



Cambridgeshire
& Peterborough
AB Service

Completing Assessment reports



Before completing your assessment review you should have completed an observation, talked to the mentor and the ECT.

At no point should the outcome be a surprise. If an ECT is not making satisfactory progress, they should be aware of what they have not met, an action plan created to support them to make the expected progress, and the AB should have been notified.

If this is a final assessment and recommendation and the ECT is not making satisfactory progress the AB should already be aware. If not notify immediately.

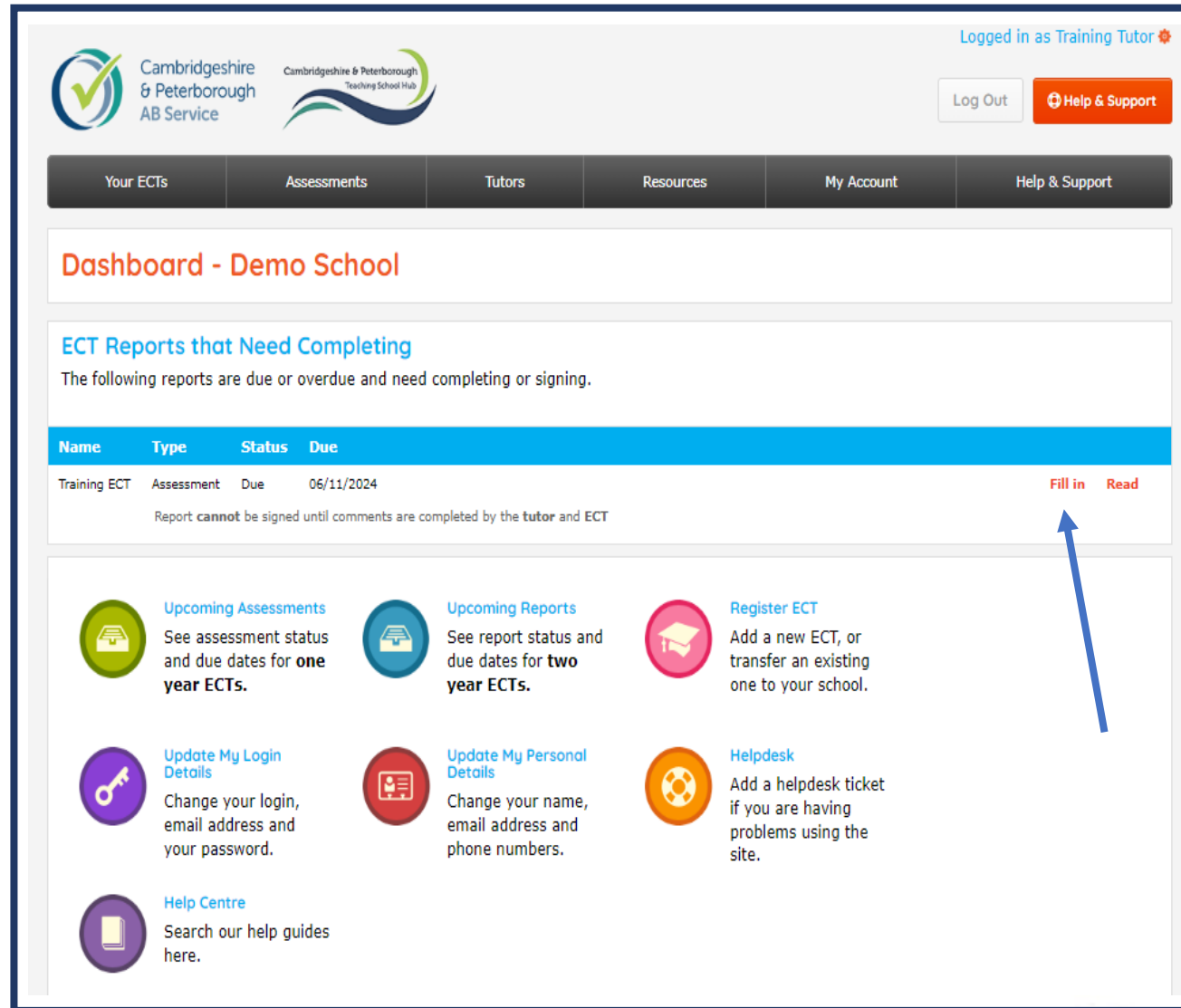
Completing an Assessment:

You will receive an email from ECT manager when an assessment is due to be completed in a week for one of your ECTs. You will continue to be reminded by email the day before it is due, the day it is due, to say it is overdue and then a weekly overdue reminder. The emails will state that the Induction Tutor must log into ECT Manager to complete the form.

These email reminders are also sent to the Head Teacher, the Induction Tutor and the ECT.

The following instructions are for the Induction Tutor completing the Progress Review form. Once completed the Progress Review form is signed by the ECT and Induction Tutor.

Accessing an Assessment: When an assessment becomes due it will appear in your dashboard – click on 'Fill in' to access the online Form.



Logged in as Training Tutor

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Cambridgeshire & Peterborough Teaching School Hub

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Dashboard - Demo School

ECT Reports that Need Completing


The following reports are due or overdue and need completing or signing.

Name	Type	Status	Due	
Training ECT	Assessment	Due	06/11/2024	Fill in Read


Report cannot be signed until comments are completed by the tutor and ECT




Upcoming Assessments
See assessment status and due dates for **one year ECTs**.




Upcoming Reports
See report status and due dates for **two year ECTs**.




Register ECT
Add a new ECT, or transfer an existing one to your school.




Update My Login Details
Change your login, email address and your password.



Update My Personal Details
Change your name, email address and phone numbers.

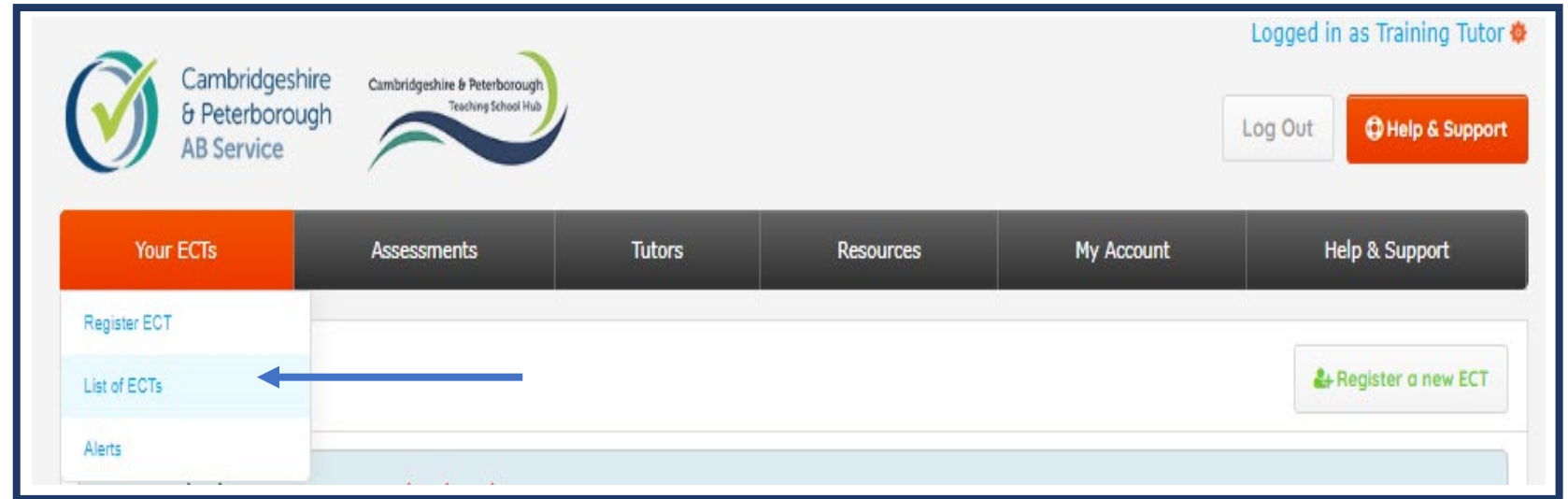


Helpdesk
Add a helpdesk ticket if you are having problems using the site.



Help Centre
Search our help guides here.

If the report is not due there are two ways you can access the form. Click on Upcoming Reports on your dashboard, which will take you to a list of reports and assessments that are coming up for your ECTs.



Or click on View next to the ECT in question and on their overview page you can see the progress reports that are completed or next to be completed. The next progress review is generated as the last one is completed.

On the overview, you can see the type of report – P = Progress Review, A = Assessment, the dates of the reporting period, the due date and the status of the report.

You can choose to 'Fill in' the report or 'Print' which will download a PDF of the form.


If any of this information is incorrect, especially the type of report and the dates of reporting period please contact AB@CPTSHN.co.uk

3	A	1	Start: 03/09/2024 End: 20/12/2024 Due: 06/12/2024	Available	<ul style="list-style-type: none"> Fill In Print
---	---	---	---	-----------	--


You will automatically be logged out of ECT manager if you are inactive for 20 minutes so remember to **save** at regular intervals to avoid losing your work. You could type up your response on a Word document and copy and paste into ECT manager, which may help to alleviate the risk of being logged out and losing your work.

Note: As soon as you start to complete the assessment your comments are visible to the ECT.

To complete the assessment form, click on 'Fill in' – this will take you to the online questions that you are required to answer. The first page asks you to check and confirm the ECT's contract and to confirm the ECT is remaining at your school next term.



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Assessment Form for First Year (or equivalent) of Induction - Training ECT

This is a standard (not final) assessment. If this is incorrect, please contact the Cambridgeshire and Peterborough AB Service Team on 01223 491674 to get it changed.

This term's contract details:

Before completing the form, please confirm contract details for the term below. When you press 'Continue', you will then be taken to the form.

Contract Type: Permanent

Days Per Week: 5

If any of these details are incorrect, please [click here to update them](#) before continuing.

Days served between 03/09/2024 and 20/12/2024

The number of days that the ECT has worked **since their last Progress Review**, not including weekends, bank or school holidays, but including absences. For example working 5 days per week (1FTE) would be 73 days if no contract changes.

Days served cannot be updated until this report becomes due on 19/11/2024. Please return then to update this page. You can continue to complete the rest of the form now and save it for later.

Days employed since last Progress Review: 73 (including absences)

Days absent between 03/09/2024 and 20/12/2024

The number of days that the ECT should have been working but was absent. This should not include weekends, bank holidays, or days when the ECT was not contracted to work, for example if they only work 3 days per week.

Days absent cannot be updated until this report becomes due on 19/11/2024. Please return then to update this page. You can continue to complete the rest of the form now and save it for later.

Has the ECT had any absences since their last Progress Review? No

Year 1 Absences prior to 03/09/2024: 30

Next Term's Details

To ensure that we keep our records up to date and that your next assessment will be generated at the correct time, we ask that you please confirm what the ECT's contract details will be **next** term.

Will this ECT be remaining at this school for all or part of the next assessment period? ☒ Yes ☐ No

How Many Days per week: 5 days a week (Full Time)

Contract Type: Permanent

[Back](#) [Continue](#)

Would you like to see what questions you will be asked?

[Click here to view a read only version of this form.](#) **Do Not** fill this in - this is to help you gather the information before you fill in the online version by clicking 'Continue' above.

Ensure you include the correct days of absence – over 30 days within a year will trigger an automatic extension and the report won't be able to be finalised until the extension has been completed.



On the assessment you will then be asked to check the days served in this reporting period and to state if the ECT has had any absence.

Ensure you include the correct days of absence – over 30 days within a year will trigger an automatic extension and the report won't be able to be finalised until the extension has been completed.

Days served between 03/09/2024 and 06/11/2024

The number of days that the ECT has worked **since their last Progress Review**, not including weekends, bank or school holidays, but including absences. For example working 5 days per week (1FTE) would be 41 days if no contract changes.

Days employed since last Progress Review: (including absences)

Days absent between 03/09/2024 and 06/11/2024

The number of days that the ECT should have been working but was absent. This should not include weekends, bank holidays, or days when the ECT was not contracted to work, for example if they only work 3 days per week.

Has the ECT had any absences since their last Progress Review?

Days of absence during this period e.g. 5 for five days or 5.5 for five and a half

Year 1 Absences prior to 03/09/2024: 29

If the ECT is leaving the school, please complete a leaver form and send it to the AB.

Next Term's Details

To ensure that we keep our records up to date and that your next assessment will be generated at the correct time, we ask that you please confirm what the ECT's contract details will be **next** term.

Will this ECT be remaining at this school for all or part of the next assessment period?

☐ Yes

☒ No

Reason for the Resignation:

Date of Resignation:

19 December 2024

If the ECT is leaving at the end of a term please enter the end of term date when they leave the school (NOT the date they handed in their resignation and not the end of the ECT's contract/school holiday date)

← Back

→ Continue

EARLY CAREER TEACHER (ECT) LEAVER FORM

Please complete this form if an ECT leaves your school prior to the successful completion of the ECT induction period. On receipt of this form we (the Appropriate Body) will inform the Teaching Regulation Agency (TRA) that the ECT has left their post and record the number of induction terms completed on the national database.

N.B. If your ECT is enrolled on a DfE funded Early Career Framework (ECF) professional development programme you should also contact your ECF delivery partner to notify them that your ECT is leaving the school.

School/Academy	
ECT Name	
Teacher Reference Number	
Date of Birth	
Leaving date	
Reason for leaving	
Absences during induction so far (as recorded on progress reports and assessment reports)	

Is your ECT moving to another school to complete their ECT induction? Yes No Unknown
If yes, please provide:

School/Academy	
Address	
New Appropriate Body (if known)	

Please note assessment reports will be copied to the new Appropriate Body/School on request.

Signed.....Headteacher/Principal Date

Please return completed information as soon as possible to: ab@cptshn.co.uk

Cambridgeshire & Peterborough Teaching School Hub collect and use personal information in line with our requirements/responsibilities as an Appropriate Body for the purposes of ECT induction. Personal information will only be accessed and processed by authorised personnel who are directly involved in the management and administration of ECT induction and have a legitimate need to access the information.

Schools/Academies should advise the Early Career Teacher that details supplied on this form will be held by CPTSH ECT Induction Service for monitoring purposes. Some details will be disclosed to the DfE and Teaching Regulation Agency and may be disclosed to other organisations in order to comply with statutory requirements.

The personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

You can find the Leaver form in resources under DfE Induction for ECT England.

Your ECTs Assessments Tutors **Resources** My Account Help & Support

Resources

Dfe Induction For Ect England

Back to Resources

ECT Induction Guide 23/24

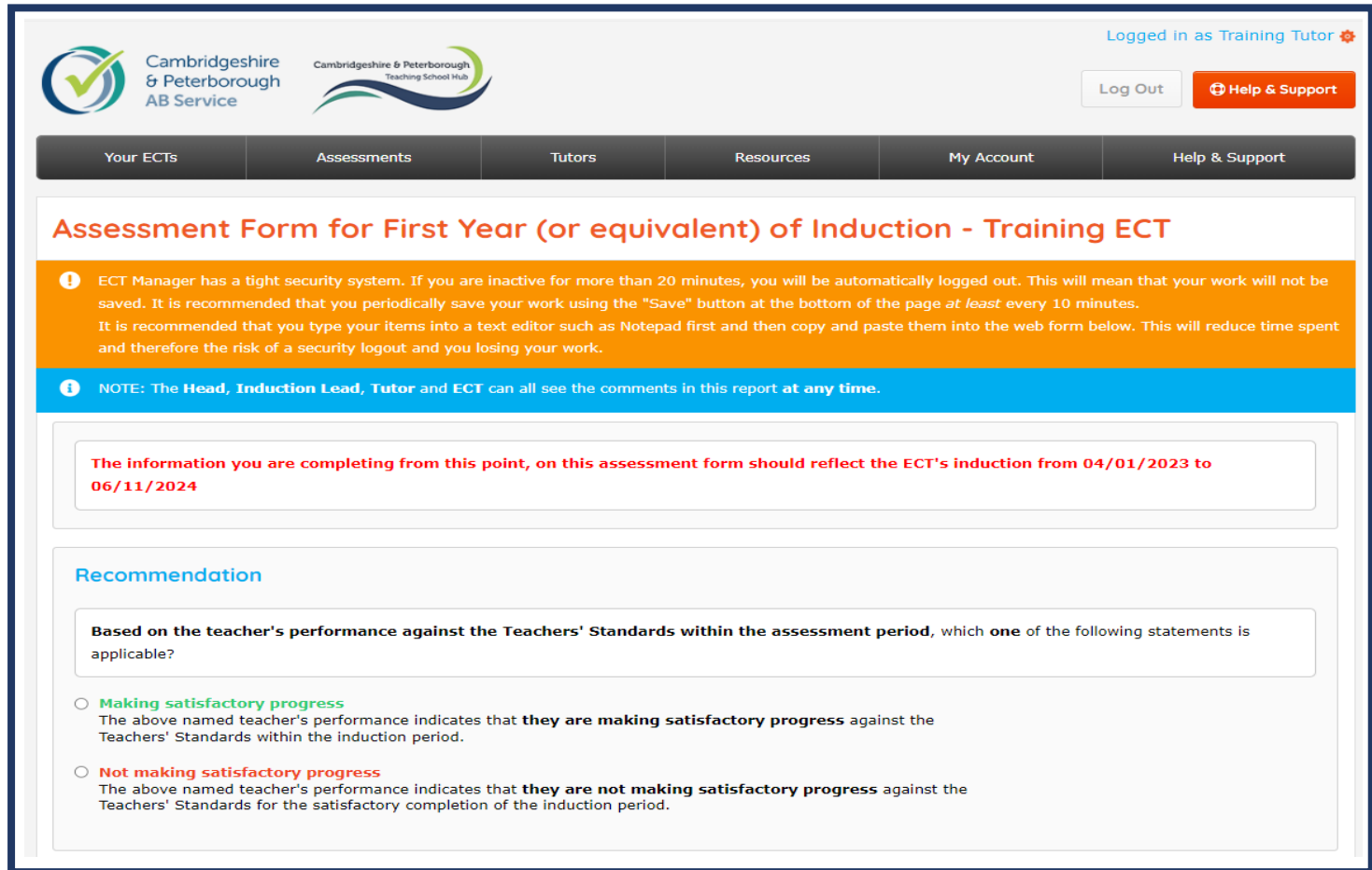
ECT Leaver Form (completed by Headteacher)

Model ECT Policy

You are then asked if the ECT is making satisfactory progress

If your ECT is not making satisfactory progress, you should have already had a conversation with them, and they should already know this. You need to create an action/support plan (Form H in resources on ECT manager) and the **AB should have been notified.**

You can email your concerns, or you can add an alert on ECT manager:



Logged in as Training Tutor

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Your ECTs Assessments Tutors Resources My Account Help & Support

Assessment Form for First Year (or equivalent) of Induction - Training ECT

ECT Manager has a tight security system. If you are inactive for more than 20 minutes, you will be automatically logged out. This will mean that your work will not be saved. It is recommended that you periodically save your work using the "Save" button at the bottom of the page at least every 10 minutes. It is recommended that you type your items into a text editor such as Notepad first and then copy and paste them into the web form below. This will reduce time spent and therefore the risk of a security logout and you losing your work.

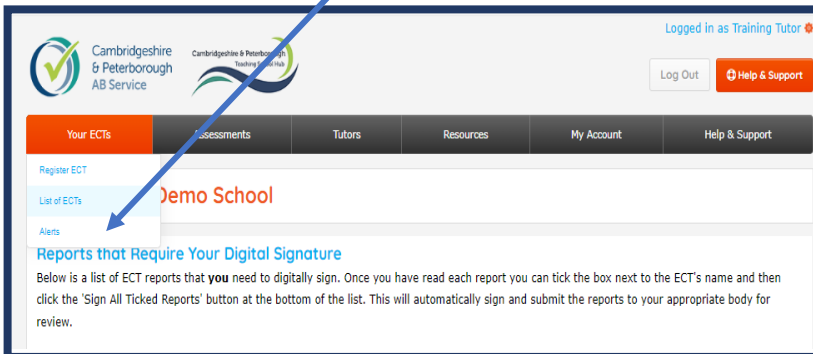
NOTE: The Head, Induction Lead, Tutor and ECT can all see the comments in this report at any time.

The information you are completing from this point, on this assessment form should reflect the ECT's induction from 04/01/2023 to 06/11/2024

Recommendation

Based on the teacher's performance against the Teachers' Standards within the assessment period, which one of the following statements is applicable?

- ☐ **Making satisfactory progress**
The above named teacher's performance indicates that **they are making satisfactory progress** against the Teachers' Standards within the induction period.
- ☐ **Not making satisfactory progress**
The above named teacher's performance indicates that **they are not making satisfactory progress** against the Teachers' Standards for the satisfactory completion of the induction period.



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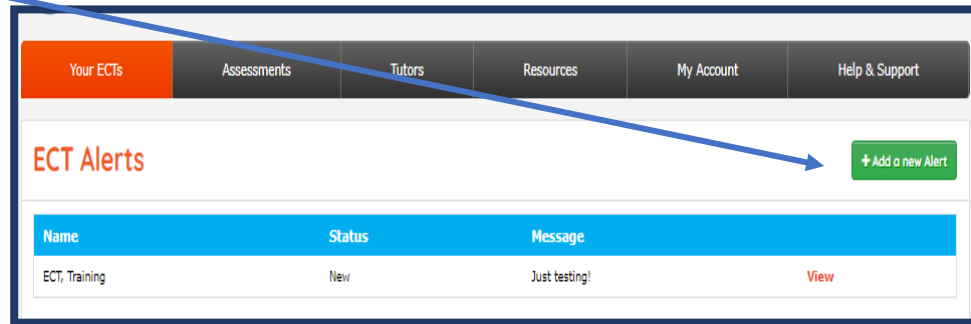
Register ECT

List of ECTs Demo School

Alerts

Reports that Require Your Digital Signature

Below is a list of ECT reports that you need to digitally sign. Once you have read each report you can tick the box next to the ECT's name and then click the 'Sign All Ticked Reports' button at the bottom of the list. This will automatically sign and submit the reports to your appropriate body for review.



Your ECTs Assessments Tutors Resources My Account Help & Support

ECT Alerts

+ Add a new Alert

Name	Status	Message	
ECT, Training	New	Just testing!	View



In this section of the assessment, you need to outline evidence against each of the standards.

This should evidence the impact of what has been completed.

For example: xx has set targets for each pupil in the class. She has communicated these and the general progress of pupils in her class to parents at consultation evenings and has identified those who are falling behind age-related expectations. As a result, she has set up interventions for groups and individuals, to be implemented by herself or support staff, the impact of these have shown accelerating learning for the majority of pupils.

Further Information

Briefly describe how any evidence demonstrates progress made towards meeting the Teachers' Standards. Do not reproduce evidence in full. The Teachers' Standards are available here: <https://www.gov.uk/government/publications/teachers-standards>

TS1 Set high expectations which inspire, motivate and challenge pupils

Save

TS2 Promote good progress and outcomes by pupils

Save

TS3 Demonstrate good subject and curriculum knowledge

Save

This is an opportunity to celebrate successes and recognise the work they have done.

Be respectful in the comments, and especially if the ECT is not making progress, consider the wording – they need to know they are not currently on track, but avoid the report being written in a way that will knock confidence. Be supportive.



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TS4 Plan and teach well-structured lessons

Save

TS5 Adapt teaching to respond to the strengths and needs of all pupils

Save

TS6 Make accurate and productive use of assessment

Save

TS7 Manage behaviour effectively to ensure a good and safe learning environment



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Don't forget part 2 of the Teacher Standards – although sometimes harder to evidence, it includes high standards of attendance and punctuality, professional duties and acting within statutory frameworks and school policies and practices as well as general conduct.

Ensure areas for development are SMART targets – ECT induction is training and development, so make sure that the targets are beneficial to the ECT and will support their progress **against the Teachers' Standards.**

TS8 Fulfil wider professional responsibilities

Save

Personal and professional conduct

Save

Areas for development

Save

“Make sure their classroom is tidy and the displays are done” is not a suitable development target.

TS7: Establish and implement consistent routines for lesson starts and transitions, with clear, concise instructions for task changes. This will be measured through mentor drop-ins and improved student behaviour for learning.



If the ECT is not on track to successfully complete induction, has a support plan been put in place? (If yes, please attach the support plan)

Support Plan In Place?

Yes ▼

Support Plan To Upload:


Choose File No file chosen

You are then asked if the ECT is making satisfactory progress


If your ECT is not making satisfactory progress, you should have already had a conversation with them, and they should already know this. You need to create an action/support plan (Form H in resources on ECT manager) and the AB should have been notified.

You will then be asked to save the form to return later or send it to the ECT for their comment.


BUT DON'T FORGET TO SAVE REGULARLY!!



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Have you finished this Assessment?

✓ Assessment was successfully saved

Please select one of the options below

☐ I have not yet finished this Assessment and I will come back to complete it later.


☒ ECT Available: I have completed my part of the Assessment and it is ready for the ECT to add their comments.

← Back


→ Continue

You can then send the ECT a reminder of their login details if you need to.

Don't forget to remind the Head to complete their digital signature for assessments!



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What Happens Now?

✓ Assessment Saved Successfully.

ⓘ **Important:** Please read the information below.

ECT Comments

The ECT can now login in and add their comments. Please let them know the form is ready for them. They have their own login details to add their comments. If they do not know them, they can use the 'send me my username and password' button on the login page to have them sent through to them. Alternatively, you can click the button below to send them their login details now.

✉ Send Login Details

Signing the form

Please note that you **will not be able to sign the form until the ECT has entered their comments**. Once the ECT has added their comments, you will be able to login and sign the form. Once the ECT comments have been added, a link to do so will be on the first page that you come to after logging in.

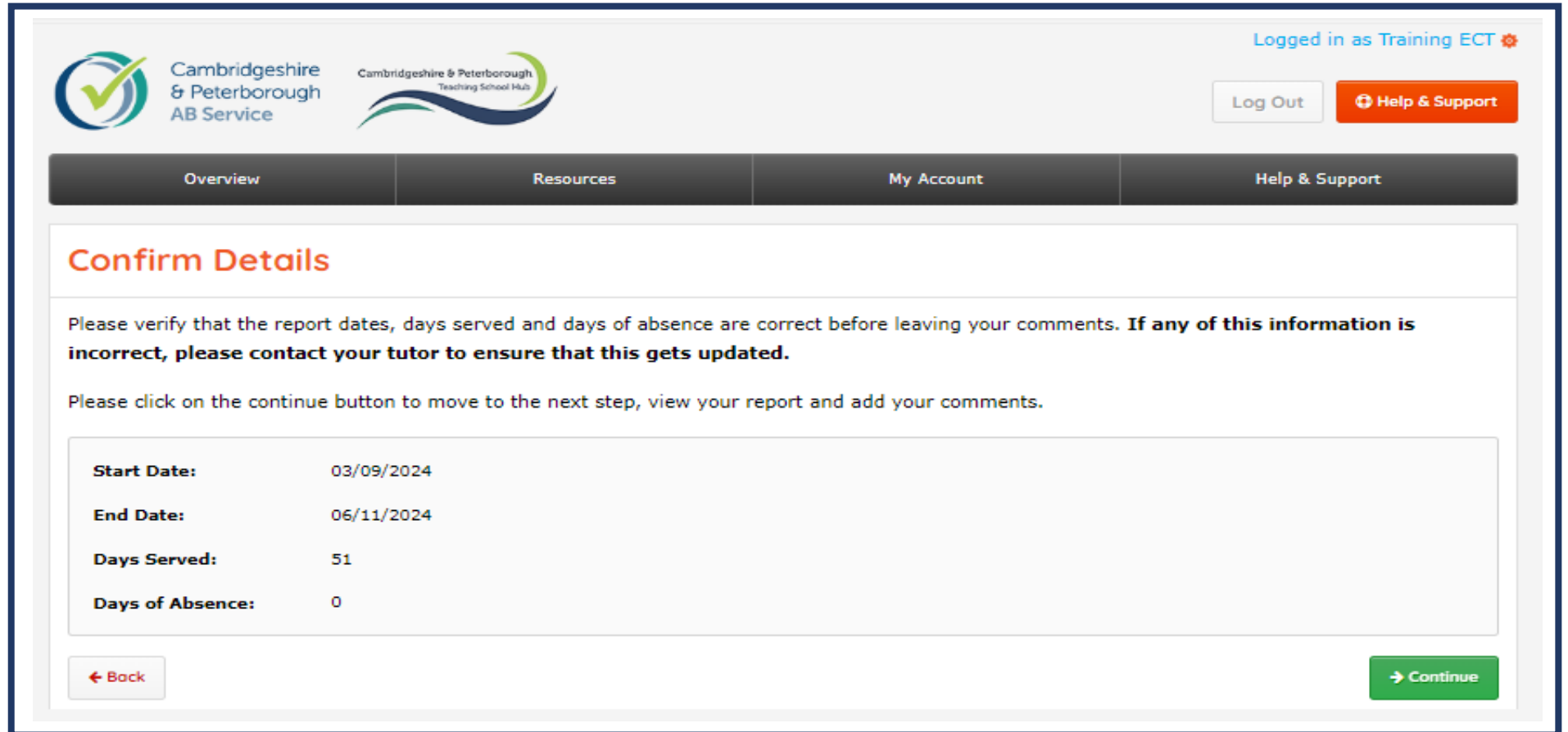
Headteacher's signature

Once you and the ECT have signed the form, your headteacher will also need to sign it. They have their own login details to do this. If they do not know them, they can use the 'send me my username and password' button on the login page to have them sent through to them. Alternatively, you can click the button below to send them their login details now.

✉ Send Login Details

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What do the ECTs
see?



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Logged in as Training ECT

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Confirm Details

Please verify that the report dates, days served and days of absence are correct before leaving your comments. **If any of this information is incorrect, please contact your tutor to ensure that this gets updated.**

Please click on the continue button to move to the next step, view your report and add your comments.

Start Date:	03/09/2024
End Date:	06/11/2024
Days Served:	51
Days of Absence:	0

← Back → Continue

ECTs need to include a reflective comment. If they do not, this could prompt a Quality Assurance visit. ECT comments should answer the following three questions in their response:

1. What has gone well this term?
2. What challenges have you faced and how did you overcome them?
3. What are your targets and how will you address these?

ECT Comments for Term 3 - Training ECT

1 ECT Manager has a tight security system. If you are inactive for more than 20 minutes, you will be automatically logged out. This will mean that your work will not be saved. It is recommended that you periodically save your work using the "Save" button at the bottom of the page at least every 10 minutes. It is recommended that you type your items into a text editor such as Notepad first and then copy and paste them into the web form below. This will reduce time spent and therefore the risk of a security logout and you losing your work.

View Report

Please click to view what your tutor has written on your report, before adding your comments.

View Form:

View Form

Further Information

Have you discussed this report with the induction tutor and/or headteacher?

Discussed Report:

Please Select

ECT Statutory Entitlements

Please answer the following questions regarding your statutory entitlements.

Are you accessing a programme of CPD based on the Early Career Framework?:

Please Select

Are you receiving regular support in regards to the Early Career Framework and day to day practice from your mentor?:

Please Select

Have you had your 10% (year 1) or 5% (year 2) timetable reduction?:

Please Select

Have you observed other teachers?:

Please Select

Have you been formally observed for a whole lesson against the Teachers' Standards and received both written and verbal feedback once every half term?:

Please Select

Have you met with your Induction tutor at least once per term to discuss your progress against the Teacher's Standards?:

Please Select

Have you met with your Induction tutor to discuss this assessment?:

Please Select

ECT comments

Please comment on your progress to date, by answering the following questions.

1. What has gone well this term?:

2. What challenges have you faced and how have you overcome them?:

3. What are your targets and how will you address them?:

Save

Save & Continue




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Signing the form

Please note that you **will not be able to sign the form until the ECT has entered their comments**. Once the ECT has added their comments, you will be able to login and sign the form. Once the ECT comments have been added, a link to do so will be on the first page that you come to after logging in.

If it is too early for you to send the form to the ECT or if there is an absence extension, you will see the following message and you can return to the form to send it on the date stated in the message.



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Log Out

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Your ECTs

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Can't Submit Assessment Yet - Training ECT

Thank you for filling out **Training ECT's** Assessment early.

You will not be able to submit this Assessment until **18/11/2024** due to the number of absences the ECT has had. Once the Assessment is ready to submit you will be able to continue and add the ECT's number of completed days and absences, send it to the ECT for them to add their comments and digitally sign it.

Continue





After the progress review has been read by the ECT, they have answered the questions, added their comments and signed you will then be prompted to sign the form. Log into ECT Manager and on your dashboard, you will see the reports you need to sign.

Reports that Require Your Digital Signature

Below is a list of ECT reports that **you** need to digitally sign. Once you have read each report you can tick the box next to the ECT's name and then click the 'Sign All Ticked Reports' button at the bottom of the list. This will automatically sign and submit the reports to your appropriate body for review.

<input type="checkbox"/>	Type	Name	
<input type="checkbox"/>	Assessment	Training ECT	Read Report
Digitally Sign All Ticked Reports			

You can also sign the form from the ECT's overview page. Go to your ECTs > List of ECTs, click on view next to the relevant ECT.

3	A	1	Start: 03/09/2024 End: 19/11/2024 Due: 05/11/2024	Needs Digital Signatures	<ul style="list-style-type: none">• Sign• Edit• Print• Support Plan
			ABSENCE EXTENSION		

Here you can click 'Sign'. You will be taken to the Digital Signature page where you can download a PDF of the completed form, tick to digitally sign the form and press the green 'confirm' button.



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If you have any concerns or issues, please do not hesitate to contact us:

hthatcher@cptshn.co.uk (AB Lead)

ebarnes@cptshn.co.uk (AB Administrator)

AB@cptshn.co.uk