**Field Education
DOWNLOADABLE FORMS**

**IN WORD**

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**Placement agreement**

***The Diocesan Advisor*** *should complete this two-page form from notes taken at the initial meeting with the Placement Supervisor and the candidate, and email copies to the Field Education Tutor, Diocesan Advisor and candidate as soon as that has taken place.*

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| Candidate’s name: |
| Address: |
|  |
| Telephone/E-mail |
|  |
| Supervisor’s name: |
| Address: |
|  |
| Telephone/E-mail: |
|  |
| Diocesan Advisor: |
| Address: |
|  |
| Telephone/E-mail |
|  |
| Field Education Tutor: Anne Tomlinson |
| Address: General Synod Office, 21 Grosvenor Crescent |
| Edinburgh EH12 5EE |
| Telephone/E-mail direct line 0131 243 1349 |
| principal@scotland.anglican.org |
| Dates for beginning and end of placement: |
| Name of Church/Organisation: |
| Date for end of placement meeting: |
| Date for submission of Supervisor’s Report: |
| Candidate Assignment due date: 20.05.17 |

What does she/he hope to give to and gain from the placement?

To what is the candidate most looking forward in this placement?

Detail the chief ‘goals’ and ‘objectives’ negotiated for this placement, and list the ‘tasks’ which the student hopes to engage in. *(‘Goals’ are summary statements of the major reasons a student has chosen a particular field education setting. An ‘objective’ is a specific desired experience which aims at measurable growth, and is achieved by means of specific ‘tasks’.)*

What does she/he feel will be the greatest challenge?

**Placement Supervisor’s Assessment Form**

***To be completed by the Placement Supervisor*** *towards the close of the placement, and discussed with the candidate and his/her Diocesan Advisor at the End-of-Placement meeting. Please note that this document will be passed on to the next Placement Supervisor to ensure continuity of process.*

Name of Placement Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charge/Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

1. Please indicate the candidate’s initial hopes and expectations of the placement (goals and objectives).
2. List the activities (tasks) in which the candidate was involved.
3. Describe the way in which theological reflection was integrated into the process of supervision.
4. Describe and assess the student's learning and growth during the placement in relation to the overall goals and concrete objectives stated in the Learning Agreement. In what ways did you notice the candidate developing during the placement?
5. What do you think were the candidate’s most significant learning experiences during his/ her time with you?
6. What did you perceive to be the candidate’s main strengths and weaknesses? Please be both supportive and critical.
7. Comment upon the student's aptitude and readiness for ministry as they have manifested themselves in this period of Field Education. In which areas do you think the candidate would most benefit from help and guidance in his/ her next stage of preparation for ministry?
8. Any other comments? (including any about the process of the placement and supervision). How could SEI have supported you more in your task of supervision? Please feel free to write as much as you choose.

In order to obtain some degree of parity for assessment purposes, the areas listed above are the ones about which we need information, so some input to each of them is very helpful. Please feel free to expand the material if wished. We are most grateful for your time and help.

Signature of Placement Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

*Please email this assessment form to the Field Education Tutor (principal@scotland.anglican.org) and a copy to the candidate and the Diocesan Advisor by the date agreed on the Placement Agreement.*

**[COMMON AWARDS: MARKING COVER SHEET](#TOC)**

**FOR PLACEMENT AND VISIT REPORTS**

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| **MODULE CODE** |  | **STUDENT ID** |  |
| **MODULE TITLE** |  |
| **ASSESSMENT** |  |

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| --- |
| **Overview and fulfilment of relevant learning outcomes** |
|  |
| **Purpose:**Grasp of purpose and learning outcomes; observational skills |  |
| **Critical thinking:** observations link to and demonstrate understanding; evidenced evaluation as learning activity |  |
| **Knowledge and understanding** of module learning and engagement with scholarship |  |
| **Language and style** and presentation |  |
| **Suggestions for improvement** |
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| **FINAL MARK** |  | **DATE** |  | **MARKER** |  |

**COMMON AWARDS: MARKING COVER SHEET**

**FOR PORTFOLIOS**

|  |  |  |  |
| --- | --- | --- | --- |
| **MODULE CODE** |  | **STUDENT ID** |  |
| **MODULE TITLE** |  |
| **ASSESSMENT** |  |

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| **Overview and fulfilment of relevant learning outcomes**  |
|  |
| **Evidence for learning outcomes**Understanding and relevance |  |
| **Reflection on practice** and reflexivity |  |
| **Theological reflection on practice and experience**  with appropriate outcomes |  |
| **Clear signposted structure** |  |
| **Quality of individual components** |  |
| **Suggestions for improvement** |
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| **FINAL MARK** |  | **DATE** |  | **MARKER** |  |

**COMMON AWARDS: MARKING COVER SHEET**

**FOR REFLECTIVE LEARNING JOURNALS**

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| --- | --- | --- | --- |
| **MODULE CODE** |  | **STUDENT ID** |  |
| **MODULE TITLE** |  |
| **ASSESSMENT** |  |

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| **Overview and fulfilment of relevant learning outcomes** |
|  |
| **Description and analysis**: appropriate detail, critical thinking, questioning |  |
| **Reflection, reflexivity,****Integration**evidence of transformative learning |  |
| **Presentation** demonstrates learning over time |  |
| **Suggestions for improvement** |
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| **FINAL MARK** |  | **DATE** |  | **MARKER** |  |

**COMMON AWARDS: MARKING COVER SHEET**

**FOR WRITTEN THEOLOGICAL REFLECTIONS**

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| --- | --- | --- | --- |
| **MODULE CODE** |  | **STUDENT ID** |  |
| **MODULE TITLE** |  |
| **ASSESSMENT** |  |

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| --- |
| **Overview and fulfilment of relevant learning outcomes** |
|  |
| **Experience**ChoiceDescriptionAnalysis |  |
| **Theological resource**Engagement with sourcesAnalysis |  |
| **Correlation, reflection**MethodOutcomes |  |
| **Language & style**Presentation |  |
| **Suggestions for improvement** |
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| --- | --- | --- | --- | --- | --- |
| **FINAL MARK** |  | **DATE** |  | **MARKER** |  |