

END OF SEMESTER CHECK LIST FOR:
SUMMATIVE ASSESSMENTS (SAs)

- _____ 1) Confirm that the Facilitator and CT(s) each used the "*Summative Assessment Student Teacher*" form.
- _____ 2) Make sure there are separate SAs from the Facilitator and the CT(s).
- _____ 3) Verify all "Top Box" information is complete:
- _____ a) Student Teacher Name
- _____ b) Cooperating Teacher Name or University Facilitator Name
- _____ c) District and School
- _____ d) Grade(s)
- _____ e) Description of Field Placement Setting
- _____ 4) Verify that all individual and overall component boxes are filled in.
- _____ 5) Check that comments are provided in the "Supporting Evidence" boxes.
**** There should always be something in these boxes ****
- _____ 6) Verify all necessary signatures/initials are complete:
- _____ a) Cooperating Teacher or Facilitator Signature
- _____ b) Student Teacher Signature
- _____ c) Coordinator initials