



Completing Interim Assessment: Guidance for Induction Tutors, ECTs and Headteachers

Leaving or Changing School

When an ECT leaves a post after completing one term or more in an institution but before the next formal assessment would take place, the Induction Tutor or Headteacher is expected to complete an interim assessment. This is **expected to take place before the ECT leaves their post** to ensure that the ECT's progress and performance since the last assessment are captured. This is especially important where concerns about progress may have arisen. The information recorded on the interim assessment form will help to ensure that induction can be continued effectively in any subsequent post. This is also required if the ECT leaves during their final term of induction.

The Induction Tutor or Headteacher should meet with the ECT to discuss the interim assessment report during a formal progress review meeting. **The ECT** should update their Teachers' Standards Evidence Form and share it with their Induction Tutor in advance of the formal progress review meeting. The Induction Tutor should review it and any other evidence e.g., lesson observations, when completing the interim assessment form. The Induction Tutor must confirm with the ECT that their performance indicates that he/she **is**, or **is not**, making satisfactory progress against the Teachers' Standards. Remember, the statutory guidance states that there should be **nothing unexpected**. Interim Assessment Forms need to be digitally signed on ECT Manager by the ECT, Induction Tutor and Headteacher.

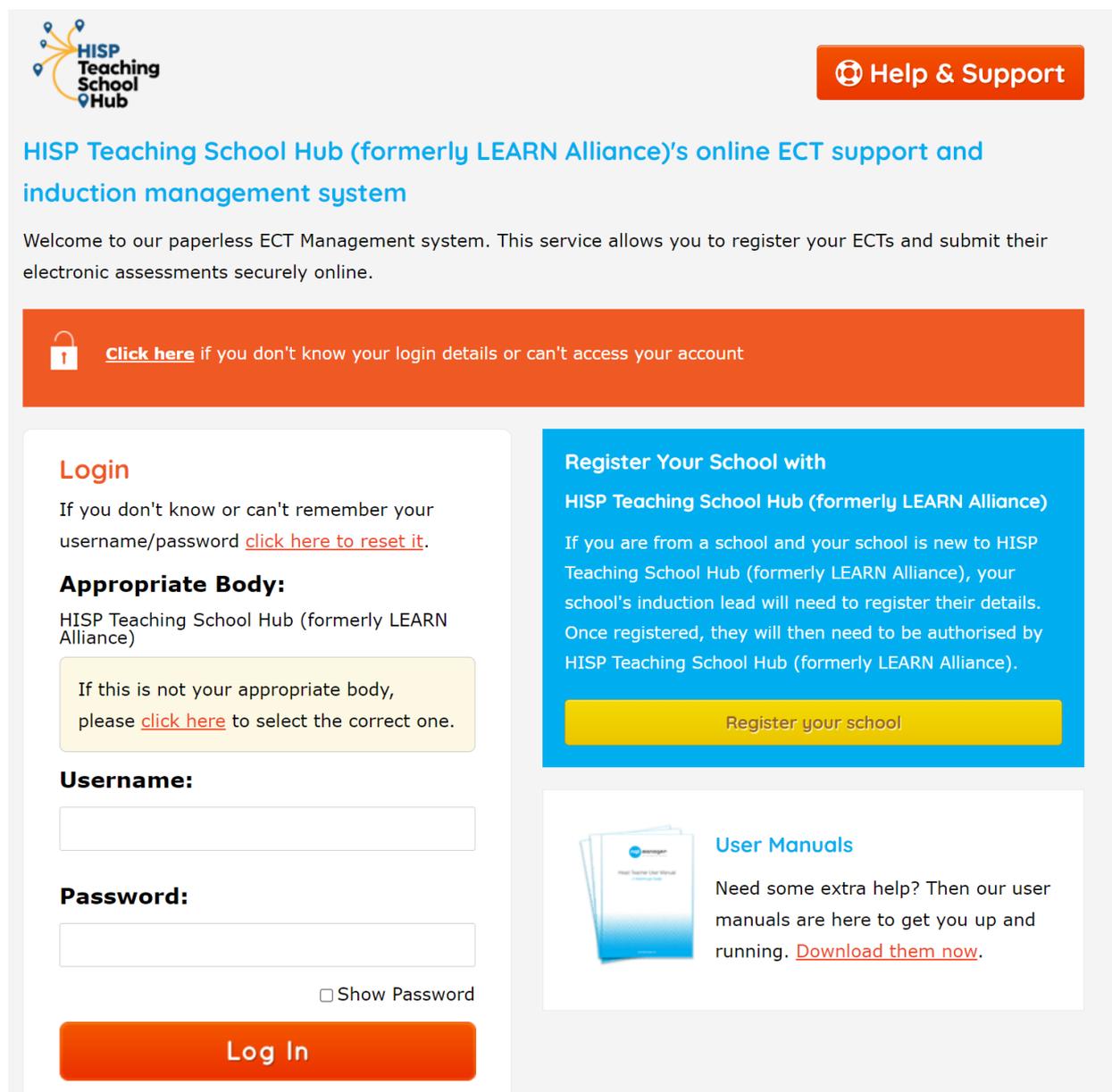
If an ECT leaves a post having completed less than one term (65 days) in an institution, this time does not count towards induction, however, sometimes it is still necessary to complete an interim assessment. Please contact: egerrard@hispmat.org in advance to ensure that an interim assessment form, if required, is completed, and submitted before the ECT leaves.

Completing and Submitting Interim Assessments on ECT Manager

All interim assessment forms must be completed and submitted using ECT Manager.

<https://hispteachingschoolhub.ectmanager.com>

All ECTs, Induction Tutors and Headteachers should already have received an email with login details for ECT Manager when registered their ECT(s) with HISP Teaching School Appropriate Body for ECT Induction Assessment. If you do not have your login details, please email: e.gerrard@hispmat.org



The screenshot shows the HISP Teaching School Hub website. At the top left is the logo for HISP Teaching School Hub. At the top right is a red button labeled 'Help & Support'. Below the logo is the title 'HISP Teaching School Hub (formerly LEARN Alliance)'s online ECT support and induction management system'. A welcome message follows: 'Welcome to our paperless ECT Management system. This service allows you to register your ECTs and submit their electronic assessments securely online.' Below this is a red banner with a lock icon and the text 'Click here if you don't know your login details or can't access your account'. The main content area is divided into two columns. The left column is for login, with a 'Login' heading, a message about forgotten credentials, a link to reset, and a section for 'Appropriate Body' with a dropdown menu. Below that are fields for 'Username:' and 'Password:', a 'Show Password' checkbox, and a red 'Log In' button. The right column is for registration, with a 'Register Your School with' heading, a message about school registration, and a yellow 'Register your school' button. At the bottom right, there is a 'User Manuals' section with an image of a manual and a link to download them.

1. Induction Tutor logs in to ECT Manager.

The Induction Tutor will be taken to their dashboard, which provides links to any tasks that need completing. An interim assessment form is generated within the progress review functionality on ECT Manager. When progress reviews are ready for completion, these will appear on the dashboard with the ECT's name, along with the status of that task, e.g. due or overdue and the

due date. Induction Tutors will need to follow the steps below to generate an interim assessment form for an ECT that will not be remaining at their current school for all or part of the next report period.

Induction Tutors should click on **Fill in** and they will be taken to the progress review form.

Dashboard

ECT Reports that Need Completing

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

Name	Type	Status	Due		
ECT Tester	Progress Review	Due	09/11/2021	Fill in	Read

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

2. Confirmation of continuing next term

The Induction Tutor must confirm ('yes' or 'no') if the ECT will be remaining at their current school for all or part of the next report period. If the ECT is leaving the school the Induction Tutor selects 'no' and clicks **Continue**.

Progress Review Form - Details for Term 1 - ECT Tester

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.

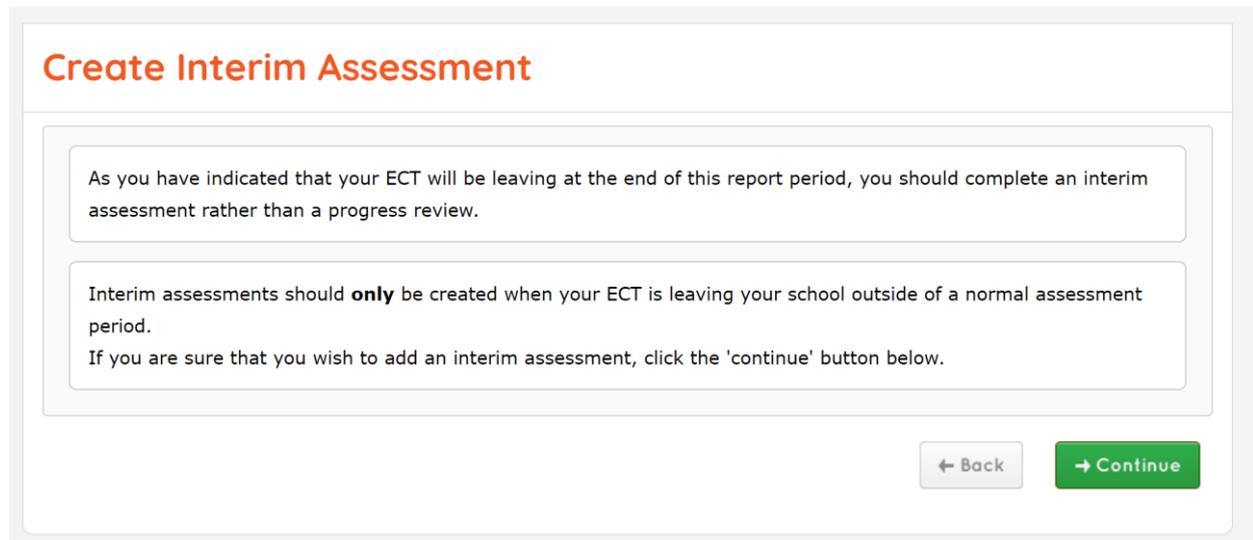
Continuing Next Term

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

Yes
 No

[← Back](#) [→ Continue](#)

3. Create the Interim Assessment



Create Interim Assessment

As you have indicated that your ECT will be leaving at the end of this report period, you should complete an interim assessment rather than a progress review.

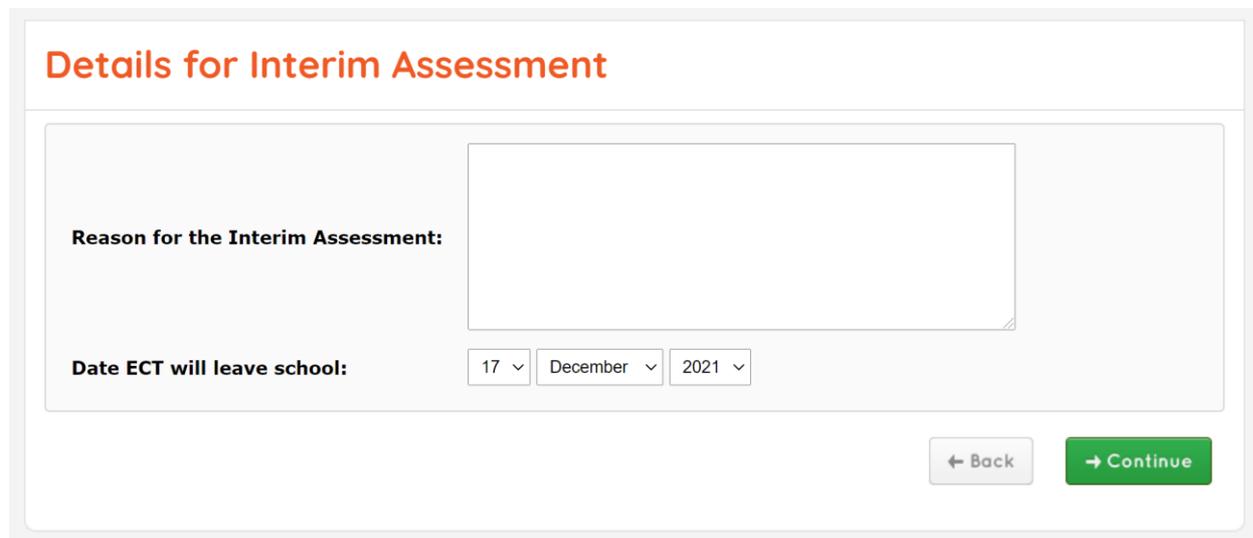
Interim assessments should **only** be created when your ECT is leaving your school outside of a normal assessment period.
If you are sure that you wish to add an interim assessment, click the 'continue' button below.

[← Back](#) [→ Continue](#)

The Induction Tutor will need to complete an interim assessment rather than a progress review. Click the 'continue' button when presented with this screen.

4. Details for Interim Assessment

The Induction Tutor must enter the reason for an interim assessment being complete (e.g., 'ECT is leaving the school at the end of this term and will be moving to a different school' 'ECT has resigned and is leaving teaching'). The date the ECT will leave the school must be entered. Click **Continue**.



Details for Interim Assessment

Reason for the Interim Assessment:

Date ECT will leave school: 17 ▾ December ▾ 2021 ▾

[← Back](#) [→ Continue](#)

5. Confirmation of contract details

Before completing the interim assessment form, which has now been generated and saved, the induction must confirm the ECTs contract details for the term. If any of the details are incorrect the Induction Tutor will need to update them before continuing.

Interim Assessment - Before 1st assessment



Interim details were saved successfully.

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.

← 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.

6. Days served, and days absent during this induction period

Enter the number of days served during this induction period. Part-time ECTs' days will need to be counted in accordance with their contract. Then enter the number of days absent during the induction period.

Interim Assessment - Before 1st assessment

Days served between 02/09/2021 and 17/12/2021

The number of days that the ECT has worked **during this period**, not including weekends, bank or school holidays, but including absences. For example working 5 days per week (1FTE) would be 71 days if no contract changes.

Days employed during this period:

(including absences)

Days absent between 02/09/2021 and 17/12/2021

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 this ECT had any absences during this period?

Please Select ▾

Absences prior to this period

0

8. Recommendation

The Induction Tutor will now be asked to make a recommendation, based on the ECTs performance against the Teachers' Standards within the assessment period, which one of the following statements is applicable. If you are unsure about which to select, please contact: d.higginbottom@hispmat.org

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.

6. Progress grading

The Induction Tutor must then select one of the following progress grading options. If you are unsure about which to select, please contact: d.higginbottom@hispmat.org

Progress Grading

Please note that this additional information is required to enable us to provide a better level of support to schools.

- A: The ECT has considerable strengths and is working well within the requirements**
- B: The ECT has many strengths with a few areas for development that are being addressed easily**
- C: The ECT has strengths. some areas for development have been met and some are still being worked on**
- D: Development needed in basic practice, warranting additional support from within the school**
- E: Considerable areas for development required in basic practice, giving rise for serious concern. Additional support needed for school and ECT**

7. Evidencing progress made towards meeting the Teachers' Standards

The Induction Tutor should then briefly describe how any evidence demonstrates progress the ECT has made towards meeting each of the 8 Teachers' Standards. Evidence does not need to be reproduced in full. The Induction Tutor can click '**Save**' on this section of the form at any time.

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

TS2 Promote good progress and outcomes by pupils

TS3 Demonstrate good subject and curriculum knowledge

TS4 Plan and teach well-structured lessons

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

TS6 Make accurate and productive use of assessment

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

TS8 Fulfil wider professional responsibilities

The Induction Tutor should briefly describe how any evidence demonstrates progress the ECT has made towards meeting Part 2 of the Teachers' Standards and list the ECTs future areas for development:

Personal and professional conduct

Areas for development

Once completed the Induction Tutor clicks '**Save and continue**'.

Have you finished this Assessment?

 Assessment was successfully saved

Please select one of the options below

If you have **not yet completed** all of the Assessment and wish to **make further changes**, then select this option.

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

If you have completed all of your part of the Assessment and now you would like the ECT to comment, then select this option.

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

← Back → Continue

If the Induction Tutor has completed the interim assessment, please select the 'I have completed ...' checkbox and click **Continue**.

The following message will appear:

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](#)

8. ECT's Comments

Once the Induction Tutor has completed the interim assessment form, the ECT will receive an email notifying them that an interim assessment form has been completed. The ECT should login into ECT Manager. They will be taken to their overview screen and the interim assessment will be shown at the bottom under ***Progress Reviews and Assessments***.

Overview - ECT Tester

[ECT Overview](#)

Personal Details

Training Information

Tutor & Mentor

Contract Details

ECF Details

Print Details

Previous Schools

Documents

Available Courses

 Your tutor has completed your Assessment and you will now be able to leave your comments [here](#)

Induction Type: Two year ECF induction (starting on or after 1st Sept 2021)

Status: Authorised **Completed FTE:** 0

Teacher Ref No. (DfE): N/A **Contract FTE:** 1

Date QTS was Awarded: Not Eligible (**Not Verified**) **Remaining FTE:** 6

DOB: 09/11/2000 **Reports Completed:** 0

Start Date of Induction: (at this school) 02/09/2021 **Next Report Due:** 10/11/2021

School: [4444444] Training School **Estimated End Date:** 21/07/2023

Tutor: Tutor Tester **Number of Days Absence:** 0

Progress Reviews and Assessments

Term	Type	FTE	Term	Status	Actions
1 (Int)	A	1	02/09/2021 - 17/12/2021 Due: 10/11/2021	ECT to Comment	<ul style="list-style-type: none">• Comments• Print

The ECT should click on **Comments**. A new screen will open which asks the ECT to confirm the information provided by the Induction Tutor: recommendation; start date; end date; days served; days of absence. If the ECT is happy with this information, they should click **Confirm**. If any of the information is incorrect, they should contact their Induction Tutor.

ECT Confirmation

 Below is a list of information supplied by your tutor. Please verify that this information is correct before leaving your comments. **If any of this information is incorrect, please contact your tutor to ensure that this gets updated.** [Click here to view the full form](#)

Confirm Details

If you are happy with the information below, please click on the 'confirm' button to move to the next step and add your comments.

Recommendation: **Making satisfactory progress**
The above named teacher's performance indicates that **they are making satisfactory progress** against the Teachers' Standards within the induction period

Start Date: 02/09/2021

End Date: 17/12/2021

Days Served: 71

Days of Absence: 0

[← Back](#) [✓ Confirm](#)

Once the ECT has clicked on **Confirm**, a new screen will open which asks for the ECT’s comments. The ECT should click **Preview Form** to see the interim assessment form that has been completed by their Induction Tutor. ECTs must confirm if they have discussed the report with their Induction Tutor or Headteacher. We would like to read about the ECT’s successes, any challenges they have faced, and we encourage them to reflect on their practice and the progress they have made to consider areas where they feel further development/ support/ guidance is required.

ECT Comments for Term 1 - ECT Tester



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 "Continue" or "Back" 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.

ECT Review

View Form:

 Preview Form

It is strongly recommended that NQTs record any comments or observations on their induction to date.

Please look reflectively at your teaching practice for this part of your induction period and consider whether:

- you feel that this report reflects the discussions that you have had with your NQT Mentor and/or head teacher during this assessment period.
- you feel that you are meeting the requirements for the satisfactory completion of your induction period.
- there are any areas where you feel you require further development, support, and/or guidance? If so, what are these areas?

Comments

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

Discussed report:

Please Select 

Please enter any comments on this report and/or your performance in the report period you wish to make below.

Comments:

Have you continued to access a programme of support based on the Early Career Framework and received all of your statutory entitlements?

Received Support and Entitlements?

Please Select 

The ECT should confirm they have received an ECF based induction programme and their statutory entitlements. If not, they need to explain why:

Have you continued to access a programme of support based on the Early Career Framework and received all of your statutory entitlements?

Received Support and Entitlements? No

If no, please explain why an ECF-based induction has not been accessed or what statutory entitlements have not been met.

Reasons

9. Confirm contact information

Here the ECT can update their contact details. It is important that these are up to date as they may need to log in to download copies of their assessments after they have left the school. A correct email and mobile number will make a password reset simple if they forget their login details later. The email address provided should usually be a personal email address, which they will always have access to, regardless of their current school.

Confirm Contact Information

As this is an interim assessment, we are giving you the opportunity to update your contact details. It's important that these are up to date as you may need to log in and download copies of your assessments after you have left school. A correct email and mobile number will make a password reset simple for you if you forget your login details later on. **NOTE: This should usually be a personal email address which you will always have access to, regardless of your current school.**

Email Address: ecttester@testng.co.ukkkkkk

Mobile:

← Back Save → Save & Continue

Click **Save & Continue**.

10. *Digital Signature - ECT

The following screen will appear and the ECT should tick the box to digitally sign the interim assessment form and then click **Confirm**.

Digital Signature



ECT Comments saved successfully.

Current Signatures

- ✘ Signed By Head
- ✘ Signed By Tutor
- ✘ Signed By ECT

Review Assessment

If you wish to, you can review again now before signing.

View Form:

[View Printable Form](#)

Sign Assessment

Your digital signature is a very important part of the ECT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything.

Digitally signing the assessment is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

You are currently logged in as **ECT Tester**, role **ECT**

To digitally sign, just tick the box below and then click the 'Confirm' button.

Tick this box to Digitally Sign this Assessment.

[Confirm](#)

The following confirmation screen will appear:

Overview - ECT Tester

- ECT Overview
- Personal Details**
- Training Information
- Tutor & Mentor
- Contract Details
- ECF Details
- Print Details
- Previous Schools
- Documents
- Available Courses



You have successfully added your digital signature to this Assessment.

Induction Type: Two year ECF induction (starting on or after 1st Sept 2021)

Status: Authorised **Completed FTE:** 0

Teacher Ref No. (DfE): N/A **Contract FTE:** 1

Date QTS was Awarded: Not Eligible (**Not Verified**) **Remaining FTE:** 6

DOB: 09/11/2000 **Reports Completed:** 0

Start Date of Induction: (at this school) 02/09/2021 **Next Report Due:** 10/11/2021

School: [4444444] Training School **Estimated End Date:** 21/07/2023

Tutor: Tutor Tester **Number of Days Absence:** 0

Progress Reviews and Assessments

Term	Type	FTE	Term	Status	Actions
1 (Int)	A	1	02/09/2021 - 17/12/2021 Due: 10/11/2021	Needs Digital Signatures	<ul style="list-style-type: none">SignCommentsPrint

11. *Digital Signature - Induction Tutor

Once the ECT has added their comments to the interim assessment and digitally signed the form, the Induction Tutor will receive an email notifying them that the ECT has added their comments and that they should digitally sign the interim assessment form. The Induction Tutor will need to login to ECT Manager. A list of ECT forms to be signed will appear on the dashboard.

The screenshot shows a dashboard with the following sections:

- Dashboard**
- 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.
- | Type | Name | |
|--------------------------|------------|--|
| <input type="checkbox"/> | Assessment | ECT Tester Read Report |
- Digitally Sign All Ticked Reports** (button)
- ECT Reports that Need Completing**
The following reports are due or overdue and need completing or signing.
- | Name | Type | Status | Due | |
|------------|------------|------------------|------------|---|
| ECT Tester | Assessment | Needs Signatures | 10/11/2021 | Amend Read Sign |
- Signed By Head: Signed By Tutor: Signed By ECT:

The Induction Tutor should click on **Read** and they will be able to read the ECT's comments. When ready to sign, click **Sign** and the following screen will appear.

The screenshot shows the 'Digital Signature' screen with the following sections:

- Digital Signature**
- Current Signatures**
 - Signed By Head
 - Signed By Tutor
 - Signed By ECT
- Review Assessment**

If you wish to, you can review again now before signing.

View Form: [View Printable Form](#)
- Sign Assessment**

Your digital signature is a very important part of the ECT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything. Digitally signing the assessment is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

You are currently logged in as **Tutor Tester**, role **Tutor**

To digitally sign, just tick the box below and then click the 'Confirm' button.

Tick this box to Digitally Sign this Assessment.

[Confirm](#)

The Induction Tutor should tick the box to digitally sign the interim assessment form and then click **Confirm**.

12. *Digital Signature – Headteacher

Once the Induction Tutor has digitally signed the form, the Headteacher will receive an email notifying them that they should digitally sign the interim assessment form. The Headteacher will need to login to ECT Manager. A list of ECT forms to be signed will appear on the dashboard.

The screenshot shows the 'Dashboard' page with two main sections:

- Assessments that Require Your Digital Signature**: A text block explaining that a list of NQT assessments is provided. Users must tick the box next to the NQT's name and click 'Sign All Ticked Assessments' to submit forms for review.
- Reports that Require Your Digital Signature**: A text block explaining that a list of ECT reports is provided. Users must tick the box next to the ECT's name and click 'Sign All Ticked Reports' to submit reports for review.

Below these sections is a table with the following data:

Type	Name	
<input type="checkbox"/>	Assessment	ECT Tester Read Report

A green button labeled 'Digitally Sign All Ticked Reports' is located below the table.

The second section, **ECT Reports that Need Completing**, includes a text block stating that reports are due or overdue. Below it is another table:

Name	Type	Status	Due	
ECT Tester	Assessment	Needs Signatures	10/11/2021	Amend Read Sign

Below the second table, the status is shown as: Signed By Head: ✘ Signed By Tutor: ✔ Signed By ECT: ✔

The Headteacher should click on **Read** and they will be able to read the completed interim assessment form. When ready to sign, click **Sign** and the following screen will appear:

The 'Digital Signature' screen is divided into three main sections:

- Current Signatures**: A list showing the status of signatures: Signed By Head (✘), Signed By Tutor (✔), and Signed By ECT (✔).
- Review Assessment**: A text box stating 'If you wish to, you can review again now before signing.' Below this is a 'View Form:' button with a document icon and the text 'View Printable Form'.
- Sign Assessment**: A text block explaining the importance of digital signatures and stating that the user is logged in as 'Headteacher Tester, role Head'. Below this is a text box with the instruction: 'To digitally sign, just tick the box below and then click the 'Confirm' button.' At the bottom of this section is a checkbox labeled 'Tick this box to Digitally Sign this Assessment.' and a green 'Confirm' button with a checkmark.

The Headteacher should tick the box to digitally sign the interim assessment form and then click **Confirm**. This will then submit the form to HISP Teaching School Appropriate Body and change the status to 'With Appropriate Body':

Overview - ECT Tester

ECT Overview

Personal Details

Training Information

Tutor & Mentor

Contract Details

ECF Details

Print Details

Previous Schools

Documents

Available Courses

You have successfully added your digital signature to this Assessment.

Induction Type: Two year ECF induction (starting on or after 1st Sept 2021)

Status: Authorised **Completed FTE:** 0

Teacher Ref No. (DfE): N/A **Contract FTE:** 1

Date QTS was Awarded: Not Eligible (**Not Verified**) **Remaining FTE:** 6

DOB: 09/11/2000 **Reports Completed:** 1

Start Date of Induction: (at this school) 02/09/2021 **Next Report Due:** Not available

School: [\[4444444\] Training School](#) **Estimated End Date:** 21/07/2023

Tutor: [Tutor Tester - change](#) **Number of Days Absence:** 0

Progress Reviews and Assessments

Term	Type	FTE	Term	Status	Actions
1 (Int)	A	1	02/09/2021 - 17/12/2021 Due: 10/11/2021	With Appropriate Body	• Print

* The Digital Signature

The digital signature is a very important part of the ECT induction progress review and assessment process and is considered the same as signing a paper copy in legal terms. Only the signatory themselves may use their digital signature.