



CALIFORNIA STATE
UNIVERSITY

E A S T B A Y

College of Education and Allied Studies

Department of Teacher Education



edTPA Forms and Policies Handbook

2019 - 2020

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The following forms are included at the end of this handbook:

1. Parent Information Letter (English and Spanish)
2. Parent Authorization (English and Spanish)
3. Authorization (Students over 18, English and Spanish)
4. Principal Authorization Form

EDTPA OVERVIEW

What is the edTPA?

California requires all single and multiple subject credential candidates to pass a state-approved Teacher Performance Assessment before they can earn the preliminary credential. CSUEB supports the edTPA, a state-approved Teacher Performance Assessment.

The edTPA was developed in a joint effort by experts at Stanford University and the Stanford Center for Assessment, Learning, and Equity (SCALE) with leadership by the American Association of Colleges for Teacher Education (AACTE). Pearson Evaluation supports the submission and scoring. edTPA is considered an “educative” assessment, meaning candidates integrate knowledge and skills learned in their programs and demonstrate them in practice. Programs, cooperating teachers, schools, and policy makers receive data from edTPA that enables them to reflect on and improve their own practice. edTPA is a summative capstone assessment to evaluate readiness to teach and is accepted in states across the nation.

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.

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.

Candidates who score below the passing standard will have the opportunity to resubmit one or more individual edTPA tasks. Candidates who need to resubmit will receive conferencing with an edTPA coordinator. In depth remediation will be scheduled with the edTPA Remediation Specialist as needed. Since edTPA normally occurs in spring semester major remediation and resubmission would occur over the summer and in most cases the candidates can be recommended for a credential before the school year begins. Please note that the percentage of candidates passing the edTPA on the first attempt is quite high and for most candidates who do have to resubmit brief conferencing is adequate to map a strategy. Candidates are responsible for all additional costs for resubmission.

In the event that a candidate is working under intern credential and has not earned a passing score they may continue to work as an intern for a period of up to one academic year provided they enroll in and pay for the necessary course work. However, once an intern credential expires the program cannot find them a placement or support a renewal of the intern credential. 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, which includes Literacy and Math. Multiple Subject candidates also complete Embedded Signature Assignments in 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. Be sure to register with the Pearson ePortfolio System. 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 7, 2020 by 11:59 PM. (There are other dates for submitting edTPA to Pearson. However, if a candidate elects to submit edTPA at a later date the candidate takes all responsibility for any delay in the issuance of their credential.)
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 class and be stored in the CSSC.
4. Candidates who fail edTPA will receive 45 minutes support via Zoom for remediation. If additional remediation work is required candidates must enroll in a section of TED 697 for more in-depth coaching in a subsequent semester.
5. It is the candidate's responsibility to make sure all components of the edTPA are submitted according to the Pearson requirements.
6. California statute requires that all candidates must pass a performance assessment. CSU East Bay uses the edTPA to meet this requirement.
7. EdTPA submissions are governed by the CSUEB academic honesty policies and policies outlined in the edTPA Candidate Handbooks
8. All edTPA work must be original and completed without help (other than discussion led by your course instructors)
9. EdTPA submissions will be reviewed for plagiarism

10. 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.

SUBMISSION OF PRINCIPAL AUTHORIZATION FORMS

1) Download and read the edTPA Candidate Handbook and the CSUEB edTPA 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 bring a copy to the CSSC** 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 (Single Subject) and Kelly Moore (Multiple Subject) 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. The cost payable to Pearson is \$100 to submit one section, \$200 to submit two sections, and \$300 to resubmit the entire portfolio.

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

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 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 to the CSSC

5. Parent Information Letter (English and Spanish)
6. Parent Authorization (English and Spanish)
7. Authorization (Students over 18, English and Spanish)
8. Principal Authorization Form

Consent Forms

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

EDTPA ADMINISTRATION

Dania Massey, daniamassey@csueastbay.edu is the edTPA Coordinator and

Kelly Moore, kellymoore@csueastbay.edu is the Assistant edTPA Coordinator.



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Dear Parent/Guardian:

I am a teaching credential candidate at California State University, East Bay. As part of my course work and for the purpose of passing a mandated state required teacher performance assessment called the edTPA, I need to record videos of myself teaching in your child's classroom. In the course of recording my teaching, your child may appear on the video. Although the video recordings involve both the teacher and various students; the primary focus is on my instruction, not on the students in the class. Also, I will collect samples of student work as evidence of my teaching practice, and that work may include some of your child's work.

All videos will be recorded using a secure platform and will be viewed by university faculty, students in the credential program, and Pearson Assessment Inc. to assess my readiness to teach. The videos will not be made public in any way.

No student's name will appear on any materials that are submitted and materials will be kept confidential at all times. My assessment materials may also be used by California State University, East Bay, Stanford University (the developers of the edTPA), and Pearson Evaluation under secure conditions for educational purposes, edTPA program development and implementation, including scorer training, and to support continued program improvement activities such as future validity and reliability studies. The form attached will be used to document your permission for these activities.

Sincerely,



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ESTIMADO PADRE / TUTOR:

Soy candidato de acreditación docente en la Universidad Estatal de California, East Bay. Como parte de mi curso académico y con el propósito de una evaluación obligatoria requerida por el estado llamada edTPA, necesito documentar con videos mis métodos de instrucción en el salón de clase de su hijo/a. En el curso de la grabación de mi enseñanza, su hijo puede aparecer en el video. Aunque las grabaciones de video involucran tanto al maestro como a varios estudiantes; El enfoque principal está en mi instrucción, no en los estudiantes de la clase. Además, recolectaré muestras del trabajo de los estudiantes como evidencia de mi práctica docente, y ese trabajo puede incluir trabajo de su hijo.

Todos los videos serán grabados usando plataforma segura y serán vistos por la facultad de la universidad, los estudiantes en el programa de credenciales y Pearson Assessment Inc. para evaluar mis métodos y estilo de instrucción. Los videos no se harán públicos de ninguna manera.

El nombre del estudiante no aparecerá en ningún material y los materiales se mantendrán confidenciales en todo momento. Mis materiales de evaluación también pueden ser utilizados por la Universidad Estatal de California, East Bay, la Universidad de Stanford (los desarrolladores de la edTPA) y la Evaluación de Pearson en condiciones seguras para propósitos educativos, desarrollo e implementación del programa edTPA, incluyendo entrenamiento de evaluadores y para apoyar el continuo aumento del programa y para futuros estudios de validez y fiabilidad. El formulario adjunto se usará para documentar su permiso para estas actividades.

Sinceramente,



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PARENT AUTHORIZATION

Student Name: _____

School/Teacher: _____

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. I understand that the video will be confidential.

_____ **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)

(Teacher-Candidate's Name).

(Signature of Parent or Guardian)

(Date)



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LA AUTORIZACIÓN POR PADRES

Nombre del Estudiante: _____

Escuela/Maestro/a: _____

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)



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AUTHORIZATION—STUDENTS OVER 18 YEARS OF AGE

Student Name: _____

School/Teacher: _____

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: _____



AUTORIZACIÓN POR ESTUDIANTES SOBRE DE 18 AÑOS DE EDAD

Nombre del Estudiante: _____

Escuela/Maestro/a: _____

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: _____

A copy of this signed form must be submitted to the CSSC for inclusion in your file.