

THE UNIVERSITY OF THE WEST INDIES

School of Education

## REFEREE’S (Principal’s) REPORT – ADMISSION

### INSTRUCTIONS TO APPLICANTS

*Referee report must be attached to your application and submitted to the Office of Graduate Studies & Research*, *UWI, St. Augustine in envelopes signed and sealed by the Principal –not later than January 3, 2020. The application cannot be considered without this report.*

### SECTION A – To be completed by Applicant

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(BLOCK LETTERS)*

PRESENT POST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(You* ***MUST*** *attach your* ***assessment letter AND appointment letter*** *from the Ministry of Education as a teacher and proof of any other position you have held or currently hold)*

PRESENT SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAMME

(for which you are applying): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SELECT THE SPECIALISATION IN WHICH YOU WISH TO BE CERTIFIED (**Choose ONE only**):

* **⁪English** (includes Communication Studies)
* **Foreign Language** (Spanish, French) [***underline which applies to you***]
* **Information Technology**
* **Mathematics**
* **Sciences** (Chemistry, Biology, Physics, Integrated Science, Environmental Studies, Physical education) [***underline which applies to you***]
* **Social Sciences** (Business Studies, Geography, History, Social Studies) [***underline which applies to you***]
* **Visual and Performing Arts** (Theatre Arts, Music, Visual Arts, Dance) [***underline which applies to you***]
* **Educational Administration**
* **CBET/TVET** (Agricultural Science; Building Construction; Electrical; Home Economics; Mechanical; Technical Drawing) [***underline which applies to you***]

NUMBER OF TIMES APPLIED TO THIS PROGRAMME BEFORE: \_\_\_\_\_\_\_\_

NUMBER OF YEARS AT SECONDARY SCHOOL AS A:- Graduate Teacher: \_\_\_\_\_\_\_ Non-Graduate Teacher: \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

### SECTION B – To be completed by Principal as Referee

**INSTRUCTIONS TO REFEREES**

1. ***You may make additional comments on a separate sheet of paper which should be attached to and submitted along with this form.***
2. ***Please submit your report under confidential cover****.* ***Your failure to submit a report or late submission of your report may prevent a consideration of the candidate’s application.***

NAME OF REFEREE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(BLOCK LETTERS)*

SCHOOL & ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal or Acting Principal)

1. Please indicate the approximate number of **teaching** **hours** per **5 day week** to be assigned to the applicant

during the upcoming academic year.

|  |  |  |  |
| --- | --- | --- | --- |
|  **Subject** | **No. of hours** |  **Subject** | **No. of hours** |
| English  |  | Biology (incl. Human + Social) |  |
| Communication Studies |  | Physics |  |
| Caribbean Studies |  | Environmental Science |  |
| French |  | Agricultural Science |  |
| Spanish |  | Food + Nutrition |  |
| Information Technology |  | Physical Education + Sport |  |
| Mathematics |  | Visual Arts |  |
| Integrated Science  |  | Music |  |
| Chemistry |  | Theatre Arts |  |
| Social Studies |  | Principles of Business |  |
| History |  | Principles of Accounts |  |
| Geography |  | Economics |  |
| Sociology |  | Technical Drawing |  |
| Religious Education |  | CBET/TVET |  |

1. Please indicate this applicant’s length of service in the following positions, if applicable:

Ag. Dean \_\_\_\_\_ Dean \_\_\_\_\_ Ag. HOD \_\_\_\_\_ HOD \_\_\_\_\_

Ag. VP \_\_\_\_\_ VP \_\_\_\_\_ Ag. Principal \_\_\_\_\_ Principal\_\_\_\_\_

1. I would recommend the applicant’s admission to a graduate programme at The UWI
* Without reservation
* I am unable to recommend the applicant’s admission to a graduate programme at The UWI

because (*state reason here*)

You are invited to add in the space below, any further comments which you think may be relevant, and which could assist us in our evaluation of the applicant’s potential for graduate studies and research.

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**Signature of Principal Date**

**School’s Email Address:**

School stamp

**School stamp must be used.**

**This document must be sealed and signed on the sealed flap by the Referee.**

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**NOTE TO PRINCIPALS**:

1. Participation in the Diploma in Education programme requires teachers to (a) attend classes three evenings per week, from 5:00 – 8:00 pm, Monday to Friday, (b) attend 10 practicum field days on Fridays at schools around Trinidad and Tobago, and (c) host fellow teachers and School of Education academic staff on practicum days.
2. **It is the principal’s responsibility to communicate to an applicant whether the applicant is being recommended.**