



L-Università ta' Malta
Faculty of Education

Code of Practice for Examiners during Field Placement

In order to ensure the highest possible standards of supervision and promote educational quality, Examiners are advised to adhere to the following Code of Practice.

Preamble

1. Examiners are to respect the rights of student teachers and colleagues in accordance with relevant regulations and organisation requirements.
2. Examiners are to act in a manner which recognises diversity as an asset and does not discriminate in respect of race, gender, disability, age, sexual orientation or religion and belief.

Working with student teachers

3. Examiners should make the Faculty's expectations known to the students before the visits start, preferably through a preliminary meeting held prior to Teaching Practice or in the first week of Teaching Practice.
4. Examiners are expected to conduct the first visit by not later than the 2nd week of Teaching Practice.
5. During the Teaching Practice period it is advisable that Examiners maintain contact with the students assigned to them to reflect on their classroom practice.
6. Examiners are advised to make their presence known to the School Administration when visiting schools.
7. Examiners are expected to respect the student's time-table/daily schedule unless special circumstances prevail.
8. Examiners are expected to allow the student teacher to complete the lesson without

interrupting. If an examiner deems an intervention as vital, this should be carried out in the most discreet way possible.

9. Examiners are expected to give feedback straight after the lesson(s) observed.
10. Written feedback on the Teaching Practice Booklets/Record Sheets should be given after the observed lesson; when not possible, this has to be passed on to students by not later than 2 days after the visit.
11. Examiners who are concerned about a student's progress should clearly express this concern and note it in the TP Booklets/Record Sheets.
12. Examiners should not accept gifts or in any way let themselves be influenced in their assessment.

Working with fellow examiners

13. Examiners are expected to maintain contact with each other so as to establish and respect the dates of their visits, which should be
14. spread over the six-week period, and ensure that a variety of lessons are observed.
15. Examiners are to uphold the reputation of the profession by never unjustly or knowingly damaging the professional reputation of another or furthering their own position unfairly at the expense of another.
16. In cases where mentoring is in place, Examiners are to adopt a collegial, professional attitude.

Working with Field Placement – DeLLI

17. Examiners shall notify Field Placement Coordinator as soon as practicable of any actions or behaviour by student teachers that constitute grounds for concern vis-a-vis the learners under their care.
18. In the case of a potentially failing student, Examiners should request a third examiner to carry out an additional visit as per Assessment Regulations.
19. At the end of the Teaching Practice Examiners must attend the Board of Examiners convened by the Field Placement Coordinator to assess the performance of each student.
20. Examiners should attend the meeting called by the Field Placement Coordinator to communicate the result to a failing student.