Supervisors/Clinical Instructors

HOW TO SUBMIT AN ONLINE ASSESSMENTS FOR YOUR PREPROFESSIONAL FIELD EXPERIENCE STUDENTS AND PROFESSIONAL INTERNS

All assessments for Professional Internship students and Preprofessional Field Experience students will be submitted online. These include:

- Professional Internship Performance Competency Assessments – Mid and Final
- Video Analysis Assessments
- Teacher Work Sample – Level III Assessments
- Supplemental Program Assessments (to be completed by cooperating teacher)
- Preprofessional Field Experience Competency Assessments - Final

All university supervisor/clinical instructors and cooperating teachers are urged to submit students’ assessments online. Cooperating teachers were given submission directions in their orientation packets. Contact the Teaching Performance Center (TPC) to have a paper form mailed to you or download one from the TPC website at www.kean.edu/~tpc If your cooperating teacher is unable to access the internet from his/her school, the university supervisor/clinical instructor may enter the assessment for the teacher, if he/she chooses.

It is suggested the worksheet for each assessment be utilized to gather the information necessary to complete the online assessment (i.e., names, email addresses, etc.). Worksheets have been distributed to university supervisors/clinical instructors and cooperating teachers in their orientation packets and can also be found on the TPC website at www.kean.edu/~tpc by clicking on the Submit Online Assessment link. The worksheets should NOT be returned to the TPC.

A Mid/Final Meeting Form for professional interns and a Final Meeting Form for each student have been distributed to university supervisors/ clinical instructors in their orientation packets. The Mid and Final Meeting Forms are to be completed at the appropriate meeting with the student and cooperating teacher and returned it to the Teaching Performance Center. These Mid and Final Meeting Forms, with the required signatures, provide the necessary documentation for a student’s file.

For documentation purposes for the Video Analysis Assessment and the TWS Assessment, please ask the student to sign the worksheet and keep the worksheet for your record.

DIRECTIONS TO SUBMIT YOUR ONLINE ASSESSMENTS

1. Log onto the internet and enter www.kean.edu/~tpc into your browser window.

2. Click on ‘Submit Online Assessment’ on the left-hand side of the TPC homepage, under the Main heading.

3. The Online Assessment Submission page will open. Locate the column for University Supervisor/Clinical Instructor and click on the assessment you wish to complete and submit. This will open the page where you will enter your information and assessment scores.

4. **THE PASSWORD TO SUBMIT AN ASSESSMENT is the word: Assessment** (Be sure to use a capital A when typing the word) Click on the ‘Next’ button to begin the submission process.
5. Complete the information in each box of the assessment either by selecting from the drop down menu or typing in the information as required.
   a. **If you enter the email addresses of all parties, it will be unnecessary to print and distribute copies of the assessment to them.** A copy of the completed assessment will be emailed automatically to each individual.
   b. **For Competency Assessments Only:** *If you are in a Professional Development School* and a student has both a content area supervisor AND a PDS clinical instructor, the content area supervisor should enter the assessment and then forward a copy of the emailed assessment to the PDS clinical instructor.

6. Click the ‘Next’ button to continue the assessment.

7. Click on the circle that corresponds to the preprofessional field/intern student’s score in each competency. For the competency assessments, the indicators for each competency are listed below each statement. If the student has a weakness in any of these areas, please check the box next to the indicator(s) and detail your concerns in the comments box below. Click the Next button to continue the assessment.

8. For the competency assessments: Enter the student’s final score from the information at the top of the next page.

9. For the competency assessments: Choose the correct Recommendation based on the student’s final score.

10. Enter comments.

11. Click the next button to preview the assessment. If any changes need to be made, click the ‘Back’ button on the bottom of the page.

12. Once you have reviewed your responses and are satisfied, Click on the “Next” button to submit the assessment. **Once you submit your assessment, you cannot make any changes. Please review your responses carefully before submitting.**

If the student was given a score of 30-34, a new page will open asking you to identify the student’s area(s) in need of improvement so that a Preprofessional Improvement Plan can be developed. This score also requires an Incomplete Contract, a grade of IP, and the possible postponement of future field experiences. Once this portion is completed, click on ‘Next’ to submit the assessment.

**Final Page**
Once the assessment is submitted, the data and a copy of the assessment will be sent automatically to the TPC. If the requested email address fields were completed, then a copy of the assessment will be sent to all parties.

**If email addresses were not included,** it will be necessary to click on the link on the bottom of the page and print out copies of the assessment, keeping one for yourself and sending a copy to the student, and to the program. A copy of the Field Experience Assessment should also be sent to the cooperating teacher. *If you are in a Professional Development School* and you are the content area supervisor, please forward a copy of the emailed assessment you receive to the PDS Clinical Instructor.

To enter assessments for additional students, click on the link on this page and it will take you back to the beginning of the submission process. It is necessary to enter the password for each submission.

**IMPORTANT:** A student’s grade – S or U - for the preprofessional field experience/internship must also be submitted via KeanWise at the end of the semester.

**HINT:** You can set Internet Explorer to remember information to be entered into the form:
- Open Internet Explorer
- Click on **Tools** on the Menu Bar and then click on **Internet Options.** Click on the **Content** tab
- In the **AutoComplete** section, click on the **Settings** button
- Put a check in the box next to the items you want Internet Explorer to remember
- Click on OK to close that window and then click on OK again to return to the main screen.