

Appendix A: Supervisor & Peer Review template



Teesside University – School of Computing, Engineering and Digital Technologies

Assessment Records: Supervisors Monthly Checklist

Month Ending:

Name:

1. Performance Ratings

Please rate the student realistically for each competence area. It is envisaged that your expectation of performance will increase during the placement year.

Grades: 4 - **Outstanding** (consistently exceeded the standard expected of a placement student; first class).

3 - **Very Good** (frequently exceeded the standard expected of a placement student; upper second class).

2 - **Good** (always achieved (at least) the standard expected of a placement student; lower second class).

1 - **Satisfactory** (achieved (at least) the minimum acceptable standard for a placement student; third class).

0 - **Unsatisfactory** (did not achieve the minimum acceptable standard for a placement student; fail). Please tick the

appropriate grade for each competence area.

| COMPETENCE AREA | GRADE | | | | |
|--------------------------------------|-------|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
| Knowledge & Understanding of the Job | | | | | |
| Technical Ability and Productivity | | | | | |
| Commitment | | | | | |
| Resourcefulness and Initiative | | | | | |
| Working Relationships | | | | | |

2. Attendance

How many days was the student absent from work this month?

| | |
|---------------------------------------|--|
| Through sickness - Self Certification | |
| - Supported by Medical Note | |
| Through Approved Holiday Entitlement | |
| Other Unexpected Absence | |

3. Supervisor's Comments/Recommendations

4. Student's Planned Activities/Targets for Next Month

Date

Supervisor's Signature

Student's Signature

Visiting Tutor's Initials

