



Montessori Centre International

STUDENT HANDBOOK

**Early Childhood Course
Part-time**

2007 - 2008

EXTERNAL COURSES

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COUNSELLING

Please consult the staff at your Centre regarding academic, personal or financial advice.

GENERAL INFORMATION

This section will be supplemented by information relevant to the Centre you are attending.

Educational Bookshops

The majority of the recommended books can be purchased from:

Amazon at: www.amazon.com or www.amazon.co.uk .

Employment Opportunities

Access to current, regularly updated employment opportunities can be found on the Montessori St Nicholas Charity website www.montessori.org.uk

MCI London does not guarantee employment, salary or occupational advancement for its graduates.

Environment, Food, Personal Possessions & Telephones

Any questions concerning the above should be discussed with the Co-ordinator of the Part-time Centre or your Tutor.

Smoking

Each Centre will have an individual smoking policy. Please check with your Centre what their smoking policy is.

MCI POLICIES

Access to Student Records

All student records are private and confidential. Individual students have the right to access their own individual records. A request must be made in writing to the Co-ordinator of your Centre. Students' records are kept for a period of five years.

Appeals - See Assessment & Examinations (page 24)

MCI Materials

All MCI printed materials are protected by copyright law and as such are provided for students' personal use only. The use of a tape recorder during lessons is forbidden, unless agreed by the Part-time Centre Co-ordinator.

Coursework

Policies regarding coursework are detailed in the Academic section of this Handbook.

Dismissal of Students

In instances of gross misconduct, such as plagiarism, dishonesty, stealing or use of illegal substances students will be required to leave the course immediately.

Equal Opportunities

Each centre has an Equal Opportunities Policy, a copy of which is available upon request.

Fair Practice

The Part-time Centre should only publish announcements and advertisements that are, to the best of their knowledge, current, accurate, reliable and comprehensive. MCI London is not responsible for content and accuracy of individual centres' announcements and advertisements published by individual Centres.

Financial Commitments

Each student is responsible to his/her individual Part-time Centre for his/her financial commitment. Financial hardship should be discussed directly with the Co-ordinator of the Centre.

Grievance Procedures

In the first instance, students should consult their tutor. If the grievance remains unresolved it should be directed to the Part-time Centre Co-ordinator, and, if the Part-time Centre Co-ordinator is unable to resolve the grievance, it should be directed to the College Chief Executive, MCI London.

During face to face negotiations over a grievance, students have the right to be accompanied by a friend.

Inability to Continue with a Course of Study

All students attending MCI part-time courses must abide by the terms and conditions stipulated by the Part-time Centre. In special circumstances, students may request the following change in student status:

Deferral of Studies

This may be possible, provided the contract is adhered to and a written request is presented to the Co-ordinator. Students are allowed to defer for up to one year from the deferment date. A deferral fee of £100 is payable once a written request to defer has been acknowledged and the Part-time Centre Co-ordinator has agreed to deferment. In some circumstances, this may result in the student having to change days of attendance and in every case the student is required to see the Part-time Centre Co-ordinator prior to re-commencement. Please note that changes to the academic content, delivery of the course and time allocation per subject may occur during the period of deferment.

The deferral fee also becomes payable if students have not completed their coursework at least one month before the written examination. Only when the students have paid the fee and the coursework has been marked and passed are they eligible to take the examination.

Transfer to different mode of study

This may be possible, provided that the contract is adhered to and a written request is presented to the Co-ordinator. Due to the unique nature of delivery of the course at each centre, it is essential that students discuss their request for a transfer with the Part-time Centre Co-ordinator. If agreement is reached, a written request must be made by the student to the Part-time Centre Co-ordinator, who will prepare a detailed statement of completed course work and attendance and will forward this, together with the transfer request, to MCI London for approval. If approved, MCI London will inform the student of the current fees for the chosen mode of study and a transfer fee of £100 will become payable. Wherever possible MCI London will credit the work already completed as well as the hours of course attendance.

Withdrawal from the course

Students wishing to withdraw from the course of study must adhere to the Part-time Centre's withdrawal policy. No monies paid to MCI on behalf of the student by the Part-time Centre will be refunded.

Punctuality and Attendance

Each Part-time Centre will have its own policy regarding punctuality.

If students have been absent due to illness, they must furnish the Co-ordinator with an appropriate medical certificate. In all cases of absence, students must complete an absence form, which can be obtained from their tutor and hand the form to the Co-ordinator. If students miss **10%**, or more, of lectures they will be required to attend an interview with the Co-ordinator to discuss their attendance. Such students may be required to repeat the term. Attendance and punctuality are monitored and are taken into consideration in respect of immigration enquiries and when references are written.

Student Visas

Part-time students are not eligible for a student visa in the United Kingdom as 15 hours of daytime study per week is required to qualify for such a visa.

ACADEMIC SECTION

EARLY CHILDHOOD COURSE OUTLINE

Aims

The Certificate course aims to develop a high level of professional competence in the Montessori Method for working with children between 2½ and 6 years. This competence comprises:

1. Knowledge of the educational philosophy that enables the student to construct a coherent set of educational values that reflects the Montessori Method of Education.
2. Knowledge and understanding of the Montessori didactic materials.
3. Knowledge of broader issues relating to Early Years Education.
4. Underpinning knowledge in support of classroom practice.

STRUCTURE OF THE COURSE

1. Students study for a period of one academic year, usually divided either into a minimum of three ten-week terms which are divided into half terms, making a total of six half terms, or into two semesters consisting of a total of 36 weeks.
2. Students are taught through lectures, demonstrations and seminars, and use is also made of audio-visual teaching aids.
3. Students follow eleven Modules of the Early Childhood Course. Each student receives the following handbooks in support of:

THEORETICAL SUBJECTS

	Study Skills
MODULE 1	Montessori Philosophy
MODULE 2	Child Development
MODULE 3	Observations
MODULE 4	Contemporary Issues in Early Childhood
MODULE 5	Child Care and Health

MONTESSORI EARLY YEARS CURRICULUM

MODULE 6	Practical Life Exercises
MODULE 7	Sensorial
MODULE 8	Mathematics
MODULE 9	Literacy Skills
MODULE 10	Cultural Subjects
MODULE 11	Creative (Art, Music & Movement, Drama)

Book List

Please note that the following books are provided with the course.

MacLeod-Brudenell, I. (ed) (2004). *Advanced Early Years Care and Education*, Heinemann, Oxford

Montessori, M. (1972). *The Secret of Childhood*, Ballantine, New York

Montessori, M. (1988a). *The Absorbent Mind*, ABC-Clio Limited, Oxford

Montessori, M. (1988b). *The Discovery of the Child*, ABC-Clio Limited, Oxford

St John's Ambulance\st. (2002, 8th Edition). *First Aid Manual*, Dorling Kindersley, London

Strongly Recommended Reading

(available from the MCI mail order bookshop, please see the MCI website:

www.montessori.uk.com)

Sharman, C. Cross, W. and Vennis, D. (1995). *Observing Children - a Practical Guide*, Cassell, London

Standing, E.M. (1957). *Maria Montessori, Her Life and Work*, Plume Books, London

Resource Library

All MCI students have exclusive access to the resource library which has a range of Montessori topic references, including many quotations from Maria Montessori. Because of the security of the site, students must keep the password details private and confidential and not transmit it to anyone who is not a registered MCI student.

How to access the MCI Resource Library:

1. Go to the website <http://www.montessori.uk.com>
2. On the home page, click on the menu bar titled 'Resource Library' (top right).
3. Type in the username and password
The username is: admin
The password is: Mon001
The username (admin) is all lower case letters. The password is capital 'M'
and lower case letters 'on' followed by three numerals '001'
4. Click enter

We hope you enjoy the library and find it useful for your research.

ALLOCATION OF TIME TO SUBJECT AREAS

(SUGGESTED TIMETABLE FOR DELIVERY OF 210 HOURS)

Module	Total	Term 1		Term 2		Term 3	
Study Skills	6	6					
Montessori Philosophy	18	11	7				
Contemporary Issues	9			4	5		
Child Development	18		13	5			
Observation and Assessment	9			9			
Child Care and Health	9					4	5
Special Needs	3					3	
Exercise of Practical Life	15	15					
Sensorial	15		15				
Literacy Skills	30					15	15
Mathematics	30			17	13		
Cultural	24				17	7	
Art & Craft	3	3					
Music & Movement	3					3	
Drama	3					3	
Revision	15						15
Total Hours	210	35	35	35	35	35	35

COURSEWORK REQUIREMENTS

ASSIGNMENT SCHEDULE FOR ESSAYS, FILES AND PROJECTS

These are the MCI recommended dates, a supplementary schedule will be issued by your Centre.

ESSAYS

Philosophy	Week 10	Term 1
Child Development	Week 6	Term 2
Contemporary Issues	Week 10	Term 2
Maths	Week 6	Term 3

FILES

Exercises for Practical Life	Week 7	Term 1
Sensorial	Week 1	Term 2
Mathematics	Week 7/8	Term 2
Literacy Skills	Week 8/9	Term 3
Cultural	Week 1	Term 3

PROJECTS

First Observation	Week 1	Term 2
Observation Portfolio	Week 10	Term 2
Literacy Materials	Week 9	Term 3
Cultural Assignment	Week 4	Term 3

ASSESSMENT POLICIES

Plagiarism

Students are reminded that only their own work is acceptable for submission for marking. Those students, who give in work of others as their own or include what someone else has written in their own writing without denoting it clearly as a direct quotation, will be referred to the College Chief Executive. Any photocopies included in files, essays or projects must be cross-referenced and authorship must be acknowledged. Failure to acknowledge authorship as described in the above examples will be treated as **plagiarism** which is an academic offence, and could lead to expulsion (see Study Skills p.35).

Referencing, Quotations and Bibliography

Students must adhere to the MCI protocol regarding referencing, quotations and bibliography (see *Appendix 1* at the back of this handbook). This replaces the information given in Study Skills module, pages 33-34, 36-38. If MCI protocol is not observed in second and/or subsequent assignments, this will be reflected in the ultimate grade of the assignment.

Word Limit

When stated, follow the given word limit of 1750 words, inclusive of quotations and references, but not bibliography. A 10% margin is permitted either way of the word limit. If MCI protocol on the word limit is not observed the following rules apply:

1400-1575 and 1925-2100 words – will be reflected in the ultimate grade of the assignment.
Less than 1400 words or 2100+ words - the essay will be returned to the student unmarked and the student will be asked for a resubmission, which can only gain a maximum pass grade of C/50%.

Resubmissions

To complete the course work, each assignment must receive a pass grade of C/50%. If an assignment does not achieve the required standard, the marker will ask for a resubmission of that assignment and will provide the student with guidelines on how to improve their work. When handing in the resubmitted work the original piece of work and marking sheet must be attached to the resubmission. The resubmitted assignment will only receive a maximum grade of C/50%. Only one resubmission per assignment is permitted. Only two resubmissions are permitted from the four essays. **The student will be counselled after each resubmission.**

Late submissions

In exceptional circumstances it is possible to apply for a slip for late submission of coursework on or before the due date. Application must be made to the Part-time Centre Tutor/Co-ordinator. Students should note that only two late submission slips will be granted to any one student during their academic year of study with MCI. Assignments covered by approved late submission slips will be graded as having been submitted on time. If any other work is submitted late, it will only receive a maximum C/50% grade.

Returning of Work

The MCI Policy is, wherever possible, to return students' work within seven working weeks from the date of submission. All essays should be retained by students, together with the assessment sheets, for submission to the external moderators upon the conclusion of the course.

Examinations

Only those students who have successfully completed all course work graded at C/50% or above, and passed the curriculum files, are eligible to sit the final examinations.

Further information regarding examinations is available in the Assessment and Examinations section of this Handbook.

Students unable, due to extenuating circumstances, to take the final examinations with their group, must sit the examinations at the next available opportunity, but no later than one year after the date of the initial examinations. For those students who defer the examinations, it is strongly recommended that structured and supervised revision is undertaken in preparation for the examinations.

Non-completion of Course

Students who successfully complete all course work, but do not wish to take the final examinations will be awarded a Certificate Stage 1: Montessori Theory.

Students who do not complete course work requirements may be awarded a Record of Attendance. The issuing of a Record of Attendance is dependent on 90% course attendance.

Additional Requirements for Essays

- Students must keep copies of essays submitted for marking.
- A title page must included, showing clearly the student's name, number, group, the essay question, the word count of the essay and an indication of whether the bibliography is enclosed.

MONTESSORI MATERIALS

REFERENCE FILES

Modules 6, 7, 8, 9 and 10

File Contents

Files should contain the following:

1. Introduction/Flow Chart/Reflective understanding of subject studied.
2. Additional information on individual presentations/exercises of the didactic materials, with diagrams as requested by the lecturer. Students use the text of the individual modules as the basic framework for their files.
3. Drawn diagrams of presentations are to be shown in progress. (In some cases photographs may be included showing alternative ways of using the materials).

Files are to be handed in as advised and will be marked: - Pass; Resubmit.

Resubmit files must be corrected and returned to the lecturer on the date stipulated on the marking sheet, and must be of a pass standard for the practical examination.

Eligibility for the practical examination is conditional upon the presentation of pass files.

Note: Plastic covers are not to be used in files/essays as this impedes the marking. Files using plastic covers will be returned to students for resubmission.

ESSAY QUESTIONS

In order to enable you to focus on the different aspects of the questions, we have given a Weighting to the various components required in your answers. These are the maximum marks that can be awarded for each of these components. The other 25% of the marks cover *structure, expression and presentation (including quotations, references and bibliography)*. You will therefore appreciate the importance that is given to this area of your essay.

1. Montessori Philosophy

Explain the relationship between discipline and obedience from the Montessori perspective. Explain how discipline and obedience are linked to the development of the will.

Content guidelines:

- Define the terms discipline and obedience from a Montessorian perspective. (10)
- Explain how discipline is fostered through the favourable environment. (20)
- In explaining the maturational development of discipline show how it is linked to the development of the will. (15)
- Consider how these interlinked aspects of development are the foundation of the development of obedience. (5)
- Describe the three levels of obedience using examples to illustrate your understanding. (15)
- Explain why discipline, the will and obedience are characteristics of the *social embryonic stage* of the Absorbent Mind (3-6 years). (10)

Please note that you must only refer to primary sources in this essay.

2. Child Development

Sensitive mothering is essential to the social and emotional development of the child. Discuss this statement in the context of relevant developmental theory.

Content guidelines:

- Explain why sensitive mothering is important in building a positive emotional base. (15)
- Link this explanation to Bowlby's attachment theory and Ainsworth's experiments and the mothering aspects that lead to secure attachment. (25)
- Links also need to be made to Erikson's relevant psychosocial stage of personality development, emphasising the importance of a supportive social environment. (20)
- Consider research that determines how early attachment reflects on children's later social and emotional development and their acceptance by others. (15)

3. Contemporary Issues

Explain the term ‘equal opportunities’ in relation to early years (pre-compulsory school age) practice. Explore your country’s commitment to the UN Convention on the Rights of the Child and explain the impact of the Convention (if any) on your country’s legislation. Consider what steps you would take in implementing equality of opportunity for children in an early years setting in your country.

Content guidelines:

- Define the term ‘equal opportunities’ generally and specifically in respect of both children and staff in an early years setting. (10)
- Outline the Convention and its relevance to early years practice. (15)
- Research your own country’s position regarding the Convention, and determine whether or not their commitment has been enshrined in best practice or attitude. (20)
- Consider how you would ideally implement equality of opportunity in your own country – include such aspects such as writing a policy, training, monitoring and provisions. (30)

4. Mathematics

The Montessori mathematics materials can be seen as a scaffold for logico-mathematico thinking. Discuss.

Content Guidelines

- Explain what you understand by the development of logico-mathematico thought. Discuss Piaget’s theory of cognitive development, paying particular attention to the process of abstraction through adaptation and organisation of information. (20)
- Discuss Montessori’s concept of the mathematical mind. (15)
- Make links between the two. (10)
- Explain how the Montessori mathematics materials can scaffold the child’s understanding of mathematical concepts and operations through concrete manipulation. Make relevant links to theory. Give relevant examples to support your explanation. (30)

PROJECTS

Literacy Skills

Prepare a project in line with the Project Assessment Sheet and the tutor's instructions. The project comprises two elements.

- One book review. This will be full and detailed. You will need to give an overview of the book; explain why you have chosen it (consider illustrations, rhyme, alliteration, predictability, story-line, theme, onomatopoeia, language, humour, relevance to a project, etc.); what you think the children will respond to; the age range and the pre-requisite knowledge/ability of the child(ren). You need to implement and evaluate this book. You must read it with the child(ren) and write a full observation of the children's reaction to the book (implementation). You will only then be able to evaluate whether the reading was successful and why, and, if not why not and how it can be improved.
- A set of Montessori literacy materials as detailed on the project assessment sheet.

An average of the grades received for the 2 components of the project will be your final mark.

Observations

Present a portfolio of 3 observations which reflect a range of children's behaviour and development. Use three different techniques for recording your observations. The first observation (a checklist) is submitted for marking earlier to allow feedback for the remaining two observations (narrative and event sample).

An overall marking sheet will be completed by the marker in addition to the individual observation assessment sheets, showing an average of the three grades received.

Each observation must receive a grade of 50% or above. Please be guided by the observation assessment sheet for components of each observation.

Cultural Spider Chart and Research

The project comprises two elements:

- Choose a piece of cultural material, research this in detail and provide evidence of the research. Prepare a detailed lesson plan using your research. (You will present this piece of material at your practical examination).
- Prepare a spider chart for a project, which will incorporate the chosen piece of material.

Presentation guidelines, as well as assessment sheets for projects, will be given to you by your lecturer.

An average of the grades received for the 2 components will be your final mark.

ASSESSMENT OF ESSAYS/PROJECTS

Assessment must be seen as part of the ongoing dialogue between tutor and student, in which the tutor gives feedback on the student's achievements in the light of assessment criteria, and the student endeavours to use this feedback to inform her/his future work.

The marking scheme now in place is the following:

<u>Literal Grade</u>	<u>Percentage</u>	<u>Band</u>
A	80% and over	Distinction
A-, B+, B	65 – 79%	Merit
B-,C+, C	50 - 64 %	Pass
C-	49% and below	Refer

Alongside the percentage marking scheme comes a list of criteria which tutors need to use when assessing coursework. It is important that all coursework, independent of the subject matter, be assessed using the same set of criteria. For this reason the wording of the criteria is in general terms. These criteria define the range of percentages. They contribute to the process of coursework assessment on fair terms and as objectively as possible.

The criteria for each of the percentage brackets are as follows:

Distinction (80% and above) – assignment will:

- Cover all the key issues in depth.
- Provide plausible arguments supported by clear examples.
- Contain both perceptive and relevant descriptions.
- Show evidence that the author
 - thoroughly analysed relevant theories/theoretical perspectives
 - read and fully understood a wide range of literature and applied its content accurately and persuasively
 - possessed in-depth knowledge and understanding
 - employed resources cogently to support overall findings.
- Exhibit clarity and conciseness of expression backed up by an effective structure.
- Provide a relevant, extensive and appropriately prepared bibliography.

Merit (65%-79%) – assignment will:

- Thoroughly examine most of the key issues.
- Provide sound arguments supported by clear examples.
- Contain both valid and relevant descriptions.
- Show evidence that the author
 - analysed most of the relevant theories/theoretical perspectives
 - read and understood a range of appropriate literature and applied its content accurately
 - possessed thorough knowledge and understanding
 - employed apposite resources to support overall findings.
- Exhibit clarity of expression backed up by a recognisable structure.
- Provide a sound and appropriately prepared bibliography.

Pass (50-64%) – assignment will:

- Cover at least half of the key issues.
- Provide a number of adequate arguments usually supported by apposite examples.
- Contain a number of valid and relevant descriptions.
- Show evidence that the author
 - possessed a competent understanding of some of the relevant theories/theoretical perspectives
 - read and understood a range of basic literature and usually applied its content accurately
 - possessed a sufficiency of knowledge and understanding
 - sometimes employed resources to support overall findings.
- Normally exhibit accuracy of expression and a discernible structure.
- Provide a short, but adequate bibliography.

Refer (49% and below) – assignment will:

- Cover insufficient key issues.
- Provide either weak or totally inadequate arguments that are usually unsupported by appropriate examples.
- Contain either too few valid and relevant descriptions, or invalid and/or irrelevant descriptions.
- Show insufficient evidence that the author
 - analysed and understood theories/theoretical perspectives
 - read and understood an adequate range of appropriate literature and applied its content appropriately
 - possessed a sufficiency of basic knowledge
 - employed appropriate resources to support overall findings.
- Exhibit insufficient accuracy of expression and/or an apposite structure.
- Provide an inadequate and/or inappropriately prepared bibliography.

EXTERNAL ASSESSMENT OF COURSEWORK

During the course and/or at the conclusion of the course (during the practical examination), some students will be required to present coursework for moderation by the External Examiner.

All assessment sheets must be securely attached to Essays, Files and Projects.

ASSESSMENT & EXAMINATIONS

The examinations are an integral part of the Early Childhood Course.

ELIGIBILITY TO SIT EXAMINATIONS

Attendance

Students are eligible to register for the final examinations, provided they have not missed more than 10% of their one-year programme of study. Students who have an absence higher than 10% will be requested to attend another term of lectures, prior to registering for the examination, and this will incur additional fees.

Coursework – Essays, Projects and Files

Students must successfully complete all coursework prior to their final examinations. Late submission of coursework will be granted in exceptional circumstances only.

A deferral fee of £100 becomes payable if students have not completed their coursework at least one month before the written examination. Only when the students have paid the fee and the coursework has been marked and passed are they eligible to take the examination at the next available opportunity.

Candidates with Specific Educational Needs

Candidates with proven specific educational needs must register these in writing at the beginning of the course. Candidates may request additional time to complete the written examinations – consideration will be given to all such requests upon receipt of a current written professional assessment of the candidate's special need. All requests must be made to the Examination Department ten weeks prior to the date of the first examination.

Candidates who fall ill just before the Final Assessment

Candidates must provide medical evidence to support their inability to sit their examinations. If there are mitigating circumstances, a final decision will be made by a panel comprising members of the academic and administration staff. The decision made by the panel will be notified to the Examination Board.

MANDATORY EXAMINATION DATES AND TIMES

The mandatory dates relate to written examinations only. They are published annually in February and are applicable for the next academic year. No exception to the mandatory dates and times can be made.

Dates for practical examinations are negotiated by your Centre with the Chief Examiner.

Practical examinations are arranged close to the days of the written examinations following the end of the final term of study.

EXAMINATION FEES

Examination fees are set annually in February and apply to the next academic year from 1st September to the following 31st August. For example, fees set in February 2007, become applicable for students commencing their courses from 1st September 2007 to 31st August 2008.

EXAMINATION REGISTRATION

Examination Registration Forms will be provided by your Centre.

Candidates are required to register in the name in which they wish their Certificate and/or Diploma to be issued. **Changes to this name will not be made under any circumstances.** Candidates must register for all examinations – that is Paper 1, Paper 2 and the practical examination.

The forms must be completed and returned to your Part-time Centre Co-ordinator together with the examination fee five (5) weeks prior to the date of the first examination. Fees can be paid by cheque, credit or debit card.

Once registered, the fees are non-refundable and non-transferable. Candidates wishing to withdraw from part or all of the examinations after registration will forego their fees, unless prior agreement has been reached with the Examinations Department, or upon receipt of medical or other mitigating evidence.

Only those candidates eligible for examinations should register.

FORMAT OF EXAMINATIONS

Written Papers - Both papers are of three (3) hours' duration and candidates are required to answer six (6) of the twelve (12) questions in each paper.

Paper 1 comprises: Montessori Philosophy

(2 questions from a choice of 4)

Child Development

(2 questions from a choice of 4)

Child Health/ Nutrition/Contemporary Issues

(2 questions from a choice of 4)

Paper 2 comprises: Practical Life

(1 question from a choice of 2)

Sensorial

(1 question from a choice of 2)

Mathematics

(1 question from a choice of 2)

Literacy

(1 question from a choice of 2)

Cultural Studies

(1 question from a choice of 2)

Creative

(1 question from a choice of 2)

Specimen Papers: Copies are available from the Part-time Centre Co-ordinator.

Practical Examination: Candidates will be examined on all areas of the Montessori materials based curriculum: i.e. Practical Life, Sensorial, Literacy, Mathematics and Cultural Studies. Candidates will present a previously selected piece of cultural material as part of the examination, having undertaken appropriate research. All candidates will be examined in a three-period lesson, that is, the three-step lesson Montessori used to introduce the child to new language and concepts.

EXAMINATION MARKING

Assessment criteria are prepared for each set paper and are provided for the markers.

Marking of Examination Scripts - Written Papers

All answers will be marked out of a maximum of 10 marks and the overall mark for each paper will be an average of the six answers. The pass mark for each paper is 5 (50%).

Marking of Practical Examination

In each Montessori curriculum area, a maximum of 20 marks will be awarded for presentation, and a maximum of 20 marks for knowledge and understanding, and the total mark is quartered to give the final score. The pass mark for each area of the examination is 5 (50%). Candidates must pass all the Montessori curriculum based areas, and a three-period lesson to pass the practical examination.

The examination element of **Certificate Stage II: Montessori Theory and Methodology** has the following weighting :

Written Exams	60%
Practical Exam	40%

EXAMINATION GRADING SCHEME

Distinction	80% and over
Merit	65% - 79%
Pass	50% - 64%

DEFERMENT

Candidates with a legitimate case for deferring their examinations must write to the Head of their Centre five (5) weeks prior to the date of the examinations. Normally a deferral may be requested for one examination period only and the examinations must be taken at the next available opportunity.

EXAMINATION & ASSESSMENT DISQUALIFICATION

Candidates may, on the recommendation of the Chief Examiner to the Board, be disqualified for evidence of malpractice, for example:

- Introducing or trying to introduce materials not authorised by the Centre into the examinations.
- Communicating, or trying to communicate, in any way with another person during the examinations.
- Being wholly or partially responsible for any other kind of misconduct or disruption which might affect his/her own results or the results of other candidates during the examination.
- Submitting coursework which is plagiarised.

The Montessori Centre International reserves the right to bar from future examinations a candidate who is found, for any reason, to have been guilty of malpractice.

The Montessori Centre International may initiate legal proceedings against any candidate involved in impersonation or attempted impersonation.

EXAMINATION PROCEDURES

Practical Examination

All mobile phones must be switched off prior to all examinations.

Examination candidates should arrive fifteen (15) minutes prior to the time of the examination. A room will be available to hand in coursework (if appropriate) and collect and complete the relevant examination forms.

An invigilator will be available and will instruct when the candidate may enter the examination room.

Candidates will be examined in all areas of the curriculum.

Examination candidates will present their Montessori files to the practical examiners in the curriculum areas for Practical Life, Sensorial, Literacy and Mathematics.

Upon completion of the practical exam, candidates must hand their examination form to the Invigilator and leave the waiting room.

The exam lasts approximately 1¼ hours. Every effort is taken to follow the time-table of the practical examination, however candidates should be prepared to wait, if circumstances make it necessary.

Written examinations

All mobile phones must be switched off prior to the examinations, and all students' bags, coats and other luggage left in a nominated secure location.

Candidates will be allowed to enter the examination room during the first 15 minutes, but their movements and behaviour must be quiet and not disruptive so as not to distract their fellow candidates. **Extra time will not be given to late arrivals.**

On the days of the examination, candidates need to bring:

- Writing implements (pens, pencils, coloured pencils)
- Ruler and Stapler
- Bi-lingual dictionaries, (if required). To be checked by invigilator

All answers should be written in ink. Use of pencil is permitted for diagrams only.

All rough notes should be written on separate sheets of paper (headed appropriately).

The use of correcting fluid is not permitted. Work to be ignored should be clearly crossed through.

Candidates found guilty of malpractice may be disqualified immediately. See notes on disqualification.

The invigilator will distribute writing paper and the examination paper, and provide additional writing paper as required throughout the exam. The invigilator will instruct candidates on the starting and finishing times, and draw the candidates' attention to the last thirty (30) and ten (10) minutes of the examination. The Invigilator will allow candidates to use the toilet or get water (one at a time) during the exam.

The invigilator will remind candidates to write **THEIR STUDENT NUMBER, THE SECTION AND THE QUESTION NUMBER ON EACH PAGE**, and also remind them to write out the question they have chosen in full, to start each new question on a new sheet of paper, and to write on one side of the paper only.

The invigilator should advise candidates to re-read and check their answers before handing them in and to staple the pages for each question together.

Candidates are not allowed to leave the examination room during the last thirty minutes of the examination.

All question and answer exam papers, together with rough notes, must be handed in at the end of the examination period.

Procedures for the Evacuation of the Examination Room

Should it be necessary to evacuate the examination room for any reason the following procedure should be adopted:

- Candidates must be supervised at all times.
- The invigilator must make a note of the examination time which has already elapsed when the examination is stopped.
- When the emergency is over the invigilator must note the time at which the examination re-started and tell the candidates to rule a horizontal line across the scripts at the point where the work is to be resumed.
- The candidates must be allowed the correct time for the examination and, therefore, the examination will finish later than scheduled to allow for the break.
- The examination co-ordinator or invigilator must write to MCI giving full details of the emergency including the date, title of the examination, and the duration and nature of the disturbance.

ASSESSMENT APPEALS

Any candidates dissatisfied with their coursework results may apply in writing to the Chief Examiner for all their coursework to be re-assessed. The Chief Examiner may upgrade the coursework marks. The Chief Examiner's decision on the marking is final. A fee of £250 is payable for this service, which is refundable if the appeal is upheld.

Appeals against the decision or confirmation of the decision of the Montessori Examination Board can only be made on the grounds of alleged procedural irregularity or legitimate (ad-hoc) mitigating circumstances. The original appeal must be made within one month of results being officially released.

EXAMINATION RE-TAKE PROCEDURES

If candidates fail to meet the required standard in their initial examinations, they will be allowed one opportunity to re-sit their examinations. The Montessori Board of Examiners strongly recommends that such candidates attend revision/examination preparation classes prior to re-taking their exams. A fee may be charged for such revision / examination preparation classes.

Repeat examinations must be undertaken at the next available opportunity provided by the Part-Time Centre, but no later than within twelve (12) months of the original examination date.

EXAMINATION WRITTEN REPORTS

Candidates, who fail their examinations, can request a written report. A standard fee will be charged for this service.

ISSUING OF EXAMINATION RESULTS

Candidates will be notified by letter of the examination results within eight weeks of having taken the exam. These results are subject to ratification by the Montessori Board of Examiners. The Examination Board meets three times a year. Certificates and/or Diplomas, together with transcripts, are then issued within one month of such meetings. In the absence of Certificates and/or Diplomas, candidates are requested to use their results letter when applying for employment.

GRADUATION

Montessori Centre International celebrates the achievements of its graduates by an annual Graduation Ceremony, which usually takes place as near as possible to St Nicholas' Day, 6th December. Details of this ceremony are provided to graduates with their Certificates/ Diplomas.

UP-GRADING TO INTERNATIONAL DIPLOMA IN MONTESSORI PEDAGOGY

Only the full International Diploma is recognised as acceptable for working as a teacher in a Montessori School.

Information on the Teaching Practice Programme

In order to gain the International Diploma in Montessori Pedagogy, you will need to register for the Teaching Practice Programme and complete 420 hours of supervised practical experience in a Montessori Nursery school.

All Part-time students have to complete their Teaching Practice Programme within 3 years of registering on the Early Childhood Course. For example, if you start your course in September 2007, you have until August 2010 to complete the teaching practice.

1. It is recommended that students only commence the Teaching Practice after they have completed their Stage 2 Certificate. In very exceptional circumstances, students may be allowed to start after week 13 of the part-time course.
2. Registration is through your Part-time Centre. The fee for the Teaching Practice Programme is £500. On registration you will receive a Teaching Practice Information Pack.
3. After the fee has been received, the Part-time Centre will assist in finding you a school and provide a tutor. This process may take up to six weeks from the date of registration.
4. Teaching Practice hours may be completed on a daily basis over one school term or on a different basis to suit both your and the school's individual requirements.

*Any hours accumulated prior to registration on the Teaching Practice Programme **cannot** be counted towards the International Diploma.*

Upon successful completion of the elements required for the Certificates Stage 1 & 2 and the Teaching Practice Programme, you will be awarded an International Diploma in Montessori Pedagogy.

SUMMARY OF ASSESSMENT

Early Childhood Certificate Stage 1 in Montessori Theory

(only issued to Part-time students in exceptional circumstances)

Essays, Projects & Files 100%

Early Childhood Certificate Stage 2 in Montessori Theory and Methodology

Stage 1 Grade and

Written Examination 60%

Practical Examination 40%

In order to qualify for the award of a Certificate from MCI, students must successfully complete their coursework and examinations within two (2) years of initial registration on the course.

Early Childhood International Diploma in Montessori Pedagogy

Stage 1 and 2 Grades and

Teaching Practice File 30%

Child Study 20%

Assessment by Teaching Practice Tutor 25%

Assessment by Placement Tutor 25%

In order to obtain an International Diploma ALL ELEMENTS OF THE TEACHING PRACTICE PROGRAMME MUST BE OF A PASS STANDARD, i.e. 50% or above.

In order to qualify for the award of a Diploma from MCI, students must successfully complete their coursework, examinations, and teaching practice within three (3) years of initial registration on the course.

Summary of MCI protocol for referencing, quotations and bibliographies

(replacing pages 33-34, 36-38 in Study Skills)

Referencing of terminology

always cross reference terms (such as hormone, spiritual embryo etc) when first mentioned in an essay and when definitions are given

example:

The child's sensitive periods first manifest themselves during the stage of the spiritual embryo (Montessori, 1988a).

Referencing to text

when paraphrasing text or relating to text read, acknowledge the source

example using a book:

Montessori (1988a) believed that all children undergo several embryonic stages; she talks about the physical, spiritual and social embryo.

example using a book with secondary sources:

The child builds his/her knowledge of the world through the twin processes of assimilation and accommodation (Piaget in Bruce & Meggitt 2002).

Quotations

when quoting directly from text, use quotation marks and give full reference of the author, year of publication of the book and a page on which the quotation appears

example of a quotation from a book with one author:

When describing the first stage of the child's development Montessori explains that "The developing child not only acquires the faculties of man; but, at the same time, he adapts the being he is constructing to the conditions of the world around him." (Montessori, 1988a, p. 56)

example of a quotation from a book with several authors

"Conservation refers to a person's understanding that superficial changes in the appearance of a quantity do not mean that there has been any fundamental change in that quantity." (Smith et al. 2003, p. 402)

example of a quotation from an edited book with several contributors

"Very young children should always be encouraged to write freely about anything that interests them." (Lane, in Fontana, 1993, p. 202)

example of a quotation from a magazine article

"A wide range of tools can be used to enhance the music These props bring the...songs to life." (Newcome & Ross-Masson, May 2004, p. 11)

example of a quotation from a website

"By freedom, however, Montessori did not suggest that the child should be free to do whatever he chooses." (<http://www.montessori.uk.com/Students/library3a.7.html>)

No other references are required; do not use footnotes, or list references at the end of the essay

Bibliography

Summary of all text consulted in preparation of the essay, some of which may have not been used in quotations or referenced:

Example of a bibliography which uses books, articles and website sources

Bruce, T. & Meggitt, C. (2002, Third Edition). *Childcare and Education*, Hodder & Staughton, London

Epstein, P. (undated). *Goldilocks and the Sensitive Periods of Maria Montessori*
<http://www.montessori.org/resources/library/Educational/sensitiveperiod.html>

Feldman, R. (1996). *Understanding Psychology*, McGraw-Hill Inc, New York

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Little Oxford Dictionary, The (1984). Oxford and Clarendon Press, Oxford

Montessori Centre International (undated). *Mathematics, Module 8*, MCI, London

Montessori, M. (1972). *The Secret of Childhood*, Ballantine, New York

Montessori, M. (1988a). *The Absorbent Mind*, ABC Clio, Oxford

Montessori, M. (1988b). *The Discovery of the Child*, ABC Clio, Oxford

Newcome, Z. & Ross-Masson, C. (May 2004). *Tunes to Tempt Toddler* in Under Fives Magazine, Preschool Learning Alliance, London

Pound, L. (2003). *Supporting Mathematical Development in the Early Years*, Open University Press, Buckingham

Smith, P.K. Cowie, H. Blades, M. (2003, Fourth Edition). *Understanding Children's Development*, Blackwell Publishing Ltd, Oxford

www.montessori.uk.com Montessori Resource Library, (undated). *Freedom*,
<http://www.montessori.uk.com/Students/library/3a,7.html>