

## Procedure for the online Teacher Qualification Assessment Bachelor & Master

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### Before the assessment

- To take part in the assessment the student has met the conditions described in the study guide and the assessment manual;
- During the assessment you will be assigned two assessors. Neither assessors can be your current Professional Development tutor, internship mentor or internship supervisor, so please fill in the correct details when registering via OnStage.
- The assessment office will provide the planning and the MS Teams invitation. You will receive the invitation the week prior to your assessment, around the Tuesday. This information is shared via your HU-email, so please check this regularly.
- Assessors will read/review in advance all material submitted by the student in OnStage and prepare the criterion-based interview questions.

### The assessment

- The assessment will take place online via MS Teams and lasts for around 3 hours (a morning, afternoon or evening).
- The assessment should be held in a suitable environment (such as a quiet workplace) where neither the student nor the assessors can be disturbed.
- At the scheduled time, those involved should click on the link received in the appointment proposal or in their personal Outlook calendar and will be granted access to the digital meeting. NOTE: The assessment begins with 30 minutes for the assessors to prepare the interview together, *before* the student joins the meeting.
- The internal assessor is the discussion leader. The first few minutes are for getting acquainted.
- If the connection is not working properly or if there is another (technical) problem, the internal assessor can ask the HU for help by telephone. If the problem is not solved within 15 minutes, the internal assessor will cancel the assessment.
- The candidate should identify themselves by showing their ID.
- The assessors will question the candidate in a criterion-based interview.
- At the end of the interview, the internal assessor will make an appointment with the candidate to share their feedback (within 1 working day after the assessment) for the Teacher Qualification Assessment interview.
- The internal assessor will give spoken feedback on the assessment to the candidate at the agreed upon time.

See the document '[Time Schedule for Assessments](#)' for the detailed schedule.

### Administrative process

- The internal assessor handles the administration concerning the assessment. The forms (notes and final evaluation form) can be scanned or photographed, bundled as one document and provided with a signature, and uploaded in Onstage. *Note: only the internal assessor signs the assessment form.*
- If the assessment is cancelled due to technical problems, a new assessment will be scheduled by the assessment office depending on the possibilities available.

If you have any questions, please contact [praktijkbureau@hu.nl](mailto:praktijkbureau@hu.nl) / [internshipoffice@hu.nl](mailto:internshipoffice@hu.nl)