To the Applicant:
You must arrange for the submission of two Confidential Reports to be sent on your behalf. The Faculty will not accept more than two reports nor will we accept letters in lieu of these reports. Referees should be selected from those who are familiar with your experiences, interests and abilities relevant to the teaching profession but cannot be a family member or a personal friend. Therefore, it is essential that you choose referees who have observed your interaction with children or youth.

Please complete this section before presenting this form to your referee.

Your name: ____________________________________________   Student Number: V00
(print clearly) (if applicable)

Indicate the option to which you are applying:   ☐ Elementary B.Ed.   ☐ Elementary PDPP   ☐ Secondary PDPP

It is the responsibility of the applicant to ensure that Confidential Reports are submitted by the posted deadline (see website).

To the Referee:

The above individual has applied for admission to the Teacher Education Program. This is a professional degree program intended to graduate teachers with an initial level of competence for the practice of teaching in British Columbia. It is important that applicants who have demonstrated suitable qualities be selected. Please comment on your direct observations of this applicant, particularly their interactions with children and/or youth. Please respond to all questions. If you respond Unknown (UK) to more than two categories, consider advising the applicant to choose another referee. The applicant is not to see this form once completed. If completing the form electronically, please refer to notes on bottom of next page before beginning.

1. What is your professional relationship to the applicant? ____________________________________________

2. How long have you known the applicant in this capacity? ____________________________________________

3. In what role have you observed the applicant engaged with children/youth? ____________________________________________

4. (a) Please rank the applicant as follows:

<table>
<thead>
<tr>
<th>Professional &amp; Personal Qualities</th>
<th>Exceptional</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism/Work ethic including dependability and reliability</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Leadership skills (ability to plan and lead)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ability to solve problems and offer thoughtful insights</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Adaptability/flexibility to changing circumstances and/or ability to cope with stressful situations</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Interpersonal skills with children/youth, demonstrating the ability to engage appropriately</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Interpersonal skills with adults, including the ability to receive feedback and respond to suggestions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ability to work well as part of a team demonstrating listening and collaborating skills.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
4. (b) Please include any comments in the space below that offer insights for the reasons for your ratings (above).
   I rated the applicant’s professional and personal qualities based on

5. English language competence – based on your observations please comment on applicant’s **written and oral** English skills.

6. Please comment on the applicant’s motivation for teaching OR other demonstrated strengths.

7. Please comment or elaborate on any areas where you have **reservations** concerning the applicant’s suitability for admission to a teacher education program.

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**Overall recommendation (choose one only):**
- [ ] Highly Recommended
- [ ] Recommended
- [ ] Recommended with Reservation
- [ ] Not Recommended

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**Thank you for your time and consideration regarding this applicant.**

Name of Referee: ____________________________  Position: ____________________________

Signature of Referee (REQUIRED - please refer to notes below): ______________________________________

Telephone: ____________________________  Email address: ____________________________

Organization and location (city/province): ______________________________________

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**To the Referee:**

1. If submitting a hard copy: please sign the form and send it directly to the Education Advising Office, Faculty of Education, PO Box 1700 STN CSC, Victoria, BC, V8W 2Y2.
2. If submitting an electronic copy: please sign and email form directly to **adve@uvic.ca**. The completed form is not to be seen by or sent to the applicant.