

# California Administrator Performance Assessment (CalAPA)

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## Sample Volunteer Educator 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 1 requires that the candidate to analyze data to inform school improvement and promote equity. Leadership Cycle 2 requires that the candidate video-record one or more meetings at which the candidate facilitates the professional learning of a group of educators. Leadership Cycle 3 requires that the candidate observe and video-record a volunteer 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, CTC staff providing program oversight, educators associated with the candidate's administrator 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 the CalAPA, 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, which requires me to demonstrate my leadership skills in a school or district. As part of this process, I will be working with you to analyze data to inform school improvement and promote equity, facilitate a community of practice, and/or support teacher growth. Your participation is voluntary. The sole purpose of our work together is for me to produce work products that demonstrate my skills in school leadership. My work with you will not interfere with, or detract from, your educational responsibilities (e.g., classroom instruction).

## Common Questions

### What does participation involve?

To complete Leadership Cycle 1 (to demonstrate skills in analyzing data to inform school improvement and promote equity), the candidate is asked to collect school data, conduct an equity gap analysis, and gather stakeholder feedback on the candidate's proposed strategies for addressing the equity issue(s).

To complete Leadership Cycle 2 (to demonstrate skills in facilitating professional learning), the candidate is asked to engage two to five educators in professional learning to identify and address a problem of practice regarding improvements in equitable learning for all students. In doing so, the candidate will facilitate and video-record one or more meetings of the group.

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, you may appear in video recordings, but will not be identified in them. Likewise, with parent/guardian/family permissions, students may appear in the video recording of the classroom observation, but will not be identified in the recording. If parent/guardian/family permission is not given for a student, that student will still participate in the classroom instruction as usual. The student will just be seated out of camera range, but not in a way that disrupts learning.

Information about you and anyone else referenced in the candidate's assessment submission or who appears on video 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 district will not have access to any candidate-produced work products related to the CalAPA, including the video recordings, observation notes, feedback, and commentary.

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

There are no risks from your participation. Your future practice may benefit from the professional learning or instructional feedback provided by the candidate. There will likely be no direct benefits to students' participation during the assessment.

**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, any educator, or any student. The recordings will not appear in any public settings or on the Internet, other than on the secure CalTPA 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 participating volunteer(s); 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.

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

**Do I have to participate?**

Participation is voluntary. There is no penalty for not participating.

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

If you have any questions about your 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 Volunteer Educator Consent Form

Name of District: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Volunteer Educator: \_\_\_\_\_

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

- I **DO** agree 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, any educator, or any student. The video recordings may not be shared with anyone from my 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 for 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 to participate in the CalAPA.

Signature of Volunteer Educator: \_\_\_\_\_

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

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

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