Instructions for Completing the Candidate Evaluation Instrument and Timesheet Forms

As the clinical instructor of METP teacher education candidates, you will only complete the Candidate Evaluation Instrument (CEI) once on the candidate at the end of fall semester and confirm attendance online for each candidate. The CEI form and timesheet form should be completed online by December 5th for the fall semester and May 5th for the spring semester. 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 Timesheet to be completed on the candidates visiting your classroom click on “Enrollments Management” in the Navigation Panel. Then, click “Supervised Enrollments.”
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.” You will also see the Candidate Evaluation Instrument (CEI) listed. When completing the CEI, click “Submit” to the right of “Candidate Evaluation Instrument.”

On this page, you see the METP courses listed. Click “View Roll” to see information for a teacher candidate. To complete the CEI and Timesheet forms for the candidate you are working with, click “Enter Data.”

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.” You will also see the Candidate Evaluation Instrument (CEI) listed. When completing the CEI, click “Submit” to the right of “Candidate Evaluation Instrument.”

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

All field placement hours that the student has logged into the assessment system will be listed.

To confirm a set of hours click “Confirm.” If you believe the hours logged are inaccurate click “Doubt.”

Hours that have yet to be verified by the clinical instructor will be listed as “Pending” and will not be highlighted. Hours that have been confirmed will be highlighted green. Hours that have been doubted will be highlighted red.
To complete the assessment, 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.