

Registration procedure and conditions for the Teacher Qualification Assessment and Master's Assessment 2021 - 2022

Version July 2021

- To be able to take part in the assessment, you will need to have registered via OnStage and OSIRIS. Registration via OnStage is done per period. Please see the assessment-week overview for more information about the deadlines applicable. Registration in OSIRIS is possible at any time, provided you have the number of credits necessary. For more information about OnStage, see the instructions;
- There are only a limited number of special circumstances in which you will be able to ask the Internship & Graduation office to make an exception and allow you not to do an assessment on a specific date. These special circumstances are: hospitalization, a (family) wedding and/or the death of a family member. Your request to this end must be supported by evidence and must be submitted before the deadline to assessmentbureau.archimedes@hu.nl. Other requests will not be processed;
- The OSIRIS list must meet the conditions applicable by the deadline; participation will not be possible otherwise. If your OSIRIS list is not complete (with the exception of the national knowledge test) or if credits have been recorded incorrectly on the list (under 'other', for example), you will need to submit an online request to the Examination Board via [HUKAS](#);
- The portfolio, evidence, video excerpts and status form must have been uploaded to your OnStage dossier before the deadline. Read the assessment manual for detailed information about the requirements for your portfolio, evidence and film excerpts;
- To be able to do the assessment, your Professional Development Tutor (PDT) must complete, and sign and upload the status form to OnStage before the deadline. Make clear agreements with your PDT about when this completeness check is to take place. You will not be able to take part in the assessment if the status form is not uploaded to OnStage before the deadline. So, don't wait until the last minute and make sure you bear holiday periods and deadlines in mind. No exceptions will be made to this rule;
- If it becomes clear - whether before, during or after the assessment - that you have not met the entry requirement, the assessment will be cancelled or declared invalid in consultation with the Examination Board;
- If you find that the deadline is not feasible for you, please deregister by e-mail: assessmentbureau.archimedes@hu.nl. If you were unable to meet the deadline but have not deregistered, 'Not Present' will be recorded in OSIRIS and you will have used up an assessment attempt;
- You will be notified of the assessment schedule and of your exact assessment date on Monday in the week prior to the assessments at the very latest. This schedule will be sent to you via HU-mail, so please make sure you check your e-mails;
- The assessment will last part of a day and will take place via MS Teams. See the manual for detailed information. The assessments will take place from Monday up to and including Friday each week;
- In exceptional circumstances, an assessment will be cancelled and/or moved to a different time (or week). Although this will be possible right up to the last minute, efforts will be made to keep changes like this to an absolute minimum. All communication will be routed via HU-mail;
- Changes may be made to the procedure, assessment weeks and deadlines, etc. at any time during the academic year. Check the HU Site for the most current information about the assessment: <https://husite.nl/stage-en-afstudeerinformatie/assessment-ia/lerarenopleidingen-voltijd-en-deeltijd-instituut-archimedes-startbekwaam-en-master/#teacher-education>

Questions?

Contact Bureau Assessments (internship & graduation office) via assessmentbureau.archimedes@hu.nl