REFERENCE REPORT
*SAMPLE FOR INFORMATION ONLY*

APPLICANT INFORMATION

You must arrange for the submission of two confidential Reference Reports to be sent on your behalf. Please visit https://teach.educ.ubc.ca/admissions/apply/references/ for information.

The Faculty will not accept more than two reports nor will we accept letters in lieu of these report forms. Referees should be selected from those who are familiar with your experiences, interests and abilities relevant to the teaching profession. Therefore, it is essential that you choose referees who have observed your work with children or youth and are not a family member or a personal friend.

REFeree INFORMATION

The above named individual has applied for admission to the Bachelor of Education (BEd) program. The BEd 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 personal qualities be selected.

This reference report is confidential; the applicant must not see your responses prior to submission.

Referee last name:
Referee first name:
Position/title:
Organization telephone:
Organization name:
Organization location:
Organization affiliated email address:

If you are unable to provide an email affiliated with an organization, please explain why.
REFeree Scoring and Comments on Applicant

1. What is your professional relationship to the applicant? (1 – 3 lines.)

2. Provide the dates over which you observed the applicant (YYMM) and total hours. (1 – 3 lines.)

3. Have you observed the applicant engaged with children/youth in group settings? (1 line.)

4. Please rank the applicant below using one of the following key words:

   Exceptional (E), Very Good (VG), Good (G), Fair (F), Poor (P), Unknown (UK)*

   *If you respond Unknown to more than two categories, consider advising the applicant to choose another referee.

<table>
<thead>
<tr>
<th>Personal Qualities</th>
<th>Rank (One of E, VG, G, F, P, UK)</th>
<th>Comments to support assessment of applicant’s work with children and/or Youth (25 words max each category.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism/Work Ethic, including dependability and reliability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership skills (ability to plan and lead)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem-solving and ability to stay on task</td>
<td></td>
<td></td>
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</tbody>
</table>
### Personal Qualities

<table>
<thead>
<tr>
<th>Rank (One of E, VG, G, F, P, UK)</th>
<th>Comments to support assessment of applicant’s work with children and/or Youth (25 words max each category.)</th>
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</thead>
<tbody>
<tr>
<td>Adaptability/flexibility to changing circumstances and/or ability to cope with stressful situations</td>
<td></td>
</tr>
<tr>
<td>Interpersonal skills with children/youth, including the ability to set reasonable limits</td>
<td></td>
</tr>
<tr>
<td>Interpersonal skills with adults, including the ability to receive feedback and respond to suggestions</td>
<td></td>
</tr>
<tr>
<td>English language competence, both oral and written</td>
<td>If applicant is applying to French, comment on French language competence as well.</td>
</tr>
</tbody>
</table>

5. When you observed the applicant working with children/youth, please describe the context, e.g. individual, group size(s), age(s) and other relevant details. Include special needs and other relevant details. (2 - 3 lines.)
6. Based on your observations, comment on the applicant’s strengths for working with children/youth. (4 – 5 lines.)

7. Please comment or elaborate on any areas where you have reservations concerning the applicant’s suitability for admission to a teacher education program. (No limit.)

8. Please recommend the applicant for the teaching program, choosing from the following:
   - RECOMMEND
   - RECOMMEND WITH RESERVATION
   - NOT RECOMMEND

   Overall recommendation, required (select one of above):

   REFEEEREE DECLARATION OF CONFIDENTIALITY

   I declare that the applicant has not seen the completed reference report form.

   DATE

   YYYY   MM   DD

The Teacher Education Office reserves the right to contact references. It is the policy of the university to treat reference reports as confidential. Freedom of Information legislation can require the university to disclose the content of any report or reference but only where this can be done without disclosing the identity of the writer. In rare cases, the university may be required in court to disclose the reference in its entirety to parties to litigation.