



Confidential Reference Form

September 2023 Entry

Thank you for completing this reference – we appreciate your time and willingness to support the applicant in their professional endeavors.

For Referees:

Referees must be credible authorities who can speak to the applicant's experiences, interests and abilities relevant to the teaching profession. Please rest assured that this reference is confidential and will not be shared with the applicant. You must have observed the applicant working in educative ways (in person or online) with children or youth in Kindergarten – Grade 12. **Please ensure you are eligible to be a reference (see below).** If you are not, please let the applicant know to find an eligible reference.

Ineligible References—If you fall into one of the following categories, you **cannot be a reference for this applicant.**

- Family members or personal friends
- Relatives or other family members (including in-laws, step-family, etc.)
- A classroom teacher whose only relationship to the applicant is as their teacher
- A co-worker
- Someone the applicant taught or tutored
- Someone the applicant supervised
- Someone also applying to a UVic teacher education program

In order to ensure that your reference is received in the correct format and by the posted deadline, please follow the instructions below:

1. Ensure you have the latest version of Adobe Reader: <https://get.adobe.com/reader/otherversions/>
2. Open the document and save it to your desktop (not a smartphone or tablet). The applicant should have used this format to name their document:
 - if the applicant, John Smith, is a **new** to UVIC student, save the document as:
 e.g. NEW J SMITH 4YR ELEM
 NEW J SMITH ELEM PDPP
 NEW J SMITH SEC PDPP
 - if applicant, John Smith, is **returning** to UVIC, save the document as:
 e.g. RETURNING J SMITH 4YR ELEM
 RETURNING J SMITH ELEM PDPP
 RETURNING J SMITH SEC PDPP
3. Complete this reference form. Comments should be brief as space is limited. *Please note this form has changed from last year - if you completed a reference for an applicant previously, you will need to redo it using the form attached.
4. Complete the declaration and submit the reference form by **January 31** to educapp@uvic.ca with the subject line: e.g. *NEW J SMITH 4YR ELEM* or *RETURNING J SMITH 4YR ELEM*

Applications and/or references received after this date will be marked as "late" and evaluated after all eligible, on time applicants have been offered places.

To the Applicant:

You must arrange for the submission of two confidential references forms from the people you identified in the *Summary of Experience*, to be sent on your behalf. We will not accept more than two forms, nor will we accept letters in lieu of these forms. Referees should be selected from those who are familiar with your experiences, interests and abilities relevant to the teaching profession and **must** meet the above criteria or your application will be considered incomplete and ineligible. Therefore, it is essential that you choose referees who have observed your interaction with children or youth. (see application instructions)

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

Your name: _____ UVIC Number: _____ V00
(print clearly)

Indicate the option to which you are applying: ☐ 4YR Elementary B.Ed. ☐ Elementary PDPP ☐ Secondary PDPP

Indicate if you are a new or returning UVIC student: ☐ New ☐ Returning

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 and 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 with a brief comment. If you respond *Unknown* to more than two categories, please advise the applicant to choose another referee. The applicant is not to see this form once completed, and contents of references are kept confidential.

Name of Referee: _____ Position: _____

Telephone: _____ Email address: _____

Organization and location (city/province): _____

1. What is your professional relationship to the applicant?

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

Professional & Personal Qualities	Exceptional	Very Good	Good	Fair	Poor	Unknown
Professionalism/Work ethic including dependability and reliability	☐	☐	☐	☐	☐	☐
Leadership skills (ability to plan and lead)	☐	☐	☐	☐	☐	☐
Ability to solve problems and offer thoughtful insights	☐	☐	☐	☐	☐	☐
Adaptability/flexibility to changing circumstances and/or ability to cope with stressful situations	☐	☐	☐	☐	☐	☐
Interpersonal skills with children/youth, demonstrating the ability to engage appropriately	☐	☐	☐	☐	☐	☐
Interpersonal skills with adults, including the ability to receive feedback and respond to suggestions	☐	☐	☐	☐	☐	☐
Ability to work well as part of a team demonstrating listening and collaborating skills.	☐	☐	☐	☐	☐	☐
English language competence - written and oral	☐	☐	☐	☐	☐	☐

2. (b) Please include any comments in the space below that offer insights for the reasons for your ratings (above).

3. In what role and during what time period did you observe the applicant engaged with children/youth?

4. Please comment on the applicant's motivation for teaching OR other demonstrated strengths.

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

Overall recommendation (choose one only):

☐ Highly Recommended

☐ Recommended

☐ Recommended with Reservation

☐ Not Recommended

Referee declaration:

I declare that I am aged 18 or over, and I meet the eligible criteria outlined above, and that all the information I have provided is true and correct. Clicking "I Agree" indicates agreement to the above and as a signature on this reference form.

☐ I Agree

Date: _____