



CALIFORNIA STATE  
UNIVERSITY  

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E A S T B A Y

**College of Education and Allied Studies**

**Department of Teacher Education**



**edTPA Forms and Policies Handbook**

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### What is the edTPA?

The edTPA, formerly the Teacher Performance Assessment, was designed by teachers and teacher educators to support candidate learning and provide data that support preparation program growth and renewal. Aligned with Common Core State Standards the edTPA assesses teaching behaviors that focus on student learning. edTPA is a summative capstone assessment to evaluate readiness to teach. It is also a source of evidence for program review, teacher licensure and/or state and national accreditation.

### Preparation for Critical Dimensions of Teaching

The edTPA process identifies and collects subject-specific evidence of effective teaching from a learning segment of 3-5 lessons from a unit of instruction for one class of students. Teacher candidates submit authentic artifacts from a clinical field experience. Candidates also submit commentaries that provide a rationale to support their instructional practices based on the learning strengths and needs of students. Candidates' evidence is evaluated and scored within the following five dimensions of teaching:

**1. Planning Instruction and Assessment** establishes the instructional and social context for student learning and includes lesson plans, instructional materials and student assignments/assessments. Candidates demonstrate how their plans align with content standards, build upon students' prior academic learning and life experiences and how instruction is differentiated to address student needs.

**2. Instructing and Engaging Students in Learning** includes one or two unedited video clips of 15-20 minutes from the learning segment and a commentary analyzing how the candidate engages students in learning activities. Candidates also demonstrate subject-specific pedagogical strategies and how they elicit and monitor student responses to develop deep subject matter understandings.

**3. Assessing Student Learning** includes classroom based assessment (evaluation criteria), student work samples, evidence of teacher feedback, and a commentary analyzing patterns of student learning. Candidates summarize the performance of the whole class, analyze the specific strengths and needs of three focus students, and explain how their feedback guides student learning.

**4. Analysis of Teaching Effectiveness** is addressed in commentaries within Planning, Instruction and Assessment tasks. In planning, candidates justify their plans based on the candidate's knowledge of diverse students' learning strengths and needs and principles of research and theory. In Instruction, candidates explain and justify which aspects of the learning segment were effective, and what the candidate would change. Lastly, candidates use their analysis of assessment results to inform next steps for individuals and groups with varied learning needs.

**5. Academic Language Development** is evaluated based on the candidate's ability to support students' oral and written use of academic language to deepen subject matter understandings. Candidates explain how students demonstrate academic language using student work samples and/or video recordings of student engagement.

### Scoring edTPA

The five dimensions of teaching are evaluated using 15 analytic rubrics on a five point-score scale focused on student learning. Stanford is responsible for the design and development of an on-line training system and for setting subject specific benchmarks. Qualified scorers are trained to use edTPA rubrics to evaluate candidate submissions consistently and fairly. Local, state and national scoring pools include teacher education faculty and clinical supervisors, as well as P-12 educators (e.g., National Board Certified Teachers, cooperating teachers who host teacher candidates, and school administrators). At least half of all scorers are university faculty (including clinical supervisors and cooperating teachers) and half are k-12 educators. All scorers must meet rigorous qualifications including subject-matter experience, and recent experience teaching the subject (to P-12 students or methods courses to candidates) and mentoring or supporting beginning teachers.

- The passing standard for Single Subject Candidates in California is a cumulative score of 41 points.
- World Language candidates must achieve a score of 35 points because they are not assessed on academic language.
- The passing standard for Multiple Subject candidates is a cumulative score of 49 points. Multiple Subject candidates complete an Elementary Literacy portfolio and an additional task in Mathematics. They submit the Elementary Education edTPA.

Candidates who score below the passing standard will have the opportunity to resubmit one or more individual edTPA tasks (for an additional cost). **Candidates are only allowed three submissions total.** The final submission can be no later than one year after program classes are completed. Please note that the department cannot secure student teaching placements after program coursework is completed. Intern Credentials cannot be supported after program coursework is completed.

The first submission includes all three tasks. The second submission, if necessary due to a cumulative score of less than the passing score, can include one or more individual edTPA tasks submitted at the same time. There are two reasons that will lead to candidates retaking edTPA: 1) Performance Standard: Candidates whose performance does not meet the performance standard for edTPA will need to retake part or all of edTPA. Based on the candidate's score profile and required performance standard, they can choose to retake either the entire edTPA OR retake edTPA by submitting one, two or three tasks. 2) Condition Codes: Candidates who receive condition codes will also be able to retake either the entire edTPA or one or more tasks. The following table identifies the artifacts and commentaries required for retake of the entire

edTPA or selected tasks. See the edTPA handbook Evidence Chart for supported file types, response length, and other information.

The edTPA is subject specific. Single Subject candidates complete the edTPA Teaching Event in their area of specialty. Multiple Subject candidates complete the edTPA Elementary Education Teaching Event. Multiple Subject candidates also complete Content Area Tasks (CATs) in Math, Science and Social Studies as part of their Multiple Subject methods courses.

The CSUEB Teacher Education Department provides a great deal of support to prepare candidates for success on edTPA. During the Student Teaching Seminar, candidates will be oriented and given explicit instruction for completing the edTPA. Courses include assignments designed by faculty to prepare candidates for edTPA.

Information including subject specific rubrics and candidate handbooks will be available through coursework.

### **edTPA Registration Information and Support Documents**

Please go to the following link and complete steps 1- 6. At step 3 under Register, select “Integrated edTPA platform Provider System” and choose Taskstream.

[http://www.edtpa.com/PageView.aspx?f=GEN\\_GettingStarted.html](http://www.edtpa.com/PageView.aspx?f=GEN_GettingStarted.html) The cost for submitting edTPA is \$300. This is paid directly to Pearson when you register.

### **EDTPA POLICIES**

1. The due date for edTPA is April 9, 2019 by 11:59 PM. Pearson will not accept late work.
2. Candidates must collect parent permission forms to video anyone in the classroom. Candidates must maintain physical possession of the permission slips until they pass the edTPA.
3. Once parent permission forms have been collected, please bring the forms to your principal for verification. Have the principal sign the Principal Authorization form. This form will be collected in TED 571 or 576.
4. **Candidates are only allowed three submissions total.** The final submission can be no later than one year after program classes are completed. Please note that the department cannot secure student teaching placements after program coursework is completed. Intern Credentials cannot be supported after program coursework is completed.
5. Candidates who fail edTPA will receive support for remediation.
6. It is the candidate’s responsibility to make sure all components of the edTPA are submitted according to the Pearson requirements.
7. California statute requires that all candidates must pass a performance assessment. CSU East Bay uses the edTPA to meet this requirement.

8. EdTPA submissions are governed by the CSUEB academic honesty policies and policies outlined in the edTPA Candidate Handbooks
9. All edTPA work must be original and completed without help (other than discussion led by your course instructors)
10. EdTPA submissions will be reviewed for plagiarism
11. Students found guilty of violating the academic honesty policy in completing edTPA are subject to dismissal from the program and notification of the Commission on Teacher Credentialing.

## EDTPA FORMS

### Parental Consent Documents

You are required to obtain parental consent prior to filming your edTPA video. Please collect parental consent forms from all students in the class, show them to your principal and submit the Principal Authorization Form, signed by your principal in TED 571 or 576.

Parent Information Letter (English and Spanish)

- a. Parent Authorization (English and Spanish)
- b. Authorization (Students over 18, English and Spanish)
- c. Principal Authorization Form

### Consent Forms

The following pages include the forms you will need to obtain parental consent to film your video.

(Teacher Candidate's Signature)

## PARENT INFORMATION

*(To be completed by the parents/legal guardians of minor students involved in this project, or by students who are more than 18 years of age who are involved in this project.)*

**Dear Parent/Guardian:**

I am in the process of getting my teaching credential at California State University East Bay's Teacher Education Program. The State of California requires me to pass the edTPA, including a videotape of me teaching. One of the primary purposes of this assessment is to improve student learning and encourage excellence in teaching.

This assessment requires:

- Samples of student work as evidence of the quality of my teaching practice. These student work samples may include some of your child's work.
- Video clips of a lesson taught in your child's class submitted to my teacher preparation program, California State University, East Bay.

Although the video would show both the teacher and various students, the primary focus is on my instruction, not on the students in the class. In the course of taping, your child may appear on the video. No student's name will appear on any materials that are submitted. All materials will be kept confidential and will only be viewed by edTPA assessors.

Please complete and return the attached edTPA Permission Form to document your permission for these activities.

Sincerely,

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Date

## LA INFORMACIÓN PARA PADRES

*(Para ser completado por los padres/guardianes de estudiantes menores involucrados con este proyecto, o por estudiantes mayores de 18 años involucrados con este proyecto.)*

Estimado Padre / Guardián:

Estoy en el proceso de obtener mi credencial de enseñanza en el Programa de California State University East Bay Teacher Education. El Estado de California requiere que pase la evaluación de rendimiento de los Maestros de California (edTPA), incluyendo un video de mi enseñanza. Uno de los principales propósitos de esta evaluación es mejorar el aprendizaje de los estudiantes y promover la excelencia en la enseñanza.

Esta evaluación requiere:

- Las muestras de trabajos de alumnos como prueba de la calidad de mi práctica docente. Estas muestras de sus trabajos pueden incluir algunos de los trabajos de su hijo.
- Un video de una lección enseñada en la clase de su hijo presentó a mi programa de formación docente, California State University, East Bay.

Aunque el video mostraría el maestro y varios estudiantes, el enfoque principal está en mi instrucción, no por los estudiantes en la clase. En el curso de la grabación, su hijo puede aparecer en el video. No Nombre del estudiante aparecerá en todos los materiales que se presentan. Todos los materiales serán confidenciales y sólo estará al alcance de los evaluadores de edTPA.

Favor de completar y enviar el Formulario de Permiso edTPA adjunto para documentar su permiso para estas actividades.

Sinceramente,

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(Firma del Candidato para Maestro)

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(Fecha)



Student's Name: \_\_\_\_\_

School/Teacher: \_\_\_\_\_

## PARENT AUTHORIZATION

I am the parent/legal guardian of the student named above. I have received and read your letter regarding the teacher candidate assessment, and agree to the following:

*Please check the appropriate line below.*

\_\_\_\_\_ **I DO** give permission to you to videotape my child as he or she participates in a class conducted at \_\_\_\_\_ (Name of School) by \_\_\_\_\_ (Teacher-Candidate's Name), I understand that the video will be confidential and will only be viewed by the edTPA assessors.

\_\_\_\_\_ **I DO NOT** give permission to you to video tape my child as he or she participates in a class conducted at \_\_\_\_\_ (Name of School) by \_\_\_\_\_ (Teacher-Candidate's Name).

\_\_\_\_\_  
(Signature of Parent or Guardian)

\_\_\_\_\_  
(Date)

Nombre del Estudiante: \_\_\_\_\_

Escuela/Maestro/a: \_\_\_\_\_

### LA AUTORIZACIÓN POR PADRES

Yo soy el padre/guardián del estudiante mencionado arriba. He recibido y leído su carta con respecto a la evaluación de candidatos para maestro, y estoy de acuerdo con lo siguiente:

*Favor de marcar la apropiada línea abajo.*

\_\_\_\_\_ **SÍ, LE DOY** mi permiso a Ud. de incluir la imagen de mi hijo/a en un video mientras que él/la participe en una clase realizada en \_\_\_\_\_ (Nombre de Escuela) por \_\_\_\_\_ (Nombre de candidato para Maestro/a). . Entiendo que el video sólo será visto por los tasadores.

\_\_\_\_\_ **NO, NO LE DOY** mi permiso a Ud. de incluir la imagen de mi hijo/a en el video mientras que él/la participe en una clase realizada en \_\_\_\_\_ (Nombre de Escuela) por \_\_\_\_\_ (Nombre de candidato para Maestro/a)

\_\_\_\_\_  
(Firma del Padre o Guardián)

\_\_\_\_\_  
(Fecha)

Student's Name: \_\_\_\_\_

School/Teacher: \_\_\_\_\_

**AUTHORIZATION – STUDENTS OVER 18 YEARS OF AGE**

I am the student named above and am more than 18 years of age. I have read and understand the project description given above. I understand that my performance is NOT being evaluated by this project and that my name will NOT appear on any materials that may be submitted.

\_\_\_\_\_ **I DO** give permission to you to videotape me as I participate in this class.

\_\_\_\_\_ **I DO NOT** give permission to you to videotape me as I participate in this class.

Signature of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_\_

Nombre del Estudiante: \_\_\_\_\_

Escuela/Maestro/a: \_\_\_\_\_

## AUTORIZACIÓN POR ESTUDIANTES SOBRE DE 18 AÑOS DE EDAD

Yo soy el/la estudiante mencionado/a arriba y soy mayor de 18 años de edad. He leído y entiendo la descripción del proyecto dada arriba. Entiendo que mi desempeño NO está siendo evaluado por este proyecto y que mi apellido NO aparecerá en ningunas materias que podrían ser sometidas.

\_\_\_\_\_ **SÍ, LE DOY** mi permiso a Ud. de incluir mi imagen en el video mientras que participe en esta clase.

\_\_\_\_\_ **NO, NO LE DOY** permiso a Ud. de incluir mi imagen en el video mientras que participe en esta clase.

Firma del Estudiante: \_\_\_\_\_

Fecha de Nacimiento: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fecha: \_\_\_\_\_

PRINCIPAL AUTHORIZATION FORM

Student Teacher/Intern's Name: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student teachers in California State University East Bay's Teacher Credential Program, and every credential program in the State of California, are required to pass a teacher performance assessment, including a teaching video, in order to be recommended for their credentials. At CSU East Bay candidates will be completing edTPA. Candidates are required to obtain parental consent to film the video in their student teaching placements. Candidates show the signed parental consent forms to the principal who verifies consent by signing this Principal Authorization Form. Identifying information about students will NOT appear on any materials submitted by the candidates. The video and materials will be confidential and will only be viewed by the edTPA assessors.

Please indicate the type of permission that is collected in your school:

Parents of the students in this class have signed permission slips allowing their children to be videotaped.

Parents of the students in this class have had the opportunity to "opt out" by signing a form requesting that their child not be videotaped.

Other, please describe here: \_\_\_\_\_

\_\_\_\_\_  
Please list the names of students in this class whose parents have NOT given permission or have signed an "opt out" form requesting that their children NOT be videotaped or that their work not be used.

Principal's name: \_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMISSION OF PRINCIPAL AUTHORIZATION FORMS

1) Download and read the edTPA Candidate Handbook and the CSUEB PACT Forms and Policies Manual. Complete the following parental consent procedures BEFORE

VIDEOTAPING YOUR STUDENTS:

- Download and print **Parent Permission slips** for each student in your class or verify that school permission or opt-out forms have been collected
- Download and print **Information sheets for parents and school personnel**
- Discuss the video with your cooperating teacher and ask his/her permission to distribute the permission slips to the students.
- Collect signed permission slips from the students before videotaping the lesson OR confirm that the school has obtained parental consent/opt out forms.
- Show the permission slips or school parental consent/opt out forms to your principal and ask him/her to sign the **Principal Authorization Form**
- Make sure that only those students with signed permission slips or without “opt out forms” are filmed (other students may be in the room, but out of range of the video camera.)
- Save the permission slips in a safe place in case you are asked to verify parental consent.

2) **Scan your Principal Authorization Form and upload it to Taskstream** confirming that you have parental consent to collect samples of student work and videotape students in your class.

## REMEDATION AND RESUBMISSION

If you do not pass the edTPA, please do the following:

1) Sign up with Dania Massey for an advising session. At the advising session, it will be determined whether to submit one section of the edTPA or the entire portfolio.

2) Sign up through Pearson to submit your edTPA portfolio by the date determined with Dania Massey. The cost payable to Pearson is \$100 to submit one section and \$300 to resubmit the entire portfolio.

Completing an entirely new portfolio

Work with remedial instructor and submit a NEW portfolio by the designated due date.

Candidates must find their own classroom to teach a new unit, film a new video and submit the new portfolio within a single calendar year.

**Final submission deadline: designated submission date (as set by Pearson) by the end of CSU East Bay spring semester one year from completion of program coursework.**

#### EDTPA ADMINISTRATION

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