

# California Administrator Performance Assessment (CalAPA)

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## Sample Parent/Guardian/Family Consent Form

[Candidate's full name] is a candidate for the California Preliminary Administrative Services Credential, and for this reason is completing the California Administrator Performance Assessment (CalAPA) administered by the Evaluation Systems group of Pearson (Evaluation Systems) on behalf of the California Commission on Teacher Credentialing (CTC).

The CalAPA comprises three leadership cycles. Leadership Cycle 3 requires that the candidate observe a teacher's classroom instruction, conduct pre- and post-observation conferences with the teacher, and video-record the teacher observation and the pre- and post-observation conferences.

All information collected in preparation for these activities, the video recordings, student work, and any written analyses will be strictly confidential. Only Evaluation Systems assessors and staff supporting assessment development processes and trainings, CTC staff providing program oversight, educators associated with the candidate's preparation program (e.g., faculty and support providers), and authorized entities will have access to the information for scoring and training, analyzing the feasibility of the assessment and work product results, and conducting validity studies. Segments of responses may be used as support materials for preparation programs and candidates as they prepare for the assessment.

If you have questions about the candidate's activities related to completing this cycle, please contact the candidate at: [candidate's contact information, such as name, title, phone number, and email address].

If you have any questions about the CalAPA, please visit the CalAPA website at [www.ctcexams.nesinc.com](http://www.ctcexams.nesinc.com) for more information. Contact information is available on the Contact Us page of the CalAPA program website.

## Candidate Statement

I am completing the CalAPA Leadership Cycle 3, which requires me to demonstrate my skills in observing and coaching a teacher. As part of this process, I will be working with your student's classroom teacher, observing their teaching, and meeting with the teacher in pre- and post-observation conferences to provide constructive feedback on instruction and suggestions for improvement. The participation of the teacher and your students is voluntary. The sole purpose of my involvement in your student's classroom is for me to produce work products that demonstrate my skills in observing classroom practice and providing coaching to improve the teacher's effectiveness. My work with this teacher will not interfere with, or detract from, classroom instruction.

## Common Questions

### What does student participation involve?

To complete Leadership Cycle 3 (to demonstrate skills in supporting teacher growth), the candidate is asked to gather contextual information for coaching a volunteer teacher and then plan, conduct, and video-record a pre-observation meeting, a classroom observation, and a post-observation meeting with the teacher. With your permission, your student may appear in the video recording of the classroom observation, but will not be identified in the recording. If you choose to not give your permission, your student will still participate in the classroom instruction as usual. Your student will just be seated out of camera range, but not in a way that disrupts learning.

Information about your student will remain private. The candidate is required to protect the identity of people featured in the submission by removing any identifiable information, including the full names of the participating district, school, institution, faculty, staff, and students. The school or district will not have access to any candidate-produced work products related to the observation and feedback processes, including the video recordings, observation notes, feedback, and commentary.

### Are there any risks or benefits to participating?

There are no risks from your student's participation. Your student's teacher may benefit from the instructional feedback provided by the candidate and thus future instruction provided to your student may be more effective, however no direct benefits are expected to your student's participation.

### What will happen to the video recordings?

The video recordings will be used for the purpose of evaluating the candidate's skills in completion of the CalAPA and may be used as examples for assessor and faculty training or to assist programs in preparing candidates to complete the CalAPA . They will not be used to evaluate the district, school, teacher, other educators or aides in the classroom, or any of the students in the observed class. The recordings will not appear in any public settings or on the Internet, other than on the secure CalAPA platform.

All video recordings uploaded as part of the candidate's submission for scoring will be maintained in a secure environment. The candidate will maintain his/her video recordings in a secure manner with restricted access.

Video recordings will be accessible only to the classroom teacher; educators associated with the candidate's preparation program (e.g., faculty and support providers); California educators approved and trained by the CalAPA program as assessors to score the work products; CalAPA program staff for assessor and faculty training, revising the assessment, and /or as exemplars to assist programs and candidates; and CTC staff who may use the recordings for quality control purposes in the assessment development process.

The school or district will not have access to the video recordings.

### **Does my student have to participate?**

Participation is voluntary. If you are willing to have your student participate, the candidate will move forward with the process described above. If you decline to have your student participate, your student will be seated out of camera range but will still be able to fully participate in classroom activities. You can decide to withdraw your student at any time, and there is no penalty for not participating.

### **What if I have questions during the candidate's activities?**

If you have any questions about your student's participation or about the CalAPA, please visit the CalAPA website at [www.ctcexams.nesinc.com](http://www.ctcexams.nesinc.com) for more information. Contact information is available on the Contact Us page of the website.

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## Sample Parent/Guardian/Family Consent Form

Name of Student: \_\_\_\_\_

Name of Parent/Guardian/Family Member: \_\_\_\_\_

Name of School and/or District: \_\_\_\_\_

I have received and read the description about the California Administrator Performance Assessment (CalAPA), and I voluntarily agree to the following:

- I **DO** agree for the above-named student to participate in the CalAPA. I understand that this assessment is intended to evaluate the administrator candidate and will not be used to evaluate the performance of the district, school, classroom teacher, other educators or aides in the classroom, or students. The video recordings will not be shared with anyone from the school or district except the participating educator(s). The video recordings may be accessible only by educators associated with the candidate's preparation program (e.g., faculty and support providers); assessors who will be trained to score these assessments under secure information management conditions; and CalAPA staff for assessor and faculty training, revising the assessment, and as exemplars to assist programs and candidates. California Commission on Teacher Credentialing (CTC) staff may review the video recordings for quality control purposes or related matters as part of the assessment development process.
  
- I **DO NOT** agree for the above-named student to participate in the CalAPA.

Signature of Parent/Guardian/Family Member: \_\_\_\_\_

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

Name of Administrator Candidate: \_\_\_\_\_

Name of Administrator Candidate's Preparation Program: \_\_\_\_\_