

TESTIMONIALS AND REFERENCES: WHO DOES WHAT?

Ms Hattersley	Ms McCallister	Ms McCallister
<p>References for getting into specific courses and universities</p> <p>References for scholarships</p>	<p>References for university accommodation</p> <p>(known as CCRFs – Common Confidential Reference Forms)</p>	<p>General school leaving testimonial</p> <p>(Given to you at the Leavers' Function in December)</p>

What do you need to do?

During the month of June	Fill in the Google form requesting comments from three staff members
During the month of August	Apply for a CCRF (if you are likely to be wanting to live in a hall of residence in 2020 or 2021) NB. For some universities, you have to enrol before you apply for a CCRF.
During the month of August	Apply for admission to a hall of residence (or more than one).
After that	Your work is done

What do the teacher comments look like?

- ▣ Teachers are asked to comment on your:

Attitude to independent study / self discipline / time management skills

Ability to relate / show concern for others

Personal behaviour and maturity level

Self-confidence / self-reliance / adaptability to new situations

Academic ability

Two more things

- ▣ Even though the testimonial process can be stressful, please make sure that your emails to me and other teachers are polite and friendly.
- ▣ I prefer “Hi Ms McCallister”, “Kia ora Ms McCallister”, “Dear Ms McCallister” or “Bonjour Ms McCallister” to just “Hey”.
- ▣ Ms Hattersley and I take our job seriously and will do everything we can to complete your references in good time. But the sooner you request them, the easier it is for all of us.