# 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 or spring 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.*
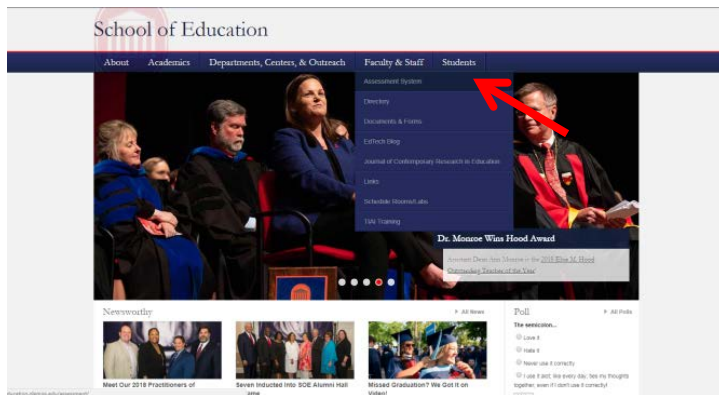
To access the Assessment System from the School of Education website, click the "Faculty & Staff" tab. Then, click the "Assessment System" button.
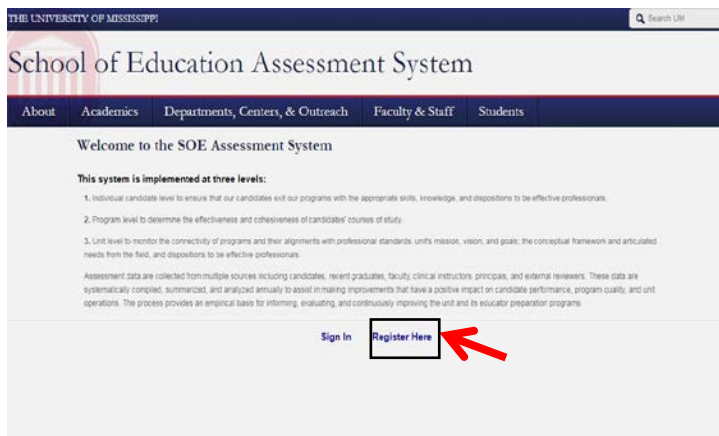
First time users should click "Register Here" to create an account.
If you already have an Assessment System account click "Sign In."
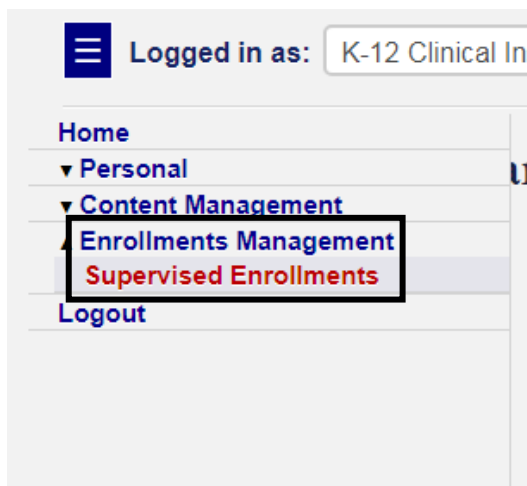
To locate the CEI and Timesheet to be completed on the candidates visiting your classroom click on "Enrollments Management" in the Navigation Panel. Then, click "Supervised Enrollments."

Supervised Enrollment Courses

Showing courses which you have a supervisory role in for Spring 2013 semester.

You are a supervisor for 1 course.

EDLE 464	Student Teaching: Elementary Education	View Roll

Supervised Enrollment Course Roll

Showing enrollments which you have a supervisory role in for Spring 2018, First Summer 2018, Full Summer 2018 semesters and the course EDLE 464.

You are supervising 1 student.

Hiu Laam	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDLE 464	Section 1 Oxford
Valerie Mathis	Faculty/University Supervisor	N/A
Katie Pearson (kpearson@oxfordsd.org)	K-12 Clinical Instructor	Oxford Elementary
View Details		**Enter Data**

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."

Assessment Instruments

Math TIAI-B	**Submit**
Science TIAI-B	**Submit**
Social Studies TIAI-B	**Submit**
TIAI Revised 2018	**Submit**
CEI Revised 2018	**Submit**
Field Experience Timesheet	**Submit**

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."

Review Hours

Date	Start Time	End Time	Total Hours	Type	Status		
2018-08-22	01:45 PM	03:45 PM	2.00	Standard	Confirmed	Confirm	Doubt
2018-08-29	01:45 PM	03:45 PM	2.00	Standard	Confirmed	Confirm	Doubt
2018-09-13	10:45 AM	03:15 PM	4.50	Standard	Confirmed	Confirm	Doubt
2018-09-19	10:45 AM	03:15 PM	4.50	Standard	Confirmed	Confirm	Doubt
2018-09-24	10:45 AM	03:15 PM	4.50	Standard	Confirmed	Confirm	Doubt
2018-10-17	10:45 AM	02:15 PM	3.50	Standard	Confirmed	Confirm	Doubt
2018-10-25	10:45 AM	02:15 PM	3.50	Standard	Doubt	Confirm	Doubt
2018-11-07	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-08	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-13	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-14	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-16	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-26	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt

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.

DOMAIN I. PROFESSIONALISM & ACADEMIC INTEGRITY DISPOSITIONS

Rubric Information

0	1	2	3
Unacceptable	Needs Improvement	Meets Standard	Exceeds Standard

1. The teacher candidate protects confidential information concerning students and/or colleagues unless the law requires disclosure. (MCoE 9)

○ Unacceptable - The teacher candidate reveals confidential information concerning students and/or colleagues.

○ Needs Improvement - The teacher candidate unknowingly reveals confidential information concerning students and/or colleagues.

○ Meets Standard - The teacher candidate protects confidential information concerning students and/or colleagues unless the law requires disclosure.

○ Exceeds Standard - The teacher candidate protects confidential information concerning colleagues and/or students unless the law requires disclosure and encourages others to do the same.

Rubric Information

0	1	2	3
Unacceptable	Needs Improvement	Meets Standard	Exceeds Standard

7. The teacher candidate maintains a professional relationship with all students both inside and outside professional settings. (MCoE 4)

○ Unacceptable - The teacher candidate exercises poor judgment when dealing with student(s). Inappropriate actions and/or body language, speech, and/or electronic communications result in a student being unsafe, endangered, threatened, or harassed.

○ Needs Improvement - The teacher candidate exhibits inappropriate speech, electronic communication, and/or actions that result/may result in a student feeling unsafe, endangered, threatened, or harassed.

○ Meets Standard - The teacher candidate maintains a professional relationship with all students both inside and outside professional settings.

○ Exceeds Standard - The teacher candidate models professionalism in all interactions with students and encourages students at every opportunity to treat each other with respect.

Save Changes

Return Home

Version: 0.000001

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 "Save Changes" button. If you don't click "Save Changes" 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.