# Candidate Checklist: CalAPA Assessment Process

Use the checklist below as you progress through each cycle of the CalAPA assessment. Check off each step as you complete it to keep track of your progress and to focus on the remaining steps of the process. For additional information, refer to the California Educator Credentialing Assessments website, which includes assessment information, registration and registration support, and preparation materials including instructions on using the Pearson ePortfolio system and video annotation tool.

☐ 1. **Register.** Register and pay for a CalAPA cycle at the California Educator Credentialing Assessments website.

☐ 2. **Obtain and read cycle assessment materials.** Obtain the cycle performance assessment guide, assessment updates, and templates from the ePortfolio system. Read and understand the step directions and rubrics in the guide and review the templates that you will use to complete written narratives.

☐ 3. **Build a cycle timeline.** With your course instructor, create a timeline for completing the cycle. Cycles typically take 4 to 6 weeks to complete.

☐ 4. **Develop evidence.** Create and/or collect evidence (written narrative, annotated videos, work product examples, meeting materials, etc.) in your placement. Save a copy of all evidence for later reference.

☐ 5. **Meet with instructor, supervisors, and peers.** Review evidence against the cycle rubrics. Start with Rubric Level 3 to self-assess. Ask your course instructor, site supervisors, and peers to review your work and provide constructive feedback.

☐ 6. **Revise evidence based on feedback.** Ensure you are addressing all directions and requirements in the cycle performance assessment guide. Provide complete written responses to the prompts provided in the templates. Provide annotated video clips that are unedited. Be sure that you and individuals actively participating are seen and clearly heard in each clip.

☐ 7. **Upload materials to the ePortfolio system.** Check that all required evidence has been uploaded in the correct step, that annotations are aligned to video timestamps and provide what you are doing and why, and that videos demonstrate continuous facilitation of the meeting without edits.

☐ 8. **Submit your evidence for scoring.** Submit your evidence a day or two before the submission deadline to allow time to solve last-minute issues. Scores will be provided 3 weeks later to you, to your program, and to the CTC.