![CalTPA - California Teaching Performance Assessment logo]

Candidate Checklist: CalTPA Assessment Process

Use the checklist below as you progress through each cycle of the CalTPA assessment. Check off each step as you complete it to keep track of your progress and to focus on the remaining steps in 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 CalTPA 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 faculty and/or instructors, create a timeline for completing the cycle. Cycles typically take 4 to 6 weeks to complete.

☐ **4. Develop evidence.** Create and/or collect evidence while teaching students in person or in online synchronous settings in your student teaching or intern placement. Save a copy of all evidence (written narratives, annotated video clips, lesson plans, student work examples, student assessment responses, etc.) for later reference.

☐ **5. Meet with faculty, mentors, and peers prior to submitting your evidence.** Review evidence against the cycle rubrics. Start with Rubric Level 3 to self-assess. Ask your faculty, mentors, and/or peers to review your evidence 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 your students are seen and clearly heard in each clip.

☐ **7. Upload evidence 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 instruction 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.