

CAP Full Semester On-Line Schedule Guideline

Key points:

CAP (Candidate Assessment of Performance) is based upon the revised Massachusetts Professional Standards for Teachers and mirrors the inservice educator evaluation system. It focuses on the three standards and six indicators most conducive to demonstration during the student teaching experience. They are:

<p>Curriculum and Assessment</p> <ul style="list-style-type: none"> • Well-structured lessons • Adjustment to practice 	<p>Teaching All Students</p> <ul style="list-style-type: none"> • Meeting diverse needs • Safe learning environment • High expectations 	<p>Professional Culture</p> <ul style="list-style-type: none"> • Reflective practice
---	---	--

Full Semester Time Line	Who	What	DESE Online Required Entry	CEAS Paper Form
Introduction Week 1	Program Supervisor (PS), Supervising Practitioner (SP) and Teacher Candidate (TC) TC & SP	Meet to review protocol and set up communication – all parties must have a DESE CAP account Desecap.com Complete Practicum Verification Form and return to Hart Hall room 124		Yes
Announced Observation #1 Week 2 - 3	PS & SP PS & SP Rating Calibration - not necessarily a face to face meeting	Conduct announced observation #1 at placement site Both must agree to observation rating calibration to complete the step	yes	
Self-Assessment Week 4	TC Self-Assessment PS, SP & TC Three Way Meeting SP & TC Student Learning Measure PS & SP to discuss impact on Student Learning Measure - not necessarily face to face	Self-Assessment Rubric TC to Start Self-Assessment Form and Preliminary Goal-Setting & Plan Development All three click yes that meeting took place SP selects a “tried and true” assessment as a measure of student learning & TC administers student learning measure -- see handbook for additional information Required step but not a component of the on-line system	Yes yes yes	
Unannounced Observation #1 Week 5 – 6	SP & TC PS & SP Calibration - not necessarily face to face	SP will observe teacher candidate at SP’s discretion Both must agree to observation calibration to complete the step	Yes yes	

Full Semester Time Line	Who	What	DESE Online Required Entry	CEAS Form
Announced Observation #2 Week 7 - 8	PS & SP PS & SP Calibration - not necessarily face to face	Announced Observation #2 at school site Both must agree on Observation Calibration to complete the cycle	 yes	
Formative Assessment Week 9	PS & SP Formative Assessment PS, SP & TC Three Way Meeting	PS completes formative assessment & SP concurs in order to complete the step All three click yes that meeting took place	yes yes	
Student Feed Back Surveys Week 10 - 13	TC & SP	TC administer survey -- templates available on MA Elementary Secondary Ed web site: http://www.doe.mass.edu/eval/feedback/surveys.html Required step but not a component of the on-line system Survey data and analysis must inform summative rating		
Unannounced Observation #2 Week 10-13	SP & TC PS & SP Calibration - not necessarily face to face	SP will observe teacher candidate at SP's discretion Both must agree to observation calibration to complete the step	yes yes	
Finalize Goal & Implementation Week 13 - 14	SP SP & PS	Completes Measure of Student Learning section Complete the Implementation Section Based on TC self-assessment professional practice goal section – TC pre-populated in prior step	Yes Yes	
Summative Assessment Week 14-15	PS & SP Summative Calibration - not necessarily face to face TC can view Summative after PS & SP complete Calibration PS, SP & TC Three-way meeting	PS completes Summative & SP concurs in order to complete the step View on line Final meeting -- All three click yes that meeting took place TC, PS, & SP sign two page CAP (hard copy) Optional step – CAP document can be uploaded to CAP online Hard copy must be delivered to CEAS Office	Yes Yes yes	 yes
End Cycle	PS	Enter total # of practicum hours and # full responsibility (minimum hours 100)	yes	