Instructions for Completing the Candidate Evaluation Instrument and Timesheet Forms

As the clinical instructor of a Junior teacher education candidate, you will only complete the Candidate Evaluation Instrument (CEI) once on the candidate at the end of the semester and confirm attendance online for the candidate. The CEI form and timesheet form should be completed online by May 5th. In order to complete the CEI evaluation form and timesheet form follow the directions below.

To access the Assessment System from the School of Education website, click the “Faculty & Staff” tab. Then, click the “Assessment System” button.

First time users should click “Register Here” to create an account. If you already have an Assessment System account click “Sign In.”

To locate the CEI and Timesheets to be completed on the candidate visiting your classroom click on “Enrollments Management” in the Navigation Panel. Then, click “Supervised Enrollments.”
On this page, you will see the EDCI 353 course and any other placement courses your teacher candidate is taking listed. Click “View Roll” to see information for a teacher candidate.

To complete the forms for the candidate you are working with, click “Enter Data.”

To Confirm Hours
On the “Enter Data for Enrollment Page” scroll down to the heading “Assessment Instruments,” and click the “Submit” button to the right of “Field Experience Timesheet.” All field placement hours that the candidate has logged into the assessment system for that course will be listed. You will need to verify the hours on the timesheet.

Scroll down the “Field Experience Timesheet” page to the heading “Review Hours.”

To confirm a set of hours click “Confirm.” These will turn green. If you believe the hours logged are inaccurate click “Doubt.” These will turn red.

Hours that have yet to be verified by you will be listed as “Pending” and will not be highlighted.

You will need to verify hours for each course listed under “Supervised Enrollments.” The number of hours required for each course are listed on page 3 of this packet.
To Enter CEI Scores
EDCI 353 is the only course that requires the CEI to be completed. You will notice at the bottom of the “Enter Data for Enrollment Page” the FE timesheet AND the CEI Revised 2018 for EDCI 353. Click the “Submit” button to the right of “CEI Revised 2018.”

To complete the CEI assessment for EDCI 353, click the button next to the rating for the education student. When you are satisfied that all ratings are correct, click on the “Submit New” button. If you do not click “Submit New” it is not submitted. If all items have not been completed, you will get a message directing you to the items that need further attention. When completed, you will receive a “Thank you” message. Students will be able to see the ratings when the assessment is complete.

Anyone having problems with the assessment system should contact the Assessment Administrator at assess@olemiss.edu