

Quality Procedure No:	
Issue:	1.1
Applicable to:	All teaching Staff
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MID YEAR TERM PROGRESS INTERVIEWS

1. Mid Term Progress Interviews Procedures

Guidelines

- The Midyear Progress Interviews take place in the final week of first term in December.
- The nature of the interviews is to be explained to students and inform them of the assigned dates. All students should be given clear instructions relating to the time and venue for the meeting. If arrangements change, all students should be notified.
- Meetings are not to go beyond the appointed times. The recommended time is 15 minutes.
- E- Portal will be available for entering comments from early December. Data is entered no later than mid to allow for printing.
- The interviews are an evaluation of the student's progress and are meant ultimately to help and encourage the student, and to guide the student where necessary. They are an opportunity for the student to give feedback and to voice any difficulties they might be having with the course.
- It is important to be objective, clear and transparent as possible. Students should be able to see that each individual's progress is assessed on the basis of the same criteria.
- Try to avoid subjective comments such as 'good'. We should preferably use quantifiable terms. For example talk about your students' attendance, their grasp of the subject, their course work, their class involvement, the amount of the module achieved so far and their attendance.
- Teachers who have a student for more than one subject must enter a separate comment for each subject.
- Please ensure that the meeting follows a clear structure, with two teachers in attendance. Expand on written feedback beyond single words such as 'good' etc. Show the students the comments and invite their response. Engage the student fully in the process.
- It's very important to be thorough and honest in your evaluation of each student as these reports may be used later by the attendance committee and for other processes. There may be a need to reassess certain students during the year in which case comments should be added to the original report and signed.
- Reports will be available for collection. Please check your report to make sure the printing has been accurate. If there is a problem please let us know immediately so it can be rectified.
- On the day of the assessments the Attendance Officer will be available for any attendance issues. The Career Guidance Service, provide details on study skills and time management support. The Deputy Principal oversees the running of the day.

2. Class teachers:

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Please are to make sure that two copies of each students report is obtained. Both copies of the report need to be signed; one given to the student and the other to the office to be kept on record. This should be done on the day of the assessments.

If a student has left the course you must write this on their form and sign and return to the office.

If a student is to be assessed at a later date the form should be held and signed once the interview has been completed.

Number of days attended must be added by hand after printing to both copies of the report.

3. Monitoring Process

This procedure is monitored on an on-going basis by college management.

4. Associated documents

- Student Progress Report
- Disability Policy
- Module Exemption Policy
- Exemption/Extension to Deadline Policy