



Guidelines for Final Reports

The following points may be of assistance to faculty and school advisors.

1. The final report should **summarize** the school/faculty advisor's **overall experience** with the teacher candidate, document the growth of the teacher and **focus on the 'full-load' portion**. Teacher candidates are required to meet expectations for the items on this checklist **at the level of a beginning teacher**.
2. There should be **no surprises in the report**. All conclusions drawn should have been discussed during the practicum and/or documented in the formal written weekly observations. Moreover, the teacher candidate should have heard about and discussed their strengths and weaknesses long before the final report.
3. **A triad conference** which includes the teacher candidate and their advisors are scheduled to **discuss** the contents of **the final report**. Often a meeting is also held just prior to the writing of the final evaluation reports.
4. Advisors are strongly advised to express their comments thoughtfully to make it as clear as possible the degree of success in each of the essential elements involved in the assessment. While teacher candidates may have demonstrated sufficient expertise to be graded P, it is not unexpected that teacher candidates differ in their level of mastery of various elements and superior achievement can be acknowledged. We encourage advisors to write reports with a professional sense of fairness and evenness, especially when commenting on the perceived weaknesses of teacher candidates.
5. In the event of serious disagreement between advisors about the teacher candidate's teaching performance, each is advised to write a separate written report and complete separate evaluation checklists. Cases where there is disagreement will be adjudicated by the Teacher Education Office after all reports have been received.
6. The final report is **not a letter of reference**, however, it is usually requested when teacher candidates apply for employment. That said, **the primary function of the final evaluation report is to summarize the ten-week experience, NOT to serve as a substitute for a reference letter**. What teacher candidates do with their reports is not of primary concern to UBC. Teacher candidates may approach advisors for a letter of reference, in addition to the summative evaluation reports they receive. Whether or not advisors agree to write reference letters is up to those individuals. UBC does not become involved in writing any letters of reference for teacher candidates. UBC advisors do not provide references prior to the completion of the certification practicum.
7. All formative reports written about a teacher candidate during all practicum experiences are **confidential** and part of the cumulative record for determining final standing on the certifying practicum. This confidential information is collected in a portfolio maintained by the faculty advisor and is **not for distribution** by schools, school advisors, faculty advisors, or the Teacher Education Office. Only teacher candidates may share their final report. The Practicum Manager in the TEO relays the teacher candidates' final assigned standings to the Registrar's Office at UBC.



Process

1. Advisors can choose to write 1 collaborative report OR each write their own report. Collaborative reports should include an introductory statement, such as:

This report is a combined effort based on the collaboration of the faculty advisor and school advisor. Based on regular observations, constructive feedback and productive discussions, we have prepared this summary and evaluation.

OR

This collaborative report was prepared by the school and faculty advisor. This evaluation is based on regular observations, constructive feedback and productive discussions.

2. The report should be no more than 2-3 pages in length and must include:
 - ☐ A brief description of the context in which the practicum took place (grade, class).
 - ☐ A general description of the subjects/units/themes prepared by the teacher candidate.
 - ☐ A general description of the workload and extent of involvement in the school community.
 - ☐ General observations supported by examples on each of the main performance checklist areas. It is helpful to structure the report using the headings of the performance checklist.
 - ☐ Letterhead- **faculty advisors** use UBC letterhead. **School advisors** use their **school** letterhead. Collaborative reports should be written on UBC letterhead.
 - ☐ Signatures- FAs sign FA reports; SAs sign SA reports; both FA and SA sign collaborative reports. Teacher candidate signatures are not required but may be included.
 - ☐ Date of report.
 3. Suggestions for drafting the report
 - Read through all of the observations made of your teacher candidate. Look for patterns, such as areas where there has been growth.
 - Write a first draft using the performance checklist headings to organize the material.
 - Seek input/reflection from the teacher candidate. Keep in mind that districts greatly value the professional judgement of supervisors. Two worksheets can be found on the [UBC School Advisor Blog](#): "TC Input for Final Reports" and "TC Practicum Reflection and Summary."
 - Sample reports can be found on the [UBC School Advisor Blog](#) or requested from the Practicum Manager. FAs should download these and not share the password with SAs.
 - Collaborative documents that are drafted and shared online (E.g., Google docs) must be private and not contain names or student numbers.
 4. Sharing reports
 - ☐ Discuss and share the report with the teacher candidate at a final triad conference (SA-FA-TC) before the TC leaves the school. Address any concerns they raise prior to the reports being finalized (e.g., missing information, spelling errors, etc.). Make any necessary edits.
 - ☐ Collect signatures - this is best done at the final triad meeting if you're not doing it digitally.
 - ☐ Give a SIGNED and DATED copy to the TC. If you give a hardcopy, make sure they are sent a digital version with signatures (see below). Teacher candidates should receive the final copies of their reports within 2 weeks of the final date of practicum.
 - ☐ Upload the SIGNED and DATED report as a PDF attachment to eReview under the correct course number and template (Final Report).
 - Open the TC's portfolio in eReview. Select "create a report" and choose the correct course number and final report template.
 - Type in the Report Name, etc. (as you did with other reports), click "save now," and then upload the PDF report into the eReview file. Send/Share.
- *N.B. If you complete the report in the eReview template, there is no option for a signature.
- ☐ Upload or use the eReview template to complete one (collaborative) or two (faculty advisor + school advisor) **performance checklist(s)**.



Adding signatures:

1. Digitally- in a Word Doc template
 - Copy the report (or write directly) into the doc with the UBC letterhead.
 - Upload a photo of your signature (insert a JPG) at the end.
 - Save the Word Doc as a PDF: *"Johnny Hotdog UBC Final Report June 6th, 2025"*
 - Upload to eReview as above.
2. Digital- in a PDF template
 - Click to use the "Edit PDF" tool. Cut and paste (or write directly) the report the PDF.
 - Click to use the "Fill & Sign" tool. Click "Sign Yourself" to create a signature to insert.
 - Save the PDF: *"Johnny Hotdog UBC Final Report June 6th, 2025"*
 - Open up eReview, select "create a report" and choose course name: EDUC 421, template Final Report.
 - Type in the Report Name, etc (as you did with other reports), click "save now," and then upload the PDF report into the eReview file.
 - Send/Share.
3. Hardcopy
 - Create the report in Word or PDF.
 - Print a hard copy. Sign it.
 - Scan the hard copy to create a digital version.

Scanning hard copies of reports with signatures:

Save the file as a PDF. Use a scanner/copier to scan the prepared report. **Save it as a PDF.** JPEG photos of final report documents are **NOT** acceptable.
iPhones have a scanning option in the Notes app.

Suggested timeline

Week 8: Collect info and begin draft final reports. Ask SAs if they'd like to write collaboratively. Schedule triad meetings for the final week

Week 9/10: Conduct final observations to go over Final Report drafts and checklists with TCs. Bring a good copy if SAs need to sign in person (SAs get stuck doing this digitally) otherwise you have to go back to the school).

Deadline for final reports signed and uploaded as PDFs to eReview: 2 weeks after end of practicum.