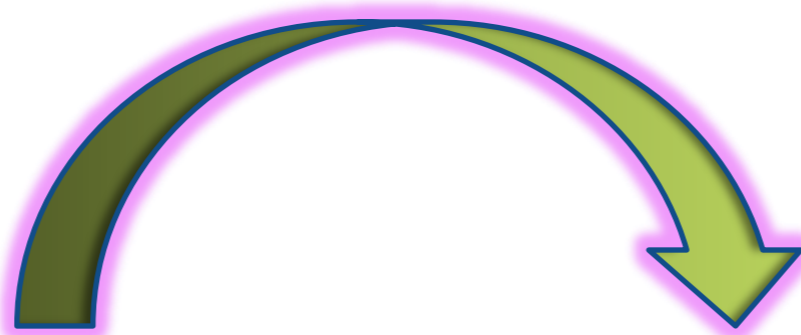
PRACTICUM WEIGHTAGE

EXISTING

NEW

SUPERVISOR (70%)
- Observation (40%)
- ROS Report (10%)
- Attitude (10%)
- Reflective Journal (10%)

MENTOR (30%)
- Observation (10%)
- Attitude (10%)
- Co-curriculum (10%)

SUPERVISOR (60%)
- Observation (30%)
- ROS Report (10%)
- Attitude (10%)
- Reflective Journal (10%)

MENTOR (40%)
- Observation (20%)
- Attitude (10%)
- Co-curriculum (10%)

ONLINE CLASSESS

SYNCHRONOUS ?

Students are **REQUIRED** to log in at a specific time. A synchronous course will indicate this information either within the course description or list a specific online meeting time

? ASYNCHRONOUS

Students are **NOT REQUIRED** to login at a specific time. Online Asynchronous achieves the required credit hours primarily through time spent online at the time of the choosing

To do list

✓ Request for lesson and assessment plans

✓ Run through how the practicum student will carry out his/her lesson

✓ Make sure the practicum student invites you to join his/her lesson

✓ Observe closely how concepts are taught, questions asked, students' request for clarification addressed, etc.

    ✓ Provide feedback on the overall implementation of the lesson

PLANNING FOR ONLINE OBSERVATION

Aspects to consider:

❑ Observation platform

❑ Time and duration of observation

❑ Etiquette of observation (mute the microphone and turn off the camera)

COMPONENTS OF & SCALE FOR ONLINE TEACHING EVALUATION

Planning and Preparation

Implementation

Online Classroom Environment

Professional Responsibilities

SCALE	
0	None
1	Failing
2	Needs Improvement
3	Average
4	Proficient
5	Distinguished

PLANNING AND PREPARATION

Num	Item	Description
1	Setting appropriate learning objectives	Teacher effectively sets learning objectives within the online environment.
2	Demonstrating knowledge of students' level	Teacher is aware of students' diversity and structures online learning process wisely.
3	Demonstrating knowledge of content and pedagogy	Teacher has extensive knowledge of the content and utilizes online platform to engage students' learning.
4	Demonstrating knowledge of resources	Teacher utilizes various offline and online sources to support students' learning
5	Selection of online materials	Online teaching materials are suitable and appropriate for online teaching.
6	Designing coherent instruction	Teacher coordinates the learning activities and materials aligned with learning objectives.
7	Designing student assessment	Teacher designs online assessment reflectively to suit the diverse capabilities and needs of the students.

IMPLEMENTATION

Num	Item	Description
8	Command of Subject Matter	The teacher exhibits a good command of the subject matter
9	Communicating with students	Teacher disseminates information clearly and makes effort to clarify students' questions on the topic being taught
10	Using questioning and discussion techniques	Teacher employs questioning techniques that encourage higher order thinking and encourages students to actively participate in discussion
11	Engaging students in learning	Teacher provides opportunities for students to initiate connection to content and pace their own learning.
12	Using assessment in instruction	Teacher utilizes one/multiple online tools to monitor students' understanding and learning progress.
13	Demonstrating flexibility and responsiveness	Teacher promotes positive progress of all students and responds consistently and effectively to meet students' needs

ONLINE CLASSROOM ENVIRONMENT

Num	Item	Description
14	Creating online interaction environment	Teacher monitors and responds to online discussion and submissions.
15	Establishing a culture for learning	Teacher promotes independent learning through collaborations with other students and promotes sharing of learning resources using multiple varying platforms
16	Managing classroom procedures	Teacher sets a guideline on how the online class will take place and manages teaching and learning based on the agreed protocol.
17	Managing students' behaviour	Teacher is proactive addressing inappropriate online etiquette or communication behaviour by the students
18	Organizing virtual space	Teacher utilizes virtual space to document and share information as mechanism to support own as well as students' productivity and creativity

PROFESSIONAL RESPONSIBILITIES

Num	Item	Description
19	Reflecting on teaching	Teacher reflects on the strengths and weaknesses of the lesson that had taken place, and highlights strategies/areas of improvement.
20	Growing and developing professionally	Teacher continuously seek feedback from Mentor/Supervisor to adjust and refine course delivery.

SUMMARY

The Online Observation has a total of 20 items
The maximum possible mark for each item is 5 (refer to the scale)
Maximum for total mark is 20 items x 5 = 100 marks

LESSON PLAN
(RANCANGAN PENGAJARAN HARIAN)

➢ Each trainee is required to have and use the White File for lesson plans. If the trainee fails to do so, he/she is assumed to have failed the practicum.

➢ During RMO, trainee will prepare lesson plans for online teaching sessions and compile them in White File. (For the purpose of grading)

➢ For normal online classes (ungraded), trainee is NOT required to write a lesson plan, but trainee needs to prepare outlines of the lesson, tasks to be given to the students and the sources of the tasks (from the text book or any exercise books used by the students).*

➢ The online lessons should only focus on the topics that trainee has covered by giving the students extra information and exercises for enhancement.

➢ Trainee must write his/her self-evaluation after conducting each online session.

➢ ***Refer to FAQ Pembelajaran Semasa Perintah Kawalan Pergerakan dan Pasca Perintah Kawalan Pergerakan, KPM)**

CALCULATION OF OVERALL MARKS

(UNIVERSITY SUPERVISOR)

SCENARIO 1

ONE F2F OBSERVATION AND 1 ONLINE OBSERVATION

- **OBSERVATION MARKS = MAX 30%**
  $$\frac{(F2F\_O) + (OO)}{2} \times 0.30 = Y\%$$
- **ROS REPORT = 10%**
- **ATTITUDE = 10%**
- **REFLECTIVE JOURNAL = 10%**
- **TOTAL – 60%**

SCENARIO 2

INVOLVES TWO ONLINE OBSERVATIONS

- **OBSERVATION MARKS = MAX 30%**
  $$\frac{2\ (OO)}{2} \times 0.30 = Y\%$$
- **ROS REPORT = 10%**
- **ATTITUDE = 10%**
- **REFLECTIVE JOURNAL = 10%**
- **TOTAL – 60%**

Marks for:

a. F2F observation (F2F_O) uses the original Practicum Teaching Evaluation Form (Form A)

b. Online observation (OO) uses the newly developed Online Teaching Evaluation Form

CALCULATION OF OVERALL MARKS

(UNIVERSITY SUPERVISOR)

SCENARIO 3

IN A SCENARIO WHERE THE SUPERVISOR FELT THERE IS A NEED TO DO EXTRA OBSERVATION

ONE F2F OBSERVATION AND 2 ONLINE OBSERVATIONS

- **OBSERVATION MARKS = MAX 30%**
  $$\frac{(F2F\_O) + 2(OO)}{3} \times 0.30 = Y\%$$
- **ROS REPORT = 10%**
- **ATTITUDE = 10%**
- **REFLECTIVE JOURNAL = 10%**
- **TOTAL – 60%**

THREE ONLINE OBSERVATIONS

- **OBSERVATION MARKS = MAX 30%**
  $$\frac{3\ (OO)}{3} \times 0.30 = Y\%$$
- **ROS REPORT = 10%**
- **ATTITUDE = 10%**
- **REFLECTIVE JOURNAL = 10%**
- **TOTAL – 60%**

Marks for:

a. F2F observation (F2F_O) uses the original Practicum Teaching Evaluation Form (Form A)

b. Online observation (OO) uses the newly developed Online Teaching Evaluation Form

CALCULATION OF OVERALL MARKS

(SCHOOL MENTOR)

SCENARIO 1

ONE F2F OBSERVATION AND 3 ONLINE OBSERVATIONS

SCENARIO 2

INVOLVES FOUR ONLINE OBSERVATIONS

- **OBSERVATION MARKS = MAX 20%**
  $$\frac{(F2F\_O) + 3(OO)}{4} \times 0.20 = Y\%$$
- **ATTITUDE = 10%**
- **CO-CURRICULUM = 10%**
- **TOTAL – 40%**

- **OBSERVATION MARKS = MAX 20%**
  $$\frac{4\,(OO)}{4} \times 0.20 = Y\%$$
- **ATTITUDE = 10%**
- **CO-CURRICULUM= 10%**
- **TOTAL – 40%**

Marks for:
a. F2F observation (F2F_O) uses the original Practicum Teaching Evaluation Form (Form A)
b. Online observation (OO) uses the newly developed Online Teaching Evaluation Form

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POST - PRACTICUM

THE LINK

Day/Date: Monday, 18th May 2020

Forms required (please scan all documents as you are required to uploaded then via a given link):

- Borang Markah Mentor

- Borang Maklum Balas Mentor

- Borang Kehadiran

The practicum coordinator will assign students on **TWO** Reflection Tasks – topics will be given on 18th May 2020 and students are required to submit these written tasks via the provided link

Due date for submission:

19th May 2020 BEFORE 5pm

ED241 :
https://drive.google.com/open?id=1nEJe7H8iVMJcONZ_mZ29q3wRDGbiZxBd

ED242 :
https://drive.google.com/open?id=1WhL_HyuPo82WumsUKXNua631K0m-A3s-

ED246 :
https://drive.google.com/open?id=1bfGy0HXJI597_RcQI31RdFmuCQC4YDa2

ED247 :
https://drive.google.com/open?id=1qFp1Te-Es0I5O9abbAc6PHe4JZih9b6P

ED248 :
https://drive.google.com/open?id=1d3V8ke-q6zsBBjSI0p3YaO3KlhI-Nznt

ED249 :
https://drive.google.com/open?id=1S54vJI3ePJXIRL62G_IxyFrfiUqC71R9

ED260 :
https://drive.google.com/open?id=1i70PCrQuPP18fjKZ8DVHySabuI77eTJg

Special thanks to Deputy Deans (HEP & PJI, and all KPPs and KPs.
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