



REFERENCE REPORT INSTRUCTIONS

Recommending an applicant to the Bachelor of Education at UBC Vancouver

Thank you for taking the time to act as a referee for a teacher education applicant.

Reference reports help determine an applicant's suitability for the UBC Teacher Education Program. Your detailed professional comments are a critical assessment tool.

The contents of this confidential report will not be made known to the applicant. We do not review personal or professional letters of reference.

Please fill in all sections of the online form and provide relevant details. Incomplete forms can be detrimental to the applicant's evaluation.

Professional Relationship to Applicant

- Include any relevant information about your professional relationship to the applicant and details about length of time that you observed the applicant.

Personal Qualities

- Rank each of the personal qualities using the options given (1-Poor, 2-Fair, 3-Good, 4-Very Good, 5-Exceptional, 6-Unknown/Not Applicable)
- If you respond with Unknown (UK) in more than two categories, consider advising the applicant to choose another referee.
- Detailed comments strengthen your reference report.
- Under "English language competence, both oral and written," please comment on communication proficiency. If applicant is applying to French, comment on French language competence as well, if possible.

Overall Recommendation

- In your professional opinion, please choose only one of the options (Recommend / Recommend with Reservation / Not recommend) consistent with the details you have provided in the Reference Report form.
- If you select "Recommend with Reservation," please provide additional comments in Question 7. If you have no reservations, you may leave Question 7 blank.
- If you select "Recommend with Reservation" or "Not Recommend" a dropdown box will appear asking you whether this answer is correct. You will not have the opportunity to go back and change your answer after verifying the answer is correct.

Form submission

- Once you hit "complete" your report is sent directly to the Teacher Education Office. You will not receive a copy of the report unless you have chosen to do so.
- Reference Report Forms are received in strict confidence and will not be shared with applicants or anyone outside of the Teacher Education Office.
- If you are having any difficulties with the form, please contact our office via email at teacher.ed@ubc.ca or by phone at 604-822-5242.

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.