



**CalTPA**  
California Teaching  
Performance Assessment



# CalTPA Program Guide

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## Preamble to the California Teaching Performance Expectations (TPE)

Effective teachers strive for educational opportunities that are driven by equity and culturally responsive practices to promote each student’s academic success and well-being. California teachers recognize, respect, and utilize each student’s strengths, experiences, and background as assets for teaching and learning. Effective teachers confront and alter institutional biases of student marginalization, deficit-based schooling, and low expectations.

Throughout the Teaching Performance Expectations (TPE), reference is made to “all students” or “all TK–12 students.” This phrase is intended as a widely inclusive term that references all students attending public schools. Students may exhibit a wide range of learning and behavioral characteristics, as well as disabilities, [dyslexia](#),\* intellectual or academic advancement, and differences based on ethnicity, race, socioeconomic status, gender, gender identity, sexual orientation, culture, language, religion, and/or geographic origin. The range of students in California public schools also includes students whose first language is English, English learners, and Standard English learners. This inclusive definition of “all students” applies whenever and wherever the phrase “all students” is used in the TPE and in the CalTPA cycles (steps, rubrics, and [CalTPA Glossary](#)).

\*The purpose of the California Dyslexia Guidelines is to assist regular education teachers, special education teachers, and families in identifying, assessing, and supporting students with dyslexia.

All information about the CalTPA program can be found on the [California Educator Credentialing Assessments website](http://www.ctcexams.nesinc.com) (<http://www.ctcexams.nesinc.com>). The website includes assessment information, registration and registration support, information for concurrent bilingual candidates who are in a placement where a language other than English is exclusively used for instruction, or who are in a placement where both English and another language are used for instruction, and preparation materials including instructions on using the Pearson ePortfolio system and video annotation tool.

**Disclaimer:** Guidance offered through the CalTPA “Program Guide” and “Online Instructions” reflect the current directions from California and County Public Health Officials and local education agencies regarding schools and closures. For credential candidates impacted by the COVID-19 crisis, the CTC is actively engaged in developing and refining flexibility and guidance (within legal parameters) with programs, districts, induction programs and state agencies. Updated guidance for CalTPA Candidates and Programs will be provided as the COVID-19 crisis continues.

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## Acknowledgments

California has been an innovator in the development and use of teaching performance assessments since 2003. The California Teaching Performance Assessment (CalTPA) has been revised and updated with the assistance of a 21-member design team; the Evaluation Systems group of Pearson (Pearson); the Stanford Center for Assessment, Learning, and Equity (SCALE); and the California State University Center for Teacher Quality. The revised CalTPA draws from and is informed by California’s rich experience with different performance-based assessment models, including the original CalTPA, the Performance Assessment for California Teachers (PACT), and edTPA®. Participants in each of these other systems contributed to the redesigned CalTPA. The Commission on Teacher Credentialing (CTC) acknowledges the contributions of these assessment systems and the educators who have developed, administered, and scored them.

## Introduction

### Welcome from the Commission on Teacher Credentialing

Welcome to the California Teaching Performance Assessment (CalTPA) Program Guide.

The purpose of the CalTPA Program Guide (program guide) is to provide information and evidence-based practices about implementing the CalTPA and supporting teacher candidates. Additionally, this program guide provides an overview of the resources found on the [California Educator Credentialing Assessments](#) website; information on the candidate performance assessment guides for Multiple Subject (MS), Single Subject (SS), and World Languages (WL); and information on how the [assessment materials](#) may be used to provide support to candidates as they complete their CalTPA.

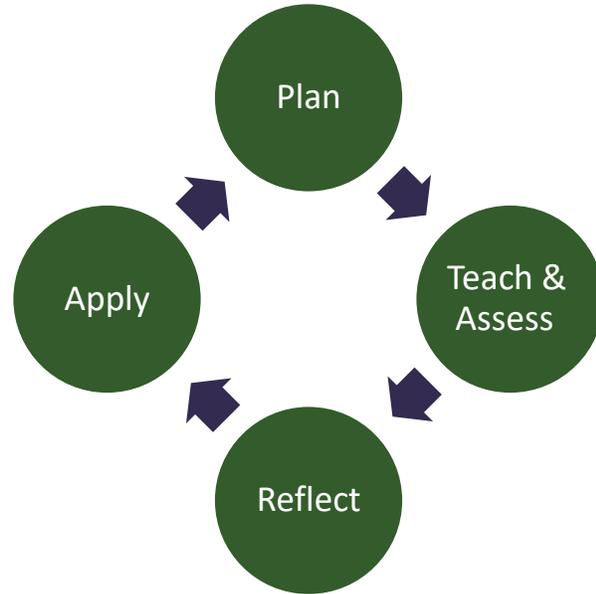
The intended audience for this program guide includes education programs' Deans and Directors, CalTPA Program Coordinators, full-time and adjunct faculty and instructors, university mentors, master teachers, and others who support candidates completing the CalTPA as part of their MS and SS credentialing program. This program guide also provides guidance to teacher preparation programs (preparation programs) supporting candidates who are concurrently enrolled in both MS or SS programs and a bilingual authorization program.

This program guide is one component of a series of web publications designed to assist preparation programs with the CalTPA. To gain the most from the CalTPA Program Guide, it is recommended that readers be familiar with the CalTPA performance assessment guides for each of the two instructional cycles (Plan, Teach and Assess, Reflect, and Apply steps; analytic rubrics; and submission specifications) and the [CalTPA Glossary](#). Preparation programs may access the CalTPA Performance Assessment Guides via the [CalTPA Faculty Policies and Resources](#) web page ([http://www.ctcexams.nesinc.com/TestView.aspx?f=CACBT\\_Faculty\\_CalTPA.html](http://www.ctcexams.nesinc.com/TestView.aspx?f=CACBT_Faculty_CalTPA.html)). The candidate and faculty materials are available for download via password-protected zip files under the Assessment Materials section. Contact your CalTPA Program Coordinator or Pearson at [es-caltpa@pearson.com](mailto:es-caltpa@pearson.com) to gain access to the password.

Preparation programs may use the [annotated bibliography](#) ([http://www.ctcexams.nesinc.com/Content/Docs/CalTPA\\_AnnotatedBibliography.pdf](http://www.ctcexams.nesinc.com/Content/Docs/CalTPA_AnnotatedBibliography.pdf)) as a resource to inform course development and share with faculty, program instructors, master/mentor teachers, and candidates. This collection of resources will help all supporting educators gain a deeper understanding of performance assessment and key pedagogical concepts highlighted in the TPE and measured by the CalTPA.

## CalTPA as an Embedded Performance Assessment

The CalTPA was designed to provide candidates the opportunity to demonstrate their ability to **plan** asset-based instruction and assessments, **teach** and **assess** learning of a class of actual students, **reflect** on their practice (for both themselves and all their students), and **apply** what they learned through their teaching, assessing, and reflection to future learning experiences for their students. This teaching and learning cycle serves as the framing for the four steps of the CalTPA.



The mindset of an effective teacher is one that embraces the idea of continuous improvement as the teacher and their students move through the teaching and learning cycle of plan, teach and assess, reflect, and apply.

Candidates demonstrate their capacity to teach actual students at a school site through multiple modes, by writing narratives and annotating videos in response to prompts and providing teaching and learning work samples such as lesson plans, student work products, assessments (informal, student self-assessment, and formal) and rubrics, feedback to students, and other instructional materials.

The CalTPA is embedded in the preparation program; the program faculty and other educators who support candidates at school sites during clinical or supervised teaching guide candidates through the two cycles in an authentic manner. The two cycles step the candidate through the practice of what teachers actually do on a typical teaching day at work as they support students in the learning process. In addition, candidates choose what content they want to teach and assess for each cycle with input from their master or mentor teacher, as represented in the [California Content Standards](https://www.cde.ca.gov/be/st/ss/) (<https://www.cde.ca.gov/be/st/ss/>) and [Curriculum Frameworks](https://www.cde.ca.gov/ci/cr/cf/allfwks.asp) (<https://www.cde.ca.gov/ci/cr/cf/allfwks.asp>). Candidates in TK classrooms should also use the [California Content Standards](#), [California Preschool Learning Foundations](#), [California Preschool Curriculum Frameworks](#), and the [Transitional Kindergarten Implementation Guide](#) when choosing what content they want to teach and assess for each cycle.

Candidates learn about and understand the context in which they are teaching and determine student assets and learning needs of a class of students. Using a Universal Design for Learning approach, they demonstrate how they are meeting the needs of a range of learners in an inclusive and safe educational setting.

Faculty, program instructors, and others who support the candidate engage in the performance assessment process by using multiple strategies. They ask candidates clarifying questions about choices made for instructional or assessment design and point the candidate to supporting materials and resources. Support educators encourage the candidate to use professional writing, including spell checking their work, watch candidate video clips, and engage in discussions about effective teaching practices. In addition, they provide opportunities for peer review and feedback and embed assessment tasks into courses and field work that the candidate is required to complete for the preparation program.

The design of the CalTPA is purposefully formative in nature, providing the opportunity for a candidate to complete one cycle, receive scores and feedback, and then complete the second. The two cycles should be woven into the preparation program; the candidate should not experience the CalTPA as an additional expectation of the preparation program.

Mid-range responses from actual candidates are provided through the [CalTPA Faculty Policies and Resources](#) web page, located under “CalTPA Secure Materials,” and are to be used as models with candidates for instruction. Faculty, program instructors, those who support candidates, and candidates are encouraged to read submissions, watch videos, discuss their work through coaching strategies, and self-assess evidence prior to submission. Faculty should plan to review the analytic rubrics ahead of time with candidates and use the rubrics in coursework to help guide the discussion of effective teaching practice, pointing out through evidence what asset-based instruction for all students looks like and how using multiple measures can lead to informed decision making about next learning steps for all students. Candidates are expected to self-assess their evidence using the provided analytic rubrics and participate in peer-review. Once a candidate determines that they have compiled the best demonstration of their practice and has received appropriate support and guidance, the candidate submits their evidence through the online system for scoring and feedback.

The intent is for candidates to have clarity about expectations for practice and to have an opportunity to apply their knowledge and refine their responses and evidence before submitting their cycle to be scored by a content-specific assessor. Candidates should also receive continuous feedback as they move through each instructional cycle and refine their initial strategies and performance.

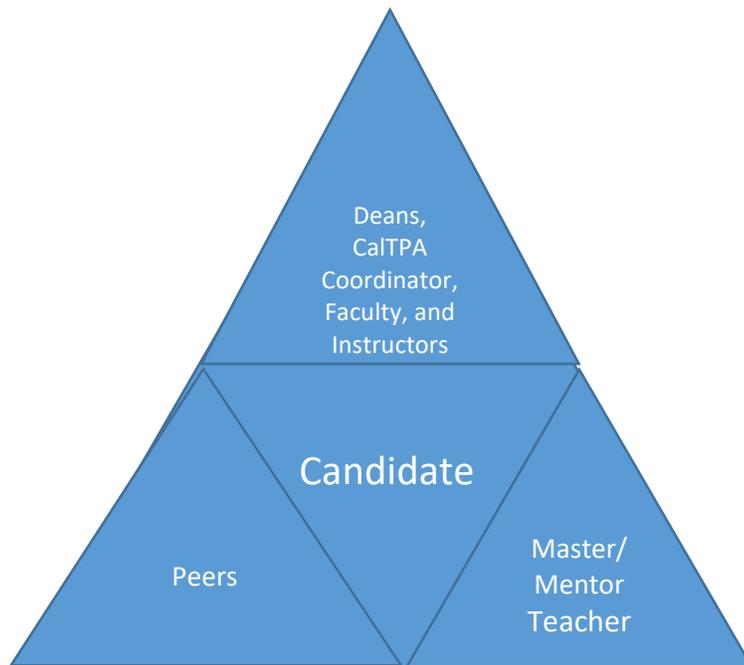
Candidates who do not demonstrate practice at the passing standard level for an instructional cycle must be provided access to coaching and support from faculty, program instructors, and others as they continue to learn to be an effective teacher. The CalTPA is one requirement of many that a candidate must meet to be recommended by their preparation program for a preliminary teaching credential. The candidate must successfully complete approved coursework, pass clinical practice/student teaching, and pass the CalTPA.

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## Roles and Responsibilities

In order to provide support and consistent messaging to candidates completing the CalTPA, Deans, CalTPA Coordinators, full-time and adjunct faculty and course instructors, university mentors, and master/mentor teachers are encouraged to work together as part of a collaborative learning community. This collaboration and support will help to further develop candidates' knowledge, skills, and abilities as outlined in the Teaching Performance Expectations (TPE), which are critical for student success in California's diverse classrooms.

As depicted in the graphic below, the candidate is supported by a collaborative learning community.

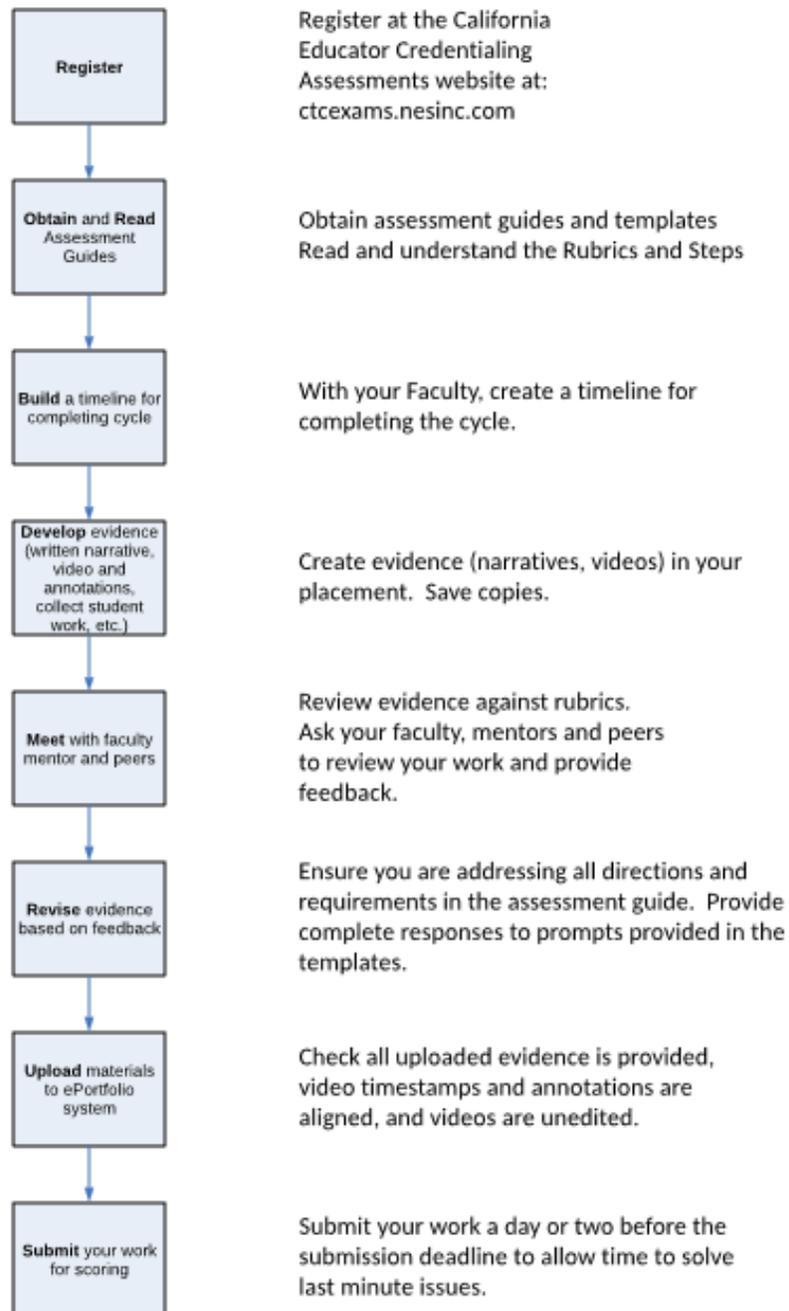


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## Understanding the Assessment Process

### CalTPA Process

The following diagram illustrates the candidate CalTPA process from start to finish.



## Supporting Candidates

### I. Forms of Acceptable Support

Since the CalTPA is to be embedded within a preparation program, it is expected that candidates will engage in professional conversations with faculty, program instructors, and master/mentor teachers about teaching and learning associated with the TPE assessed by the CalTPA. Although there may be many opportunities to encourage a candidate's deeper understanding and demonstration of content-specific pedagogy, some supports are not acceptable within the CalTPA process. For example, those who support the candidate may not give the candidate an answer to a prompt, choose their video clips, write annotations, or submit CalTPA evidence including written narratives, student work, or videos for them.

For additional guidance on acceptable forms of candidate support, see the CalTPA Guidelines for Acceptable Support on the [CalTPA Faculty Policies and Resources](#) web page.

Program Standard 5 of the Preliminary Multiple Subject and Single Subject Credential Program Standards covers the requirements for program implementation of a teaching performance assessment including:

- Administration of the Teaching Performance Assessment (TPA)
- Candidate Preparation and Support
- Assessor Qualifications, Training, and Scoring Reliability

Refer to the complete [Preliminary Multiple Subject and Single Subject Credential Program Standards](#) on the CTC website.

### II. Candidate Placement

Candidate placement impacts potential success on the CalTPA and therefore candidates should be placed in a school setting where they will work with a class of students that include English learners and students with district-identified learning needs. Preparation programs should review and ensure their district Memorandum of Understanding (MOU) requires that their candidates are appropriately placed in classrooms where they can successfully complete the CalTPA, including allowance for the required video recordings of students and candidates in the classroom and/or learning environment.

### Commission on Teacher Credentialing Letter

This letter from the CTC, "[Partnering with Educator Preparation Programs to Support Implementation of California’s Teacher and Administrator Performance Assessments](#)," outlines the responsibility of transitional kindergarten (TK) through grade twelve (TK–12) Districts and County Offices of Education and may be duplicated and distributed to assist in the successful implementation of the CalTPA.

### California Department of Education Letter

This letter, "[Updates on California’s Teacher and Administrator Performance Assessments](#)," from Tom Torlakson, recent State Superintendent of Public Instruction, provides clarification and affirmation of the responsibility for preparation programs to successfully implement performance assessments. This letter may be duplicated and distributed to assist in the implementation of the CalTPA.

The Preliminary Multiple Subject and Single Subject Credential Program Standards, Standard 3B, (Revised June 2017) states the following:

Clinical sites (schools) should be selected that demonstrate commitment to collaborative evidence-based practices and continuous program improvement, have partnerships with appropriate other educational, social, and community entities that support teaching and learning, place students with disabilities in the Least Restrictive Environment (LRE), provide robust programs and support for English learners, reflect to the extent possible socioeconomic and cultural diversity, and permit video capture for candidate reflection and TPA completion. Clinical sites should also have a fully qualified site administrator.

—Commission on Teacher Credentialing, "[Partnering with Educator Preparation Programs to Support Implementation of California’s Teacher and Administrator Performance Assessments](#)"

### III. Teacher Preparation Program Policy Decisions

It is the responsibility of each approved preparation program to establish and implement policies for the following operations focused on candidate support of the CalTPA.

#### Retakes

Each preparation program has the option to determine the number of times a candidate may retake the assessment in order to pass. The preparation program’s retake policy should be clearly explained in the course catalog requirements and presented to the candidate upon enrollment. The online candidate registration system does not limit the number of times a candidate can register and pay for a cycle. Candidates do need to be affiliated and/or enrolled in a preparation program in order to submit the assessment, as candidates must be provided

additional instruction and remediation support. Programs determine what the formal agreement is between the candidate and the program for support and/or remediation.

If a candidate does not successfully pass a CalTPA cycle, they will need to follow the established retake policy. See [Retakes](#) below for more information.

### Vouchers (Optional)

Preparation programs may purchase CalTPA vouchers from Pearson and build the cost into their tuition and fee structures, which may allow candidates to use their financial aid to cover the cost of the CalTPA. Candidates use unique voucher codes as payment for the assessment fee when registering for the CalTPA.

For additional information on purchasing vouchers, please visit the [Purchasing Vouchers](#) web page on the California Educator Credentialing Assessments website ([http://www.ctcexams.nesinc.com/PageView.aspx?f=GEN\\_PurchasingVouchers.html](http://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_PurchasingVouchers.html)) or see the [Purchasing Vouchers](#) section of this program guide.

## IV. Candidate Remediation

For candidates who are not successful in meeting the passing standard for each assessment cycle, it is the preparation program's responsibility to determine how they are going to provide appropriate remediation, support, and guidance on resubmitting task components consistent with model sponsor guidelines.

**Program Standard 5B (3):** The program provides opportunities for candidates who are not successful on the assessment to receive remedial assistance and to retake the assessment. The program only recommends candidates who have met the passing score on the TPA for a preliminary teaching credential and have met all credential requirements.

### Suggested Program Remediation Steps

Each candidate who submitted evidence for Cycle 1 or Cycle 2 of the CalTPA will receive an Assessment Results Report for the CalTPA. Rubric level descriptions of practice and scores are provided along with a notification of pass or not pass for the cycle. If a candidate does not meet the passing standard, preparation programs must provide coaching and feedback. A candidate may receive a condition code. In this case, scores are not provided, and a candidate must resubmit and address the evidence that was identified through the condition code as missing. For a full list of condition codes see [CalTPA Assessment Policies](#) ([http://www.ctcexams.nesinc.com/TestView.aspx?f=CACBT\\_TestingPolicies\\_CalTPA.html](http://www.ctcexams.nesinc.com/TestView.aspx?f=CACBT_TestingPolicies_CalTPA.html)).

Suggested program steps for candidate support and remediation are:

**Step One:** On a monthly basis, Program Coordinators review the Institution Data (Cycle) Report and contact each candidate who did not meet the standard or was given a condition code for

missing evidence. Invite candidates who did not meet the standard or received condition codes to a coaching session. Be sure to remind candidates to bring their Assessment Results Report and a copy of their submission, including annotated video clips, for the cycle for which they received scores. Try to meet with each candidate within a week of them receiving their scores.

**Step Two:** Conduct a coaching session with the candidate and together review the scores received for each of the rubrics of the instructional cycle. Facilitate a conversation, having the candidate walk through each step of the cycle, and map their evidence to the corresponding rubric. Through this process, you and the candidate can see where evidence was missing or not clear. Condition codes are assigned when evidence is not provided.

**Step Three:** Based on the evidence review and analysis, assist the candidate to determine if all or part of the cycle evidence needs to be revised or appropriately uploaded.

**Step Four:** Offer resources, evidence-based practices, and coaching to support the candidate as they prepare the cycle for resubmission. In some cases, the candidate may need to re-do the entire submission; in others, just one or two evidence requirements may need to be revised.

**Step Five:** Remind the candidate that they will need to register, pay the assessment fee, and submit their revised or new evidence in order to have their retake submission scored by a new assessor. A retake submission is scored by an assessor who has not seen the first submission. Assessment results will be provided within three weeks of the submission deadline.

## V. Performance Assessment Data to Inform Programs

Preparation programs can access data at the rubric level for candidates and use this information to inform program development. Candidate data is available three weeks after each submission window deadline. Submission dates are published annually on the [California Educator Credentialing Assessments](#) website. Preparation programs will be held accountable to the CalTPA program requirements that are defined in [Preliminary Multiple Subject and Single Subject Credential Program Standard 5: Implementation of a Teaching Performance Assessment](#).

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## CalTPA Instructional Strategies

### I. Universal Design for Learning

Universal Design for Learning, or UDL, is a framework to both improve and enhance the learning experience for all learners. To allow for optimal understanding of this framework, faculty are encouraged to model the components for their candidates. UDL guidelines are grouped into three categories: Engagement, Representation, and Action and Expression. Engagement employs the “Why” of learning and provides options for Recruiting Interest, Sustaining Effort and Persistence, and Self-Regulation. Representation employs the “What” of learning and provides options for Perception, Language and Symbols, and Comprehension. Lastly, Action and Expression employ the “How” of learning and provide options for Physical Action, Expression and Communication, and Executive Functions. UDL strategies are found within the CalTPA rubrics; candidates who successfully employ these components with their TK–12 students will engage their students via effective teaching strategies, allowing for meaningful learning opportunities in an inclusive setting. See [UDL Guidelines \(http://udlguidelines.cast.org/\)](http://udlguidelines.cast.org/) for more detailed information and practices for a UDL approach.

### II. Asset-Based Instructional Design for All Students

California teachers recognize, respect, and utilize each student’s strengths, experiences, and background as assets for teaching and learning.

The candidate gathers information about their students’ assets and learning needs to develop a lesson. Asset-based instruction incorporates components of Universal Design for Learning (UDL) by providing multiple means of engagement. Candidates need to learn to tap into each student’s interests, challenge them appropriately, and motivate them to learn.

The candidate explains how the lesson incorporates or builds on students’ cultural and linguistic resources, socioeconomic backgrounds, funds of knowledge, prior experiences, and interests related to the content of the lesson.

It is relatively easy to focus on addressing the needs of students—they are often based on assessment data, personal observation, curriculum plans, Individualized Education Programs (IEP) and/or 504 plans, Gifted and Talented Education (GATE) plans, or other accessible information. Asset-based instruction can be more challenging for a candidate to design. Some candidates may have not experienced asset-based instruction in their own school experiences. Cycle 1 and Cycle 2 encourage the candidate to incorporate an asset-based approach into their instructional design and practices. Assets include both individual and collective strengths that students “bring to the table” for a given lesson. These assets could include the following:

- Prior knowledge and skills related to the content of the lesson
  - Example: For a 5th grade basketball lesson:  
In the previous lesson, students learned how to show proficiency in dribbling a basketball in self-space and along different pathways (straight, curved, and zigzag), using dominant and non-dominant hand. In this lesson, they will be taught how to dribble around static objects (cones), then around a static person, then around a moving defender. Direct instruction using appropriate skill cues and demonstration of performance will be included.
  - Example: Last week, students learned three different serves: long, short, and flick. Today students will review those serves and learn about clears, which are used to back an opponent up and give them time to recover. As the unit progresses, students will also learn the drive, smash, and drop shots and rules to prepare them to participate in games.
- Accumulated knowledge and experience outside the classroom
  - Example: An integrated science teacher notes that several students are active members of the robotics club, and so might be good choices as group leaders for a lab on building basic electrical circuits.
- Individual interests and passions related to the lesson
  - Example: A candidate planning a science lesson on classifying and identifying insects notices that a student, who has recently experienced the divorce of their parents and frequently falls asleep during class, is passionate about different phenomena in the environment. During a recent outdoor exploration with the class, the student collects snails and asks if they can observe the snails more closely with a magnifying glass. The candidate encourages the student to describe how the snails look, how they feel, and how they move. In order to leverage this student's passion and realizing the student's difficulty with fitting in, the candidate assigns the student to lead a small group workstation where other students are invited to observe the snails through the magnifying glass followed up with a written description of their observations.
- The "flip side" of a need may be an asset
  - Example: A class learning about diversity, immigration, and migration read *America, My New Home* by Monica Gunning about a young girl from Jamaica who shares her experiences and feelings about living in New York. Students in the class can identify with the character's experiences through their own journeys or through the experiences of family or close friends. The candidate structures the lesson so students, like the character in the book, can share the excitement and hardship of their experiences in whole and small group discussion as the starting point for developing a written topic sentence.

Candidates benefit from guidance on what an asset-based approach looks like, as well as practice in identifying student assets. Once a candidate can identify and articulate students'

assets, they can better leverage their knowledge of these assets in the planning and delivery of the lesson.

### III. The Role of English Language Development in Lesson Planning and Delivery

An underlying foundation of the CalTPA is its focus on assessing candidates' ability to serve the needs of all students, including English learners and Standard English learners. Therefore, all candidates in MS and SS programs should be conversant with both the [California English Language Development Standards](#) (CA ELD Standards) and the [English Language Arts/English Language Development Framework](#) (ELA/ELD Framework) before they begin their work on the CalTPA. Note: for Bilingual candidates, the California [Spanish Language Development Standards](#) may be used. Not only do candidates need to know about the standards and framework in general, they also need to be aware of the implications for any content area in which they will be teaching. These content-specific TPE are presented in the introduction of the performance assessment guide for each instructional cycle.

Preparation program coursework should provide the opportunity for candidates to do a deep dive into the CA ELD Standards. The CA ELD Standards reflect what students should know and be able to do, both at each grade level and at each level of English learning. Note that these standards are outcomes based—not necessarily a list of skills or knowledge that need to be taught. The CA ELD Standards provide the guiding principles for instructing English learners.

The ELA/ELD Framework provides greater detail on how the CA ELD Standards are integrated with the [California Common Core State Standards in English Language Arts & Literacy \(CCSS ELA/Literacy\) in History/Social Studies, Science, and Technical Subjects](#) for the purpose of developing curriculum, no matter the area of core content. The introduction to the [ELA/ELD Framework](#) provides an excellent overview of the philosophy and goals for assisting English learners to achieve success in their schooling.

While there are differences in the pathway of progress toward fluency for individual English learners from district to district, candidates should be provided information about the role of the English Language Proficiency Assessments for California (ELPAC) in monitoring the progress of English learners. Candidates should know about the levels of proficiency and the implications of these levels for meeting the needs of their English learners. The California Department of Education (CDE) has indicated that all Local Education Agencies (LEAs) need to be able to produce the scores/reports if requested. Therefore, they have access in the Test Operations Management System (TOMS) to print a current student's score report at any time. All teachers employed at a school have access to the TK–12 student scores online even if they have moved from one school site to another. In the past, LEAs did not have access to incoming student results without requesting a copy of them from the sending institution or placing a copy in the cumulative folder. LEAs now have access to these student score reports (SSRs) electronically and can download them for easy access and production for families of students who have taken the ELPAC; thus, there is no longer a need to have them in the cumulative folder.

While candidates may learn about the CA ELD Standards in a “standalone” class on addressing the needs of English learners, they should also experience the role of the ELA/ELD Framework within the context of content-area methods courses. This should include clear explanation and guidance on the roles of both designated (self-contained or specialized) and integrated (core content or departmentalized) CA ELD Standards. Sample lesson plans using a variety of planning tools (from the program and participating districts) can provide concrete examples for candidates as they develop their own plans.

Preparation program coursework based in specific content areas should include guidance on integrating CA ELD Standards within the content area. Plenty of examples of how the CA ELD Standards are addressed in lessons or integrated into the curriculum plan will provide a strong foundation for candidates to develop their own lessons with integrated CA ELD Standards and the appropriate California Content Standards.

When subject-matter faculty display a mindset that the CA ELD Standards are simply a part of teaching that particular content area, then candidates accept the need to incorporate these standards into their own lesson planning as a natural part of the process.

Encourage candidates to fully articulate in their writing what they mean by “scaffolds,” “supports,” “graphic organizers,” and other strategies used to support English learners. Candidates should explain why a strategy was selected rather than assuming it is appropriate because “it’s scaffolding (and that’s what you do for English learners),” for example.

Candidates may tend to focus on the written work produced by English learners. The CA ELD Standards indicate that students should be using language in all its forms, including individual oral expression and group collaboration. Remind candidates that oral practice using the language of the content area does aid all other aspects of language development, including reading, writing, listening, and speaking.

Candidates often hold misconceptions about the English language abilities of their students, which then impacts their work on the CalTPA. Addressing these misconceptions before CalTPA work begins will help candidates broaden their understanding of English learners. Common misunderstandings include the following:

*“This student can hold a conversation with me and with friends, so must be fluent.”*

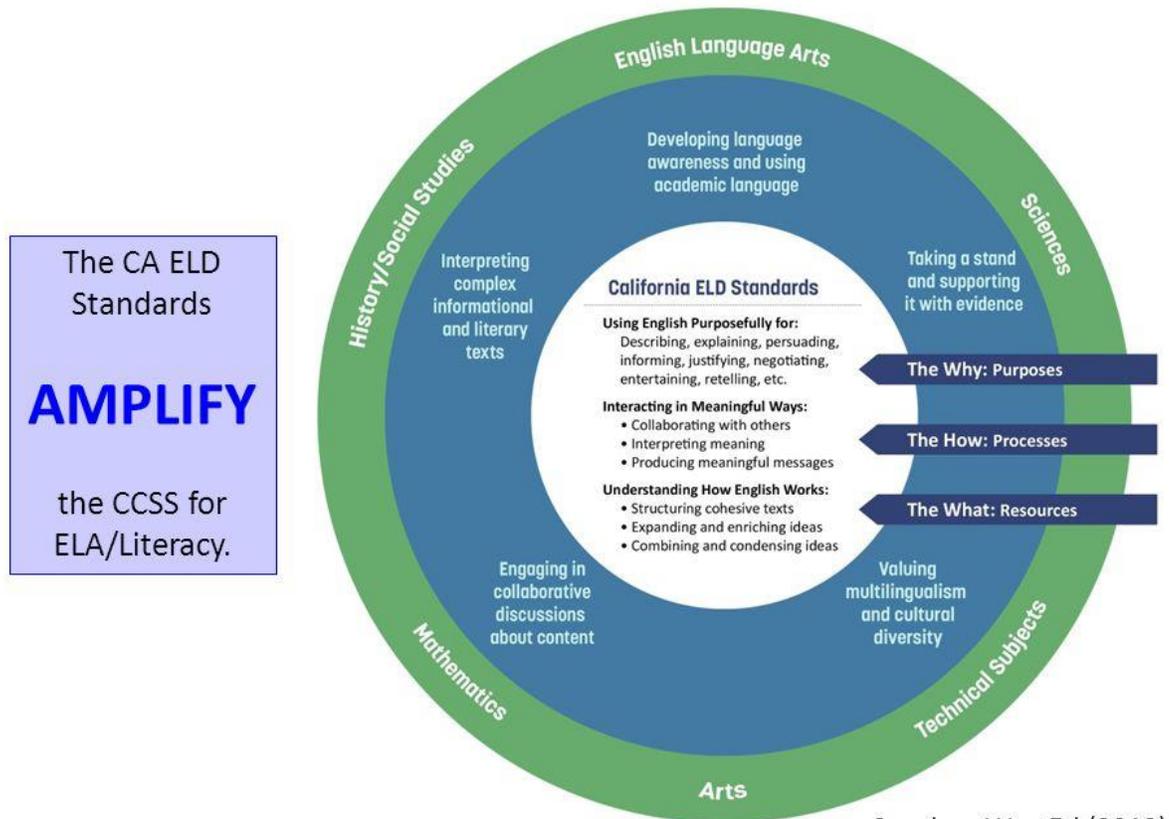
Candidates need to understand that conversational fluency is different from academic fluency. They need to find out more about the student’s language abilities (ELPAC scores).

*“I have no English learners.”* Candidates may assume that students who have been reclassified as fluent no longer need language support. What they do not realize is that there are usually remaining gaps in knowledge or language skills that need continued support. If they do not have an identified English learner, they likely do have students who struggle with language, whether it is reading, writing, listening, or speaking.

*“All my students are Standard English learners.”* Candidates may assume that all English learners are Standard English learners and do not distinguish between English learners (ELs) (students for whom there is a report of a primary language other than English on the state-approved Home Language Survey or district criteria and who, on the basis of the state-approved oral language assessment procedures, has been determined to lack the clearly defined English language skills of listening comprehension, speaking, reading, and writing necessary to succeed in the school’s regular instructional programs) and Standard English learners (SELs) (students whose native language is English and whose mastery of the standard English language or academic English is limited due to their use of nonstandard English).

*“This student’s learning issues are due to their disability, not their language skills.”* Candidates need to know that they are likely to have students managing both a disability and a language challenge. This is where site resources—such as a consultation with the master teacher, mentor teacher, resource teacher, or counselor—are helpful.

The following diagram illustrates the interrelationship between the CA ELD Standards and the CCSS in ELA/Literacy.



Spycher, WestEd (2013)

## IV. Deep Understanding and Higher-Order Thinking Skills

Deep understanding is defined as knowledge that is beyond attending to or recalling factual pieces of information and is characterized by the ability to understand and use complex content as it is applied to new contexts and situations. To undertake the social, environmental, and economic problems of today and tomorrow, students need a broad set of knowledge and skills that enables them to understand, navigate, adapt, and thrive in response to novel and complex problems and contexts. This broad set of transferable knowledge and skills—including deep content knowledge, an ability to analyze and problem solve, and interpersonal and intrapersonal skills—is increasingly recognized as the essential competencies that students need for success in college, in the 21st-century workplace, and as future citizens.

Higher-order thinking skills (HOTS) distinguish critical-thinking skills from lower-order learning outcomes. Based on the work of Benjamin Bloom and his *Taxonomy of Educational Objectives: The Classification of Educational Goals*, HOTS extend beyond basic observation of facts and memorization and move deeper into application, analysis, synthesis, evaluation, creation, and innovation. Simply stated, implementing HOTS in all content areas promotes students to become more creative thinkers and better problem solvers, resulting in deep learning of content.

For additional information on deep understanding and higher-order thinking skills, please see *Preparing Teachers for Deeper Learning* by Linda Darling-Hammond and Jeannie Oaks. This book “depicts transformative forms of teaching and teacher preparation that honor and expand all students’ abilities, knowledges, and experiences, and reaffirm the promise of educating for a better world.”

## V. Academic Language Development

For optimal success of candidates across all content areas, programs should indicate when [academic language development \(ALD\)](#) is taught. ALD allows TK–12 students to access the content, texts, discourse, and assessments. Candidates are asked to teach their students academic language in the lessons submitted, allowing for increased access to the curriculum. ALD is specialized per content area; students must be given multiple opportunities to hear, speak, read, and write using the academic language within the identified content area.

## VI. Funds of Knowledge

Funds of knowledge are referred to by researchers Luis Moll, et. al, as “the historically accumulated and culturally developed bodies or knowledge and skills essential for household or individual functioning and well-being.”<sup>1</sup> Knowledge and expertise that students and their family members have are based in cultural practices that are part of the inner culture, work experience, or daily routine within their families, communities, and cultures.

Funds of knowledge bring diversity into the classroom for students who may experience challenges relating culturally to a school environment. Additionally, they offer teachers an opportunity to become researchers into their students’ lives, which promotes deeper connections with students’ home cultures, thereby creating deeper connections to learning materials and classroom activities.

For example, at the beginning of the school year, a middle school teacher assigns an interest essay to learn more about their students’ backgrounds and interests. A seventh-grade student, whose native language is Spanish, writes about their two siblings, fond memories of their father reading books to them in Spanish, and family fun times, including Friday family night board games and Sunday suppers. The student also detailed how at home they often translate from their native language to English for their family in many social settings. By assigning the interest essay at the beginning of the semester, the teacher discovered that the student was very comfortable speaking both their native language at home and English at school.

This example (1) focuses on the mechanism that was used to gather the information on the student (funds of knowledge) and (2) helps the teacher highlight what the student brings to the classroom that is actually a part of their inner culture, work experience, or daily routine within their respective family, community, and culture, which are not assumed.

The following examples of questions asked by teachers to gather information/data from all students and to discover their assets regardless of cultural background would help teachers access funds of knowledge:

1. What is your home language? Would you consider yourself bilingual? Why or why not?
2. What activities do you like to do with your friends, family, siblings?
3. What are your career interests? How do you see this class/content area as important in relation to your career goals/interests?
4. What are your interests outside of academics? Music? Extracurricular activities? Sports?
5. What are your personal values? How are those values the same and/or different than the ones we have established in our classroom?

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<sup>1</sup> Moll, L., Amanti, C., Neff, D., & Gonzalez, N. (1992). Funds of knowledge for teaching: Using a qualitative approach to connect homes and classrooms. *Theory Into Practice*, XXXI(2), 132–141.

6. What are your family's values? Or what does your family value above all else? (Discuss with your family.)
7. What essential skills do you possess? How are you currently working to refine those skills? How do you feel those skills are evident in this class?
8. How would you and your family describe your culture? What does it consist of (food, music, speech, community, family, language)?

## **VII. Modeling and Metacognition**

Modeling is not simply utilizing a document camera to display something to the class. Modeling occurs when a teacher demonstrates to students how to proceed with an activity, revealing their thought process as they complete the task. For example, a teacher might show how they would write a topic sentence or thesis statement in response to a prompt. As they write the sentence, the teacher explains their thinking at each step of the process. This type of modeling promotes metacognition, encouraging students to understand what they know and what they need to know to engage with the content.

## **VIII. Scaffolding**

Candidates often equate scaffolding with sentence frames and word lists. While these may be useful examples of scaffolds, candidates need to understand the purpose of scaffolding instruction. Scaffolding occurs when a teacher structures a learning task in a way that makes it accessible to all students. This might include providing a sentence frame for a topic sentence, breaking a task into small steps, checking for understanding at each step, providing a word bank to complete an assignment, allowing students to look up unfamiliar words while reading, or introducing new vocabulary before the start of the lesson.

Whatever scaffolding strategies are selected by candidates, they should be able to articulate why those strategies provide appropriate support. Also, the goal of scaffolding is to move students toward independent work as they access the content without the need for the scaffold—a goal that is often forgotten by candidates.

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## CalTPA Asset-Based Lesson Planning Considerations

### I. Integrated Instruction

Multiple Subject or Single Subject candidates may teach in a setting where they integrate content from more than one subject area. For example, a candidate may be teaching in a humanities class that combines both social studies and English content standards. Or, a candidate may teach a mathematics lesson that is linked to a biology concept. When content is integrated, the candidate must be careful to articulate and demonstrate their teaching of the California Content Standards/and or Curriculum Frameworks in the candidate's primary area (literacy, mathematics, or the single subject). The CalTPA submission should include the following details:

- Reference to the California Content Standards and/or Curriculum Frameworks for the primary area (literacy, mathematics, or the single subject) in the lesson plan and related materials
- Learning goals that primarily build on student content standards for literacy, mathematics, or the single subject sought by the candidate (goals for the other content area(s) can be provided as appropriate)
- Student activities that primarily reflect the primary content area (activities will undoubtedly include the other content, but the candidate should focus their CalTPA response on the primary content of literacy, mathematics, or the single subject)
- Assessments that primarily reflect the student content standards and learning goals from the primary content area (literacy, mathematics, or the single subject)

**For Multiple Subject Candidates:** When a candidate chooses to submit an integrated content area lesson, the candidate selects either a math or a literacy learning goal, CA ELD Standards (as appropriate), and California Content Standards and/or Curriculum Frameworks within the integrated lesson. For example, a candidate may submit a literacy lesson that includes science learning goals and content standards, while ensuring literacy standards are taught and assessed.

### II. Developmental Considerations for Students

#### Social-Emotional Development

[Collaborative for Social, Emotional, and Academic Learning](#) (CASEL) identifies five competencies—self-awareness, self-management, social awareness, relationship skills, and responsible decision making—that should be part of every school and classroom. When social-emotional learning (SEL) needs are addressed, student learning outcomes increase. Within the CalTPA, candidates are asked to address the social-emotional learning needs of their focus

students. Knowing what the SEL assets and needs are for the selected focus students (and the class as a whole) will support candidates in planning a learner-centered lesson.

### **Typical and Atypical Child/Adolescent Development**

Candidates are asked to include information regarding [typical and atypical child/adolescent development](#) of their focus students and the whole class. Candidates need support to learn how to write about child development in a professional manner. Reputable websites that candidates can reference to confirm what is typical or atypical for the age of their class/focus students include [California Department of Education](#), [Centers for Disease Control and Prevention](#), and [American Academy of Pediatrics](#).

### **III. Student Grouping Strategies**

Candidates are asked to identify student grouping strategies used within their lesson(s). While it is sometimes appropriate for part of a lesson to have the candidate talk while students sit individually, moving toward a student- or learner-centered lesson requires purposeful student interaction and engagement with their classmates. Cooperative or small group learning supports social-emotional development skills in addition to higher-order thinking skills. For true benefits to occur with pairs or small groups, students must be taught specific discourse allowing for all to participate in the learning process. Authentic partner or group work is dependent upon students sharing resources and information; there must be a desired learning outcome for students to successfully interact in this manner. Elizabeth Cohen and colleagues at Stanford University developed [Complex Instruction](#) to achieve equity in the classroom. The goal of Complex Instruction is to facilitate academic success for all students through groupwork activities.

### **IV. Adaptations and Accommodations**

In both Cycle 1 and Cycle 2 of the CalTPA, candidates are asked to introduce their students in the Getting to Know Your Students Template. Here, candidates are asked about English learners, Standard English learners, and students with IEP or 504 plans or identified as GATE. Knowing this information helps candidates plan [adaptations](#) and [accommodations](#) based upon the assets and needs of the above identified students, in addition to students with different academic or social-emotional development abilities (who can be found in every classroom). Candidates need to clearly articulate what adaptations and accommodations they plan to employ within their lesson(s) and why. Adaptations and accommodations, describing what candidates will do to support the range of learners in their class (e.g., English learners; students with IEPs or 504 plans, or identified GATE; students whose life experiences may result in the need for additional academic or emotional support) should be specific and unique to the assets/needs of their individual students; candidates should avoid generic responses such as “student will work with a partner” as this statement does not clearly explain how it benefits students in achieving the learning goals. Meeting the needs of individual learners appears in

multiple rubrics; adaptations and accommodations should be addressed throughout all parts of each cycle.

## V. Co-Teaching

If preparation programs incorporate co-teaching (one master teacher oversees the work of multiple candidates in a single classroom) as the clinical practice model, the candidate is expected to co-plan and deliver lessons, and assess or grade student work. However, for the CalTPA, the candidate must be the sole author of the portion of teaching and learning that will be used as evidence for the individual's CalTPA cycle submission. Preparation programs that adopt a co-teaching clinical practice model, in conjunction with a collaborative mind-set surrounding the CalTPA, align with Ball and Cohen's (1999) term "learning in and from practice"; master teachers support candidates' daily growth and reflection, while the CalTPA provides formative and summative feedback. If you are using a co-teaching model, remember that the candidate must be the sole author of written narratives, video annotations, and lesson plans, and video clips of classroom instruction must be selected by the candidate. The CalTPA assesses the candidate's capacity to teach and assess, not the master teacher's capacity to teach and assess. Throughout the process of completing the CalTPA cycles, candidates may seek feedback from their master/mentor teacher. For policy guidelines regarding feedback, please see the Acceptable Support link on the [CalTPA Faculty Policies and Resources](#) web page.

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## CalTPA Analytic Rubrics

Preparation programs should weave CalTPA analytic rubrics into the fabric of their courses and clinical practice expectations, providing candidates opportunities not only to learn the expectations of these rubrics but to see what practice looks like in reference to the levels of each rubric. Candidates are encouraged to refer frequently to the analytic rubrics throughout the CalTPA process as they self-assess and peer assess. Faculty and master/mentor teachers should use the language of the rubrics when providing feedback to candidates. CalTPA rubrics include an essential question that frames the knowledge, skills, and abilities of the rubric. Each rubric provides five qualitative descriptions, with score Level 1 representing a response for which no evidence is provided or practice is not supportive of student learning, score Level 2, representing an inconsistent or limited response moving up to Level 3 which mirrors the performance expectations of the essential question. To reach a Level 4, the candidate must provide evidence for all of Level 3 and Level 4. To reach a Level 5, the candidate must provide evidence for all of Level 3, Level 4, and Level 5 constructs.

Preparation programs can use the rubrics as a teaching tool by integrating them into specific assignments or clinical practice. For example, use Rubric 1.1, Plan, during a course that focuses on how to write learning goals, write lesson plans, and choose appropriate learning activities that build on students' prior knowledge and assets. Focus on and provide examples of lessons that differentiate instruction by developing higher-order thinking and academic language for a range of student learners. Using rubrics for course assignments gives the candidate the opportunity to become familiar with the language of the rubric and to practice applying the qualities of the rubric levels to their own work, and allows for a rich discussion of what practice looks like at different levels.

Candidates who encounter cycle rubrics for the first time when they work through the cycle and who did not have the opportunity to apply the rubrics to their or others' teaching practice may struggle to provide adequate evidence or might not realize the importance of each construct at each level.

Key tips for candidates as they self-assess their CalTPA evidence using the analytic rubrics:

- Using “buzzwords” associated with concepts or repeating back the language used in a prompt, such as the term “UDL,” in and of itself does not demonstrate a candidate’s understanding or capacity if the actual dispositions and strategies of UDL are not evidenced in the cycle submission.
- Not answering a prompt but instead noting that the response was provided in an earlier piece of evidence does not demonstrate the candidate’s understanding of the prompt. Rubrics, provided for each of the four steps of a cycle, clearly state that evidence may be used to determine a score level. Only the evidence stated will be used to make a score judgment for a particular rubric.

- Providing a biased response or talking about students in a negative or deficient manner will result in a score of 1. For example, statements that start “this student cannot learn because...” signal that the candidate is searching for an excuse instead of seeking the student’s assets and providing appropriate supports so that the student can access the core curriculum and be included in the learning of the lesson(s).

If evidence is missing, a [condition code](#) will be applied and the submission will not be scored. Without evidence, a score judgment on a rubric cannot be made.

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## Additional Candidate Supports

### I. Providing Professional Writing Supports

Preparation programs should provide opportunities for candidates to practice professional writing. Professional writing includes correct spelling and grammar; appropriate handling of individual student learning needs; sensitivity toward any personal information that could include experiences the student has encountered inside or outside of school; not discussing health issues or other information deemed private by the district or school; and an asset-focused, non-biased, professional tone. Teaching candidates how to write letters that will go home to families or be on report cards is an important skill and a typical requirement of the job of teaching.

It is imperative that candidates not share intimate, personal TK–12 student and family information. It is not appropriate, for example, that candidates offer their interpretation or judgment about a student or group of students. Identifying information should be removed (redacted) from student work and no full student names should be used in narratives or during video recordings. Candidates are directly asked to use FS1, FS2, and FS3 as opposed to student names when describing focus students. As someone who supports candidates with their CalTPA, you may remind them to use appropriate tenses (past, present) throughout narratives and annotations. Encourage candidates to review their written narratives with their mentor/master teacher and with peers, and to self-assess using the analytic CalTPA rubrics.

### II. Practicing with Video Beforehand

Preparation programs are advised to provide multiple opportunities/assignments for candidates to practice video recording to ensure the candidate and students can be both seen and heard within the videos. Additionally, prior to a candidate submitting final evidence, programs should provide opportunities for candidates to watch their videos and practice writing, annotating, and reflecting on what they see in the video. Annotations can be used in any video and must be used at least once across the selected five-minute video segments. There is no requirement for each video to have an annotation and no restriction on the number of times an annotation is used. Videos submitted may not be edited. Both candidates and students must be seen in video clips.

### III. Providing Structural and Technical Video Support

Candidates are responsible for securing permission from all individuals who appear in face-to-face and/or online setting video clips and whose work is submitted. Most districts have video/social media release forms that allow video to be recorded for education purposes. Preparation programs may wish to develop a permission slip template if a TK–12 school district does not have a standard one in place for families to sign. [Sample video consent forms](#) are available on the California Educator Credentialing Assessments website.

Candidates should be cognizant of what images are captured within a video recording. For example, avoid having the name of the school posted on a wall within the video frame.

While a dress code is not established for the CalTPA video recordings of teaching practice, some districts do set dress expectations for candidates. It is always professional to dress appropriately for work.

Candidates should be aware of camera angles and lighting in the room and consider if extraneous sounds beyond or inside the classroom are disruptive to the recording. Audio quality should be considered when recording in theatres, large spaces, and outdoor venues. While Pearson offers technical support, it is suggested that preparation programs identify someone within their program for technical issues related to video and/or audio recording.

Candidates and students must be seen in video recordings. Assessors must be able to hear the dialogue in video recordings.

### IV. Providing Guidance for Video Selections, Timestamps, and Annotations

Introductory instructional student activities, such as tuning instruments (Music), body stretching (PE), moving into small groups, or handing out lab materials may be considered “Setting Expectations for Learning” but should not constitute a significant portion of any of the video clips. Candidates should consider selecting a video clip that demonstrates how they, as the teacher, are setting clear content-based and/or academic language expectations for learning for the lesson or assessment.

Annotation rationales must align with the situation or student(s) that are clearly evidenced in the video timestamp. The text provided in the annotations should provide context and rationale for the teaching strategy, assessment, or other key aspects of practice, in order to clearly demonstrate awareness and purpose for the practice. Candidates may use annotations as many times as appropriate to clearly point out where they perform the skill or ability and why.

Annotations are most effective when the comments are specific to a situation and student(s) that are clearly evidenced in the video timestamp segment. In the context of a large group engaging in a similar activity (e.g., orchestra, basketball), it may be difficult to distinguish a specific student or group of students. Planning ahead to video-record the entire lesson will

provide options for the candidate when they are selecting video clips or re-selecting if resubmitting evidence.

### **Unclear annotation (lacking specificity)**

- 00:00:00 - 00:04:33 — “Engaging Students in Content-Specific Higher-Order Thinking”

“In my music class, students were practicing register keys.”

“Students are talking to each other as they finish up their science lab.”

“Students are in groups for this activity.”

### **Descriptive annotation (noting specifics)**

- 00:02:11 - 00:02:53 — “Engaging Students in Content-Specific Higher-Order Thinking”

“In this clip, I am engaging the clarinet section in higher-order thinking when asking them to first explain and then demonstrate how depressing the register key raises the lower register pitches E and F by a 12th to the pitches B and C within the staff.”

“Students are discussing and determining together how to analyze the data they collected during the science lab. They are working together in groups to establish whether or not their hypothesis was correct or if they need to continue to collect and analyze data.”

## **V. General Considerations**

### **TK–12 Single Subject Credential**

California Preliminary Single Subject Credential holders are authorized to teach the specified content in a departmentalized setting in grades TK–12. Therefore, candidates may present a lesson(s) at any grade level that is clearly aligned with the California Content Standards and/or Curriculum Frameworks. As appropriate, candidates should include English Language Development (ELD) goals based on CA ELD Standards and the ELA/ELD Framework.

### **Repeated Practice**

Learning over time, particularly with new concepts, is essential in the acquisition of new knowledge, skills, and abilities. Students are not expected to perfectly perform a new task or immediately understand an unfamiliar concept. Allowing time within a lesson to reinforce learning is good practice. In performance-based activities that are often reliant on skill and/or ability development, candidates are encouraged to support student learning during the lesson through repeated practice. Time should be built into lessons for students to revise their work or improve their performance. Of course, this is also true for teacher candidates. The more opportunities candidates have to practice, to edit, and to revise their evidence for the instructional cycle, the better their results will be.

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## Synchronous Online Learning Environment

### I. Providing Guidance for Online Settings

Candidates teaching in an online setting must meet the requirements specified in the CalTPA performance assessment guides. Preparation programs must work with candidates to determine whether a synchronous online setting is suitable for completing the requirements of the CalTPA within the current parameters of the CalTPA performance assessment guides. Candidates must be able to see, hear, and synchronously interact with students in real-time. Virtual learning platforms (e.g., Zoom) should support the ability to record candidate instruction and student engagement for the purpose of generating the required video evidence. If video evidence cannot be captured within the online platform, an external camera may be used to generate the required video evidence. Candidates must teach actual students from their assigned class, candidate and students must be seen and heard in the video clips, and all annotations must be used at least once.

Uploaded video clips must be continuous and unedited with the following exceptions:

- Covering or removing student names to protect privacy is not considered a video edit.
- Video captured in an online setting such as Zoom, where the video jumps from speaker to speaker, is not considered an edit.
- The use of video captioning is permitted only to enhance audio intelligibility, i.e., transcribe any conversation that may be difficult to hear or understand. Captions must be embedded within the video file.

Instruction must be based on California Content Standards and/or Curriculum Frameworks, address cycle-specific parameters, and allow checking for understanding. Candidates must teach actual students from their assigned class; candidate's own children or neighbor children may not be used to create a mock classroom. Candidates must adhere to all school or district guidelines for recording in online settings and continue to ensure the appropriate permissions are in place.

See [Guidelines for Completing the CalTPA in an Online Setting](#) for additional information and candidate tips for teaching and assessing in online learning settings.

#### Cycle 1

A candidate must teach a minimum of 3 students during the lesson required for Cycle 1. If only 3 students are engaged in the lesson, the 3 students must represent the required 3 focus students. The Getting to Know Your Students Template should indicate and briefly describe the online setting. The Lesson Plan and Lesson Plan Rationale Template should address specific instructional strategies and/or adaptations applied due to the online setting.

## Cycle 2

The learning segment in Cycle 2 may include both synchronous and asynchronous instruction. However, the video clips for Steps 2 and 4 must come from synchronous segments that include candidate and student interaction. A candidate must teach a minimum of 3 students in Cycle 2 through the learning segment. If only 3 students are engaged, their responses must represent the range of responses across the class.

The Contextual Information Template should indicate and briefly describe the online setting.

The Learning Segment Template should address specific instructional strategies and/or adaptations applied due to the online setting.

Candidates must continue to provide blank copies of the informal assessment, student self-assessment, and formal assessment and corresponding rubrics and progress guides (if used), including definition of proficient student performance.

Candidates must continue to collect and submit three student formal assessment responses with feedback. When selecting assessment strategies, candidates should take into consideration how they will deliver, collect, analyze and provide feedback either through the virtual instruction platform (e.g., Zoom) or other virtual means (e.g., email, Dropbox).

TK–12 students using a virtual instruction platform (e.g., Zoom) to engage in content-specific learning meet the requirement for students to demonstrate use of educational technology.

## II. Synchronous Online Setting Scenarios Using Google Education Suite

### Single Subject English

A candidate teaching in a single subject setting could use Google Education Suite to facilitate students in learning about a topic from the required curriculum. For example, an English teacher candidate could use Google Education for teaching the novel *Of Mice and Men*. The teacher candidate could use Google Drawings to create posters on the characters from the novel that allows for brief explanations on the drawings that are submitted through Google Classroom. This application also allows for pictures to be posted on the “poster” to add a visualization of the characters. Students can then be led through a Virtual Gallery Walk with prompting questions as they review their classmates’ posters in Google Drawings. To facilitate reading quizzes to ensure student reading of the chapters, the teacher candidate could use Google Forms to build a quiz that will assess student comprehension.

## **Single Subject Physical Education**

A teacher candidate could use Google Education Suite to record a video of themselves demonstrating aerobic exercises that could then be uploaded to Google Drive for students to watch. After students view and engage with the aerobic exercises video, the teacher candidate could engage with students through Google Hangout to answer questions or further demonstrate the aerobic exercises. Students could then create their own aerobic exercises with chosen music in Google Groups. In the following days, students could then choose their own student-developed aerobic exercises to follow. Upon completion of these collaborative teams of aerobic exercise videos, the teacher candidate could evaluate students' performance videos (products) and record the evaluation (determined by the candidate's school or district direction for grading, e.g., pass/fail, letter grade) in Google Classroom.

## **Multiple Subject**

A teacher candidate in a third-grade setting could create a set of math problems in Google Docs, such as adding/subtracting whole numbers. The teacher candidate could assign groups of four students through Google Hangout. Students could then work collaboratively in Google Hangout. Students could solve the problem on the Google Doc worksheet and provide a short written narrative on how to solve each problem. Students could then create a short set of Google Slides for the other groups in the class as a tutorial on adding/subtracting whole numbers. Upon completion of these collaborative Google Slides, the teacher candidate could evaluate students' performance slide decks (products) and record the evaluation (determined by the candidate's school or district direction for grading, e.g., pass/fail, letter grade) in Google Classroom.

## **Google Features**

Doc Sheets and Slides; Drawings; Jamboard; Hangouts Meet; Groups; Vault

## **Required Technology**

Computer, tablet, or smartphone with the capacity to broadcast and receive video/audio;  
Internet access; Google account: [www.google.com](http://www.google.com)

### III. Synchronous Online Setting Scenarios Using Zoom

Teacher candidates using Zoom can video record the instructional session, but they must start the video recording at the beginning of the session. During the session, they can also use the built-in whiteboard to collaboratively interact with their students and they can also share other documents that reside on their computer (e.g., PowerPoint presentations, text documents, graphics). Once the online session is complete, the Zoom session can either be downloaded as an MP4 file to either their desktop or saved to the cloud. All chat generated during the session can also be saved. Students who either missed the real-time session or want to re-review the content will be able to access the session video at a later time.

#### Single Subject Music

A single subject Music teacher candidate can teach a music lesson using Zoom where they will be able to see, hear and interact with, in real time, all of the students who are in the online session. In a lesson that identifies musical intervals within an octave, the teacher candidate can play a specific interval (e.g., Major 3<sup>rd</sup>), and their students can write down the name of the interval and show their response to the teacher via Zoom.

#### Multiple Subject

A multiple subject teacher candidate can teach a math lesson using Zoom where they will be able to see, hear, and interact with, in real time, all of the students who are in the online session. In a lesson that identifies place value in the 10s place, the teacher candidate can ask their students and parents to work together to create manipulatives that would show groups of ten (e.g., 10 toothpicks held together with a rubber band or 10 beans in a paper cup). Using the toothpicks or beans, students can then show the teacher candidate via Zoom what the number 12 or 15 would look like.

#### Zoom Features

Online meetings; video webinars; conference rooms; group collaboration (i.e., whiteboard); can share other applications (e.g., Word, Excel, PowerPoint); participants can call in via phone; chat; save chat; save video/audio recording; to capture audio only, participants must use an external device (e.g., iPhone Voice Memo)

#### Required Technology

Computer, tablet, or smart phone with the capacity to broadcast and receive video/ audio; Internet access; free Zoom account: <https://zoom.us> (host up to 100 participants; 40-minute limit for group meetings [can be extended])

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# Instructional Cycle 1: Learning About Students and Planning Instruction

## I. General Overview

Instructional Cycle 1: Learning About Students and Planning Instruction directs candidates to learn about their students and plan an asset-based lesson that supports identified learning needs. Candidates develop and teach one engaging, content-specific lesson within a school placement. Candidates determine content-specific learning goals, teach and assess student learning, reflect on the effectiveness of their lesson, and plan next steps for future student learning.

- Faculty and program instructors are encouraged to embed assignments in courses and clinical practice that give candidates opportunity to practice asset-based lesson planning and to deliver lessons that align with the essential questions of the CalTPA and focus on assets and not on needs. Preparation programs should provide multiple opportunities for candidates to practice video recording and embed assignments that require video recording, analysis, and reflection.
- Candidates may not describe students in a biased or judgmental way. As stated in the preamble to the cycles of assessment, all students can learn, and all students must have access to the core academic curriculum in the least restrictive learning environment.
- Faculty and program instructors should model how to work with a wide array of students, particularly the three focus students of Instructional Cycle 1, English learners, students with identified learning needs including GATE students, and students who have experienced trauma either inside or outside of school settings. Candidates need a clinical practice/student teaching placement that provides opportunities to teach a broad and diverse range of learners.
- Multiple Subject or Single Subject candidates may teach in a setting where they integrate content from more than one subject area. For example, a candidate may be teaching in a humanities class that combines both social studies and English content standards. Or a candidate may teach a mathematics lesson that is linked to a biology concept. When content is integrated, the candidate must be careful to articulate and demonstrate their teaching of the California Content Standards and/or Curriculum Frameworks in the candidate's primary area (multiple subject focus of literacy or mathematics, or the single subject).

**For Multiple Subject Candidates:** When a candidate chooses to submit an integrated content area lesson, the candidate selects either a math or a literacy learning goal, CA ELD Standards (as appropriate), and California Content Standards and/or Curriculum Frameworks within the integrated lesson. For example, a candidate may submit a literacy lesson that includes science learning goals and content standards, while ensuring literacy standards are taught and assessed.

## II. Critical Concepts for Instructional Cycle 1

The [CalTPA Glossary](#), also provided at the end of each CalTPA performance assessment guide and on the [California Educator Credentialing Assessments](#) website, provides detailed definitions for many of the critical concepts and key terms candidates will encounter when preparing the Instructional Cycle 1 submission. The CalTPA Glossary includes selected terms that are critical for candidates to understand in order to successfully demonstrate their capacity to learn about their students and plan asset-based instruction.

### Selection of Focus Student 3

When selecting Focus Student 3, candidates should choose a student whose life experience(s) either inside or outside of school may result in a need for additional academic and/or emotional support and whose behavior in class catches their attention (e.g., does not participate, falls asleep in class, remains silent, acts out, demands attention). Life experiences may include, but are not limited to, challenges in the home, community, or school as a result of discrimination, bullying, illness, loss of parents, divorce, trauma, homelessness, poverty, or incarceration, or as a result of needs as a Standard English learner; a migrant, an immigrant, or an undocumented student; or a student in foster care. Candidates are asked to consider and describe appropriately and professionally the following attributes as they plan instruction for Focus Student 3.

- a. life experience(s) either inside or outside of school that may result in a need for additional academic and/or emotional support
- b. prior academic knowledge related to the specific content
- c. social identity (student self-concept derived from a perceived membership in a social group that is evident in classroom interactions)
- d. cultural and linguistic resources and funds of knowledge
- e. prior experiences and interests related to the content
- f. developmental considerations (e.g., social-emotional, typical and atypical child/adolescent development)

Preparation programs should provide plenty of examples and opportunities for candidates to learn about how to be aware of and to appropriately address the needs of Focus Student 3 so that the student feels supported, safe, and engaged in the lesson.

## Safe and Positive Learning Environment

Candidates sometimes confuse a safe and positive learning environment for a “fun” or unstructured environment, for example giving students complete choice whether or not to participate. Instead, guide candidates to realize that a safe and positive learning environment is still a rigorous academic setting, and one in which students feel accepted and understood, leading to greater engagement and student learning. A safe and positive learning environment can be accomplished through manipulating physical space; understanding and appropriately connecting with students (e.g., welcoming students to the classroom); incorporating knowledge of students’ assets and interests into lesson planning; and/or learning about students’ neighborhoods, cultures, and languages spoken.

## Checking for Understanding

Many candidates have mastered the art of asking a question, eliciting a response from a volunteer student, assuming that everyone “gets it,” and moving on to the next step of the learning task within a lesson. Taking time to assist candidates in fully understanding the range of questioning strategies (e.g., open/closed, probing, paraphrasing, hypothetical, leading, reflective) needed to ensure deep understanding of the content will help candidates support students to meet the learning goals. Examples of how to check for student understanding using the range of questioning strategies and plenty of practice trying out these strategies are key.

## Setting Learning Expectations

Candidates should explicitly indicate to students what the learning goals are, why they are relevant, and how students will accomplish those learning goals during a lesson. Preparation programs should encourage candidates to be clear with students about the learning goals and to build in time in every lesson to accomplish this task. Successful lessons provide clear, achievable learning goals, and students need to know what expectations have been set by the candidate for learning. Setting clear learning goals can occur at any point during a lesson or series of lessons. If a candidate has English learners in their class, they need to set learning goals for ELD.

## III. Instructional Cycle 1 Considerations by Step

### Step 1: Plan

Step 1: Plan is an opportunity for candidates with support from their master/mentor teacher, school personnel, students’ families, and faculty to develop an understanding of students’ assets and learning needs. Candidates, often in consultation with the master/mentor teacher, select a content focus and related student activities that are based on the applicable California Content Standards and/or Curriculum Frameworks (content and grade level) and that would be a normal component of the course curriculum of the identified class.

When designing the lesson, candidates are asked to connect learning to students' prior knowledge as well as clearly define expectations for learning and next steps for the following lesson taught. Candidates are encouraged to be as specific as possible when developing learning goals and expectations, which will help in the design of student activities, instructional strategies, and assessments to check for understanding during the one lesson. Candidates who choose to teach an integrated lesson for Cycle 1 must remember to emphasize literacy or mathematics if a Multiple Subject candidate or the primary subject area if a Single Subject candidate. Content standards, learning goals, and checking for understanding need to demonstrate students' engagement with literacy, mathematics, or the primary subject area. Additional content integrated into the lesson, while helpful and engaging for the student, is not the emphasis of Cycle 1.

### Measurement Focus for Step 1

Four essential questions and analytic rubrics are used by an assessor to score the evidence of Step 1:

- Rubric 1.1: How does the candidate's proposed learning goals(s) connect with prior knowledge and define specific outcomes for students? How do proposed learning activities and instructional and grouping strategies support, engage, and challenge all students to meet the learning goal(s)?
- Rubric 1.2: How does the candidate plan instruction using knowledge of Focus Student 1's (English learner) assets and learning needs to support meaningful engagement with the content-specific lesson goal(s)?
- Rubric 1.3: How does the candidate plan instruction using knowledge of Focus Student 2's (student with identified special needs) assets and learning needs to support meaningful engagement with the content-specific learning goal(s)?
- Rubric 1.4: How does the candidate plan instruction using knowledge of Focus Student 3's assets and learning needs to support meaningful engagement with the content-specific learning goal(s) and address the student's well-being by creating a safe and positive learning environment during or outside of the lesson?

Evidence includes two written narratives: Getting to Know Your Students and Lesson Plan Rationale. Candidates also submit a lesson plan and up to ten pages of related instructional resources and materials.

### Suggestions for Faculty to Share with Candidates

- Standard English learner refers to a student whose primary language is non-standard English. For example, a student may have grown up in a home where they use a regional or ethnic spoken form of English. The lack of familiarity with standard or academic English may lead to the need for additional supports during the lesson (reading, writing, speaking, and listening) for these students.

- Candidates often need guidance on where to find accurate data for students' English learner status, IEP/504 learning goals, or GATE classification. Candidates who struggle to find this information need guidance on how to gather the information through conversations with their master/mentor teacher or other support staff and/or sources at the school.
- Candidates should select a class that has English learners and/or students with other district-identified learning needs. Interns may need additional program guidance on how to proceed. Preparation programs need to be proactive in finding clinical practice/student teaching placements for candidates in which the candidate can have supported opportunities to practice with the full range of student learners. All classrooms have students who have a range of assets and learning needs; therefore, identifying three focus students is possible for all settings.

### **Focus Students**

Focus students represent students who potentially learn, process information, communicate, move, and experience life in unique ways. When learning about and working with focus students, candidates should gather as much background information as possible and appropriate to determine the assets and needs of the students with particular focus on how this information may impact the design and presentation of the lesson. Information on students' individual academic and/or social-emotional assets and needs are available from general education teachers, special education teachers, paraprofessionals or teaching assistants, families, related-service providers, speech therapists, hearing specialists, physical therapists, occupational therapists, school nurses, counselors, and administrators.

### **Step 2: Teach and Assess**

Candidates video record the entire lesson. Then candidates select and annotate video clips that illustrate the candidate using specific teaching practices and instructional strategies that address the learning expectations established in the lesson plan Step 1. Three video clips, no more than five minutes each, are to be submitted: (1) creating a positive and safe classroom environment, connecting to prior learning, and establishing expectations for content-specific learning, (2) student activities and instructional strategies, and (3) next steps for content-specific learning. It is important to note that when candidates set expectations for learning, they need to point out connections to prior learning of content that led to the lesson being taught in Cycle 1. In addition, as is noted in Level 3 of Rubric 1.6, candidates must clearly state next steps for instruction of content based on findings from the checking for understanding/assessment used in the Cycle 1 lesson. Typically, this foreshadowing of what students can expect in the next lesson occurs at the end or close of the lesson. Candidates need to demonstrate that they can build instruction based on students' prior knowledge and that they have a plan for what content will be taught next, based on the outcomes of the current lesson.

## Measurement Focus for Step 2

Two essential questions and analytic rubrics are used by an assessor to score the evidence of Step 2:

- Rubric 1.5: How does the candidate maintain a positive and safe learning environment that supports all students to access and meet the content-specific learning goal(s), connect to students' prior learning, and establish clear learning expectations?
- Rubric 1.6: How does the candidate actively engage students in deep learning of content, monitor/assess their understanding, and establish next steps for content-specific learning?

Evidence includes three annotated video clips. Each clip can be up to five minutes in length. Each clip must be unedited.

## Suggestions for Faculty to Share with Candidates

- Preparation programs should provide multiple opportunities for candidates to practice video recording and analyze their teaching. Build assignments that require candidates to video record themselves teaching, watch the video, analyze and reflect on the video, and then write about what they saw in a professional manner.
- Each annotation title must be used at least once throughout the three video clips, though it is not required that all four annotation titles be included in each one of the three clips. Annotations may be used multiple times across the three video clips.
- Annotations must be specific to teaching practice or student(s) that are clearly evidenced in the timestamp segment of the video submitted. The four annotations are creating a positive and safe learning environment, explaining connections to prior learning and establishing expectations for content-specific learning, engaging students in content-specific higher-order thinking, and monitoring for student understanding and next steps for learning.
- Preparation programs should emphasize the importance of writing annotation rationales (for video clips) that address the "what" and the "why" of the timestamp provided.
- Assessors do not watch video beyond the five-minute mark of the clip. If evidence (annotations) is provided after the five-minute mark, it will not be used to inform the rubric score.
- Edited videos will not be scored (do not include additional titles, music, graphics, or other elements)
- Candidates and students must be seen and heard in the video recordings.
- Candidates need to directly connect the lesson to students' prior knowledge of content.
- Candidates need to be clear about next steps for the learning of content that will come after the lesson of Cycle 1.

### **Multiple Subject**

Selecting Video Clips: Candidate may submit a video less than five minutes, as long as there is clear evidence that each of the elements has been met for the annotations. This is particularly relevant in the early grades (TK–3).

### **Single Subject**

Selecting Video Clips: Introductory material, such as tuning instruments (Music) and body stretching (PE), may be considered “Setting Expectations for Learning” but should not constitute a significant portion of any of the video clips.

## **Step 3: Reflect**

Candidates need opportunities in coursework to practice reflective writing about their teaching. Often candidates write about their teaching at a cursory level and forget to cite evidence from Steps 1 or 2. For example, a candidate might say, “I was able to use what I learned about my class to develop the lesson.” This candidate did not cite evidence/data or provide clarity on what they learned about the class, the focus students, or teaching the particular content and how these important understandings impacted future instruction. As part of preparing for Step 3, it may be an optimal time for candidates to engage in a peer reflection process, reading each other’s responses and discussing them in light of the five levels of Rubric 1.7. The program should provide opportunities to practice writing reflections about teaching and student learning. Developing reflective practitioners is a key component of the TPE, and reflection is a step in each of the two instructional cycles of the CalTPA.

### **Measurement Focus of Step 3**

One essential question and analytic rubric is used by an assessor to score the evidence of Step 3:

- Rubric 1.7: How does the candidate analyze and describe (citing evidence from Steps 1 and/or 2) the impact of their asset- and needs-based lesson planning, teaching, and assessment of student learning and explain how the lesson supports the whole class and the three focus students?

Evidence includes one written narrative: Reflection on What You Learned.

### **Suggestions for Faculty to Share with Candidates**

Reflective writing is not merely descriptive. The candidate moves beyond describing or replaying the lesson as if a script; rather, they revisit and think about what happened in Step 1: Plan and Step 2: Teach and Assess to note and cite details and emotions, reflect on meaning, examine what went well or revealed a need for additional learning for students or themselves as learners, and relate what transpired to their next steps in teaching this group of students and the three focus students.

Reflective writing addresses questions such as:

- “What did I notice about my students?”
- “What might I have done differently in this lesson to meet the needs of my students?”
- “What surprised me?” or
- “What meaning do I make of the outcomes of the lesson taught?”

#### **Step 4: Apply**

Candidates describe how they plan to apply what they have learned from the processes in Steps 1, 2, and/or 3 to strengthen and extend students’ understanding of content and academic language development and determine next steps for instruction. Candidates’ responses should be directly related to the lesson goals and learning expectations, connect to the California Content Standards and/or Curriculum Frameworks, and apply to all student proficiency levels.

Faculty and program instructors can assist candidates by holding critique sessions during coursework about what next steps are appropriate for a group of learners as they follow a sequence of instruction or as part of the clinical practice debrief that often follows a day of student teaching. Teaching and assessing, while important to learn, is just part of the full cycle of practice. Candidates need to follow the steps of plan, teach and assess, reflect, and apply to fully engage with the teaching process.

Candidates are given the choice to respond to Step 4: Apply prompts in a written narrative or by creating a video recording (up to five minutes). It is very compelling to hear a candidate talk about their practice, to describe what they have learned about their students, (both the whole class and focus students), and about their capacity to teach specific content to this group of students.

#### **Measurement Focus of Step 4**

One essential question and analytic rubric is used by an assessor to score the evidence of Step 4:

- Rubric 1.8: How will the candidate apply what they have learned in Cycle 1 (citing evidence from Steps 1, 2, and/or 3) about students’ learning to strengthen and extend students’ understanding of content and develop academic language and determine next steps for instruction?

Evidence includes one written narrative: Application of What You Learned OR the candidate can respond verbally to the Step 4 prompts in one up to five-minute video recording.

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## Instructional Cycle 2: Assessment-Driven Instruction

### I. General Overview

Instructional Cycle 2: Assessment-Driven Instruction focuses on how to use multiple types of assessments, analyze results, and provide rubric-based feedback to students across a series of lessons following the four steps of plan, teach and assess, reflect, and apply. This cycle requires the candidate to demonstrate expertise in informal assessment, student self-assessment, and formal assessment. The full range of assessments needs to be modeled and practiced in coursework and clinical practice/student teaching to ensure a deep level of candidate understanding of various types of student assessments prior to CalTPA Cycle 2 completion. Candidates use multiple assessments to understand what their students know and have yet to learn to meet set content-specific learning goals and develop academic language. This understanding, in turn, drives their instructional next steps. In addition, candidates are asked to demonstrate how within the lesson segment they provide the opportunity for students to use educational technology to further content-specific knowledge.

- Multiple Subject or Single Subject candidates may teach in a setting where they integrate content from more than one subject area. For example, a candidate may be teaching in a humanities class that combines both social studies and English content standards. Or a candidate may teach a mathematics lesson that is linked to a biology concept. When content is integrated, the candidate must be careful to articulate and demonstrate their teaching of the California Content Standards in the candidate's primary area (literacy, mathematics, or the single subject).

### II. Critical Concepts for Instructional Cycle 2

The [CalTPA Glossary](#), also provided at the end of each CalTPA Performance Assessment Guide and on the California Educator Credentialing Assessments website, provides detailed definitions for the key concepts candidates encounter when preparing their Cycle 2 submission. Below are selected concepts from the CalTPA Glossary that are helpful to candidates and critical to understand in order to complete Cycle 2.

#### Learning Segment

A learning segment, a term unique to the CalTPA, is a series of related lessons moving toward a common goal, typically a series of lessons that are a part of a larger unit. Candidates are not asked to submit formal lesson plans. Instead they complete the Learning Segment Template, providing the blueprint of three to five lessons and assessments. Candidates need to provide enough detail about ELD, ALD, and accommodations/adaptations for students with special needs to demonstrate their capacity to plan asset-based instruction and assessments. This is also where candidates provide information about student use of educational technology to further content knowledge.

Candidates should strive to go beyond copying and pasting general strategies from lesson to lesson in the template. For example, rather than saying “I will provide graphic organizers,” the candidate could specify the type of organizer that would be used for that particular lesson and why.

For integrated content learning submissions for Cycle 2, candidates need to be sure to provide content standards, learning goals, student activities, and assessments for literacy or mathematics if a Multiple Subject candidate or for the primary subject area if a Single Subject candidate. The subject matter content focus must be clearly present across the lesson. The additional content beyond Multiple Subject literacy or mathematics and the primary Single Subject area is helpful for context and can be provided in the Learning Segment Template, but the focus for Cycle 2—either literacy or mathematics for the Multiple Subject candidate or the one primary subject area for the Single Subject candidate—must be clear.

### **Rubrics for Student Work**

For all three types of assessments (informal, student self-assessment, and formal) candidates are required to create content-specific rubrics that are used to consistently score student work and provide meaningful feedback. Candidates should keep in mind that the product, process, or performance per individual student must be assessed using a rubric that provides descriptive, detailed language and illustrates levels of performance related to the learning goals identified in the Learning Segment. Preparation programs should provide examples and non-examples of content-specific rubrics. Many candidates may not have had prior educational experiences with rubrics as guides to performance expectations. The [Berkeley Center for Teaching and Learning \(https://teaching.berkeley.edu/resources/assessment-and-evaluation/design-assessment/rubrics\)](https://teaching.berkeley.edu/resources/assessment-and-evaluation/design-assessment/rubrics) provides descriptions and examples of rubrics.

#### **Rubric**

A rubric is a tool for scoring student work or performances, typically in the form of a table or matrix, with criteria that describe the dimensions of the outcomes down the left vertical axis and levels of performance across the horizontal axis. The performance being scored by a rubric may be given an overall score (holistic rubric scoring), or criteria may be scored individually (analytic rubric scoring). Rubrics may also be used for communicating expectations for performance.

#### **Progress Guides**

In addition to rubrics, teachers may also use progress guides to help provide specific feedback to students about an aspect of a rubric. Progress guides are tools for helping students and teachers determine next steps to be taken to improve the quality of student work or performance. Based on a single criterion from a rubric, a progress guide helps students and teachers generate differentiated formative feedback. A progress guide is designed to support developmental and linguistic needs of students in peer assessment and self-assessment tasks.

While submitting only a progress guide does not meet the requirement of having a content-specific rubric, submitting a progress guide with the rubric can help illustrate how a candidate is providing detailed feedback to students for next steps in their learning process.

### **Instructional Adaptations**

These are instructional moves made during instruction as a result of the candidate's in-the-moment analysis of students' response to instruction through informal assessment, often called "checking for understanding." Candidates should be encouraged in the video annotations and reflective narratives to reveal their thinking about why adaptations were made during instruction. For example, a video annotation might read, "I noticed that my students were not understanding how I was moving through the process of solving the math equation on the Smartboard. I decided to stop my presentation of how to solve for  $x$  in the equation and asked my students to share their ideas for how to solve for  $x$  with a partner, because when I called on a student, they were reluctant to offer their answers to the entire class. Sharing first with a partner about how to solve for  $x$  in the equation gave every student the opportunity to engage in the question and lowered the stakes, building student confidence."

### **Student Feedback**

Instructional Cycle 2 is focused on a range of types of assessment and how to use multiple measures to guide next steps in the instructional process. It is critical that candidates provide meaningful, rubric-specific feedback to their students based on informal assessment, student self-assessment, and formal assessment. Feedback needs to be more than a grade level score (A), a percentage (82%), or a checkmark. Candidates need to understand and learn how to provide feedback that is actionable for students: Where is the evidence that the student has met the learning goal? What and why do they need to make changes or revisions to their work product, process, or performance? What are their next steps that will improve the qualities of their product, process, or performance?

### **Educational Technology**

Students need to have the opportunity to use educational technology to further their understanding of content. The candidate may choose from a variety of ways to demonstrate how they are providing the opportunity for students to use educational technology at any point during their three to five lessons of the learning segment. Candidates who are comfortable with educational technology may demonstrate this by allowing students to independently choose which educational technology resources may be used to achieve and/or demonstrate content or extend beyond the learning goals set for the lessons. Peer or group work and/or communication and collaboration to generate work is also key, in conjunction with bringing in other students, teachers, and expertise from outside the classroom via digital/virtual tools.

### III. Instructional Cycle 2 Considerations by Step

#### Step 1: Plan

Candidates begin Cycle 2 by providing background information about the students' assets and learning needs and the lessons to establish the context for later steps of the instructional cycle. If the candidate is using the same class that they worked with during Cycle 1, they will still need to provide the contextual information, as over time student learning increases, new learning needs may be identified, and students may have been added to the class.

The focus of Cycle 2 varies from Cycle 1, shifting from a focus on planning for the whole class and three focus students to planning multiple lessons and administering assessments to a class of students. Engaging in two cycles of instruction provides the opportunity to candidates to demonstrate the full depth and breadth of their teaching; therefore, the lesson used in Cycle 1 may not be repeated in Cycle 2.

While the Instructional Cycle 2 Performance Assessment Guide states that the learning segment needs to be three to five lessons, the candidate may need guidance when the class schedule varies from the norm. For example, in a block schedule, one block might represent two or more lessons or one lesson. What guides a candidate is who their students are (assets and learning needs) and what content they are teaching. Knowing how to plan a quality lesson with embedded assessments takes practice. Candidates will benefit from having the opportunity to discuss the thinking behind why expert teachers make the choices they do as they plan multiple lessons and assessments for students.

Candidates who choose to teach a series of lessons with integrated content for Cycle 2 must remember to emphasize literacy or mathematics if a Multiple Subject candidate or the primary subject area if a Single Subject candidate. Content standards, learning goals, and student activities and assessments need to demonstrate students' engagement with literacy, mathematics, or the primary subject area. Additional content integrated into the lessons, while helpful and engaging for the students, is not the emphasis of Cycle 2.

#### Measurement Focus of Step 1

Two essential questions and analytic rubrics are used by an assessor to score the evidence of Step 1:

- Rubric 2.1: How does the candidate's learning segment plan provide appropriate content-specific and, if appropriate, ELD learning goal(s) and assessments that offer multiple ways for all students to demonstrate knowledge?
- Rubric 2.2: How does the candidate plan a learning segment in which assessments, instructional strategies, and learning activities align and provide a progression of learning that develops students' concepts and skills to achieve the learning goal(s)?

Evidence includes a completed Learning Segment Template; two written narratives: Contextual Information and Assessment Descriptions; blank copies of both the informal assessment instrument and corresponding rubric; blank copies of both the student self-assessment and corresponding rubric; and blank copies of both the formal assessment instrument and corresponding rubric.

### **Suggestions for Faculty to Share with Candidates**

- Candidates must use the Learning Segment Template provided to describe their three to five lessons. Lesson plans are not required for submission.
- Standards referenced must be the California Content Standards and/or Curriculum Frameworks for the appropriate subject area and CA ELD Standards.
- It is expected that this lesson series will include activities and strategies that leverage the assets and meet the needs of all learners in the class group; therefore, it is important to provide detailed information in all the Learning Segment Template categories for each lesson.
- The re-teaching or extension activity indicated in Step 4 is not part of the Learning Segment Template and should not be included. The Learning Segment Template plan is developed prior to the lessons being taught and the assessments given. Step 4 comes at the end of the cycle as a re-teaching or extension lesson based on what happened in the first three to five lessons.

### **Planning for Student Use of Educational Technology**

Planning for the use of educational technology in the classroom begins by taking note of the various technology options that the school site offers students. Educational technology includes digital and/or virtual tools and resources. Some schools provide a computer or tablet for every student's use; others may allow students to bring tablets, laptops, or smartphones from home. Candidates should work with their master/mentor teacher to understand any policies that a district or school site may have established for students that guide the use of digital/virtual tools and resources in addition to use of the Internet.

With the goal of actively engaging students in the deep learning of content and providing opportunities for students to achieve and/or demonstrate the content-specific learning goal(s), candidates should strive to incorporate educational technology in a meaningful way that is purposefully connected to the learning activities and extends the opportunity to learn content in a digital/virtual manner. Putting a worksheet on a digital/virtual platform is not the intent or goal of this requirement for incorporating educational technology to enhance the learning of content. Instead, candidates need examples of how educational technology can take learning beyond the four walls of a classroom and connect them to a broad set of resources and knowledge. Digital and virtual tools can help put students in charge of their own learning, allowing for student voice and choice as they collaborate with peers and other experts to transform their learning experiences and enhance their content-specific processes, products, and performances.

## Considerations for Single Subject Music, Art, and Physical Education

The influx of technology into our lives and our classrooms has had a profound impact on the way in which educators approach how they teach and, often, what they teach. It may initially appear that the use of technology within a performance-based classroom is outside of traditional practice and can only impede the learning process. However, when used purposefully, educational technology can be an effective learning tool in the music, art, and physical education classroom. The tools available—computers, tablets, software, smartphones, interactive white boards, overhead projectors, software and hardware synthesizers, and video and audio recording devices—are generally affordable (or free) and help to transform classrooms from teacher-centered to student-centered learning environments.

### Examples of minimal technology use to further content knowledge:

- Broadcasting the sound of a metronome through a classroom speaker while the music ensemble is playing — Minimal use: this may demonstrate a steady beat for a lesson focused on rhythm, yet performing with a metronome is generally regarded as drill rather than the learning of new material; it would be difficult to hear in the context of an ensemble; replicates one of the functions of the teacher (conductor) in leading the ensemble and de-emphasizes the teacher’s role in leading the students
- Tuning instruments to an electronic tuner — Minimal use: tuning is standard procedure in an instrumental music ensemble and generally regarded as a drill or practice activity rather than the learning of new content

### Examples of appropriate technology use to further student’s content knowledge:

Students can

- Create content-specific videos and/or content-specific music videos;
- tour art museums online and compare and contrast exhibitions;
- listen to science podcasts, then create their own scientific podcast;
- use digital tools to create books and zines, workshop photographs, mixed media artwork;
- build websites to host their performances and projects; document their best work over several years of high school.

## Informal Assessment or Checking for Understanding

Informal assessment strategies should be well articulated by the candidate. Rather than stating generally, “I’ll check for understanding by asking questions,” the candidate should provide examples of the types of questions they might ask and how they plan to ensure that all students’ learning can be monitored. For example, a candidate could indicate several questions that might be posed to the whole class and use a random calling strategy to gather student responses and ensure equitable opportunity for engagement. Informal assessments also

include observation of students and documentation of learning; student peer review (e.g., having another student read and critique an essay based on a rubric); student critique; student and group reflections on the qualities of a product, process, or performance; and progress monitoring. Candidates must develop a rubric to describe the levels of student responses for the informal assessment. In addition to rubrics, progress guides may be used to provide detailed feedback to a student about next steps for learning.

Preparation programs should model a variety of strategies to check for understanding, such as types of purposeful questions (Elicitation, Divergent, Elaboration, Clarification, Heuristic, and Inventive), white boards, sticky notes, random calling, exit slips, online tools, observing, listening, peer discussion and critique, and/or reflective writing. Candidates need a wealth of ideas of how to determine if students are reaching expectations for learning. Determining clear expectations for learning ahead of time by having a clear rubric will assist the candidate to guide and document student learning.

### **Student Self-Assessment**

Student self-assessment is an area in which candidates need explicit support and examples. Many candidates have never engaged in self-assessment in their TK–12 experiences. Self-assessment refers to a student’s ability to assess and monitor their own learning. The candidate needs to provide students with a tool or strategy to check their learning, rubric descriptions to judge their learning, and ways for them to reflect and move forward in their learning. Students need to know what they know, and what they do not yet know, in order to determine how to meet a learning goal. Candidates must develop a clear rubric to guide students through the self-assessment process. In addition to rubrics, progress guides may be used to provide detailed feedback to a student about next steps for learning.

### **Formal Assessment**

Formal assessment may be a product, process, or performance that each student develops or engages in; the assessment needs to measure the learning goals for the lesson series. The candidate needs to develop a clear, multi-step rubric with descriptions that illustrate performance qualities for each level of the rubric. Students should be aware of the formal assessment rubric from the start of the lesson series. Three samples of student work (process, product, or performance) with rubric-specific feedback must be submitted in Step 3; candidates should be encouraged to think about student work when designing the lesson series and formal assessment. Scoring rubrics should be developed to provide detailed, meaningful feedback to students. In addition to rubrics, progress guides may be used to enhance detailed feedback to a student about next steps for learning.

Candidates should have the opportunity to review and critique a range of formal assessments and understand why and how these assessments are used to inform instructional planning. Modeling rubric-specific feedback and how to provide this feedback to students is necessary. Many candidates have experienced assessment as a summative—end of chapter or end of semester—process versus a supported formative experience in which what is expected through a clear rubric is shown prior to the assessment.

## Step 2: Teach and Assess

### Conduct the Learning Segment, Including Informal and Student Self-Assessments

Since the Teach and Assess step is at the heart of this cycle (five rubrics are used to assess evidence of Step 2), candidates should be encouraged to conduct these lessons within a timeframe that leaves them plenty of time to reflect and adjust, rather than rushing toward a CalTPA submission deadline to get it all done.

### Measurement Focus of Step 2

Five essential questions and analytic rubrics are used by an assessor to score the evidence of Step 2:

- Rubric 2.3: How does the candidate support student development and demonstration of academic language in relation to the content-specific learning goal(s)?
- Rubric 2.4: How does the candidate incorporate educational technology (digital/virtual tools and resources) to provide opportunities for students to achieve and/or demonstrate the content-specific learning goals(s)?
- Rubric 2.5: How does the candidate use informal assessment to monitor students' deep understanding of content (higher-order thinking skills) and adjust instruction to meet the needs of all learners?
- Rubric 2.6: How does the candidate engage students in self-assessment to build their awareness of what they have learned and support their progress toward meeting learning goal(s)?
- Rubric 2.7: How does the candidate use results of informal assessments, including student self-assessment, to provide feedback to students about how to improve or revise their work to continue progress toward and/or beyond the learning goal(s)?

Evidence includes 4 annotated video clips (each clip may be no more than five minutes long), and one written narrative: Analysis of Informal and Student Self-Assessments.

### Student Self-Assessment

One challenge for preparation programs is to provide opportunities for candidates to practice the “self-assessment process.” The candidate must be able to

1. develop a student self-assessment and rubric;
2. explain the self-assessment and rubric to the class;
3. have students engage in the self-assessment using the rubric to guide their own analysis of the quality of their work product, process, or performance, allowing students to articulate what they know based on the rubric and what they need to learn based on the rubric;

4. if appropriate, use progress guides along with a rubric to provide detailed feedback to students for next steps for learning.

Preparation programs are encouraged to embed ongoing and regular opportunities for candidates to self-assess their progress and then apply the same process with the students they teach. One example might be to use the CalTPA rubrics to self-assess coursework. Remember, most candidates have not had many opportunities to engage in assessment of their own work. Providing these opportunities in coursework will provide candidates with a working, first-hand knowledge of what the process of rubric-driven self-assessment provides to a learner.

### Annotated Video Clips

Candidates can adjust the length of video clips based on the placement setting; however, each video may not be more than five minutes. Candidates teaching in TK–2 may find shorter videos are more appropriate for primary grade students.

Candidates need to think carefully about selecting video clips that will best demonstrate their ability to deliver the lessons and analyze their delivery. Consider the following:

- The assessment guide suggests to candidates that they video record all the lessons that are part of the learning segment described in Step 1. This full set of recordings then provides the candidate with the opportunity to carefully choose the clips that most clearly demonstrate the teaching practice. Four video clips with four annotations are required for Step 2.
- Encourage candidates to focus on the content of the video clips rather than the length.
- Both the candidate and students must be seen and heard in the video clips. It is effective to select video clips that show students in action with the teacher facilitating. For example, a video clip that shows students attempting to use the academic language in spoken or written work demonstrates learning more than a video clip of a teacher explaining a technical term and then asking if there are any questions.
- Ask candidates to view their video clips with the rubrics in hand; selections should provide evidence to support the rubric criteria. Five rubrics are used to assess Step 2.
- Each video clip has a specific focus; candidates should be sure that the video clip includes everything requested in the description of practice from the assessment guide.
- Video clips may not be edited (do not include additional titles, music, graphics, or other elements) and must show continuous instruction. For example, a video clip cannot stop and restart, skipping over student transition time from one task to another.

**Video Clip 1:** Candidates should demonstrate that their students are using (reading, writing, speaking, listening) the academic language related to the lesson series described in Step 1.

**Video Clip 2:** Encourage candidates to select video clips that show students using educational technology to either acquire knowledge, practice skills, or demonstrate mastery of the content-specific learning goals. If students do not have extensive access to technology, then the

candidate should find creative ways to encourage its use to the extent possible. For example, students in groups could use cell phones to access an application to answer questions as a review of previously learned knowledge. Candidates could rotate through entering data into a graphing software on one computer. For more TK–12 examples, please see the Educational Technology Resources on the [CalTPA Preparation Materials](http://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CalTPA_PrepMaterials.html) web page ([http://www.ctcexams.nesinc.com/TestView.aspx?f=HTML\\_FRAG/CalTPA\\_PrepMaterials.html](http://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CalTPA_PrepMaterials.html)).

**Video Clip 3:** This video clip asks candidates to demonstrate informal assessment of deep learning/higher-order thinking skills. The use of detailed annotations to explain what questions were asked and the feedback provided can be helpful, especially if the candidate is making the rounds to individuals or small groups and audio may be hard to hear.

**Video Clip 4:** This video clip focuses on two aspects of self-assessment: individual students assessing their own understanding of the content and the candidate providing feedback to students based on their own self-assessment results.

### Video Annotation Guidance

Video annotations provide a glimpse into the candidate’s thought processes, in addition to documenting what happened in the timestamp segment of the video. The focus should be on the “what” and the “why.” The four annotations are Assessing Student Learning and Development of Academic Language, Students Using Educational Technology, Providing Content-Specific Feedback to Students, and Assessing Student Learning and Use of Higher-Order Thinking Skills.

The annotation titles are intended to guide the candidate and the assessor in analyzing the video clips. Annotations must be clearly connected to each timestamp provided. Each annotation category needs to be used at least one time over the course of the four video clips. Each annotation can also be used many times across the four video clips; it all depends on what the candidate wants to highlight/annotate for the assessor. The more specific and reflective the annotation, the better the assessor will be able to understand the candidate’s instructional and/or assessment choices. It is important that a candidate be able to see, and timestamp, where in their recorded practice they are demonstrating an important teaching practice. In addition, it is important to read evidence in the annotation that explains why they are providing instruction and assessment.

### Written Narrative: Analysis of Informal and Student Self-Assessments

For analysis of both informal and student self-assessments, candidates should be encouraged to provide specific examples and full responses. Candidates should engage in aggregating and disaggregating the assessment data and then explaining what the data means. Candidates should be given many opportunities to practice offering rubric-specific feedback to students.

### Step 3: Reflect

The candidate must be able to analyze the formal assessment data, explain their conclusions, and then discuss next steps for the whole group and individual students. Candidates need to practice sharing learning goal assessment data in a chart, table, or other visual display medium.

#### Measurement Focus for Step 3

One essential question and analytic rubric is used by an assessor to score the evidence of Step 3:

- Rubric 2.8: How does the candidate analyze the formal assessment results based on the rubric and identify and describe emerging learning patterns and trends for the whole class in relation to the learning goal(s)?

Evidence includes formal assessment responses from 3 students (products, processes, or three recorded performances) with feedback and one written narrative: Analysis of Assessment Results and Reflection for Whole Class and 3 Students.

#### Suggestions for Faculty to Share with Candidates

- For the whole-class results template, candidates should provide assessment results that are broken out to align to each lesson segment's learning goals. Prompts related to these results should be answered fully, including examples as necessary.
- Student responses need to reflect the qualities of product, process, or performance completed as described by the assessment rubric for students. Scores alone will not be adequate. If performance is the method for students to demonstrate the learning goal, then video clips of three student performances should be uploaded and submitted.
- Candidates need to demonstrate what rubric-specific feedback was provided to the students. For example, a score, grade, or checkmark alone on the student work product is not adequate feedback. Candidates, in consultation with the student, can describe next steps for revision or additional learning. Student assessment feedback must be based on the rubric and detailed enough so that the student understands what and how they can continue to learn. Celebrating student learning is key.

#### Written Narrative: Analysis of Assessment Results and Reflection

Candidates use the information gathered from the three types of assessment—informal, student self-assessment, and formal assessment—to plan and teach a follow-up learning activity. This is a new activity in addition to those described in the lesson series in Step 1 on the Learning Segment Template. Candidates are asked to cite specific examples from their assessment data to justify their conclusions about their next learning activity. They either re-teach the whole class or a group from the class because students did not demonstrate that they have met the learning goals OR provide an extension activity because all students have met the learning goals taught and assessed during the three to five lessons.

## Step 4: Apply

Re-teaching or providing an extension activity for either the entire class or a group of students who did not achieve the learning goal(s) is an important choice to be made in Cycle 2. Re-teaching must be offered in a different way than was originally offered during the learning segment. For example, just saying something again, louder and slower, will not lead to deep understanding. Guidance on how to use a range of instructional methods and student activities to reach all students and provide equal access to the content-specific knowledge, following sound Universal Design for Learning principals, is key. An extension lesson, because all students have met the learning goals, should also be offered in a new way, encouraging students to advance their learning of content and academic language.

### Measurement Focus for Step 4

One essential question and analytic rubric is used by an assessor to score the evidence of Step 4:

- Rubric 2.9: How does the candidate use the analysis of results from informal assessment, student self-assessment, and formal assessment to plan and teach a follow-up learning activity and provide a rationale for the activity choice, citing evidence?

Evidence includes one written narrative: Next Steps for Learning and Re-Teaching or Extension Activity Description, and an annotated video clip of follow-up instruction. The video clip may be no more than five minutes long.

### Suggestions for Faculty to Share with Candidates

- An extension activity moves the students either toward the next natural step in the curriculum plan or toward an activity related to the lesson segment that broadens or deepens students' content-specific knowledge or develops academic language. Candidates will need direction on what are appropriate extension activities and how to articulate the connection between the original learning segment and the extension lesson. Just because it is the next step in the curriculum plan is not an adequate response. Why is it an appropriate instructional next step?
- Candidates may have a tendency to “default” toward moving on to the next lesson, given the pressure to stay on track with a curriculum plan. However, they should be encouraged to justify their choice of re-teaching or extension based on the assessment data. Building in time during instruction for students to self-assess and revise their work is a very important concept, but sometimes it presents a time challenge. Just moving on is often not the appropriate next instructional step.
- If the activity is re-teaching a concept to students who did not meet the previous lesson goals, then the candidate should demonstrate that a different approach was used than for the initial lesson from the learning segment. These differences in approach should be pointed out in the video annotation.

- If the candidate offers an extension activity, the annotation should indicate how the activity extended the learning. Simply assuming that it does extend the learning because it is the next step in the curriculum guide is not adequate. Candidates need to be purposeful in their assessment-driven instructional decisions.

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## Concurrent Multiple Subject and/or Single Subject Bilingual Credential Candidate Submissions

### Overview

All MS and SS candidates who are concurrently earning a Bilingual Authorization may complete components of the CalTPA in the language of instruction. A calibrated assessor fluent in the language of instruction will score the submission. If a calibrated bilingual assessor is not available, two assessors will work together to score the submission (a speaker fluent in the language of instruction and a calibrated MS or SS assessor). The candidate is not required to provide any translations or transcriptions. Written narratives, which include analysis of work and reflections, must be submitted primarily in English\* by MS and SS candidates.

For additional information, please refer to [Bilingual Candidates and the CalTPA \(https://www.ctc.ca.gov/docs/default-source/educator-prep/tpa-files/bilingual-candidates-and-caltpa-july-19.pdf?sfvrsn=4\)](https://www.ctc.ca.gov/docs/default-source/educator-prep/tpa-files/bilingual-candidates-and-caltpa-july-19.pdf?sfvrsn=4).

\*Primarily in English means that the response is written in English, except when the language of instruction is needed for clarity in the response (e.g., the teacher candidate quotes a student in the language of instruction, refers to the lesson and uses a word from the language of instruction to illustrate the point, or refers to evidence that is in the language of instruction).

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## Path to Induction

Preparation and induction programs work toward the same goal: to prepare and develop highly effective teachers as quickly as possible. Philosophy and standards at the state level for both preparation programs and induction align closely. Rather than leaving beginning teachers frustrated with duplicative processes, preparation programs and induction programs form a pathway of continuous growth toward teacher excellence. Consider these implications for your continued implementation of the CalTPA and preparation program:

- **Preparation programs, Teacher Performance Expectations (TPE), and the California Standards for the Teaching Profession (CSTP) are closely aligned.** As your preparation program focuses on assisting candidates to achieve the TPE, you can reassure them that the move into induction, employment, and the CSTP will be smooth.
- **CalTPA results help pinpoint areas of future growth for your candidates.** The CalTPA analytic rubrics provide the candidate and preparation program with more detail about a candidate's strengths and areas of growth. This is additional data that advisors and candidates can use while completing an induction transition plan.
- **Induction programs and districts value the Individual Development Plan (IDP).** When thoughtfully created, the IDP becomes the basis upon which the newly credentialed teacher continues their professional growth and development through induction and other district-based support.
- **The work that you do at the preparation program level—including the CalTPA—pays off for districts, reassuring them that beginning teachers are ready to handle the challenges of 21st-century teaching.**

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## Getting Started: What Program Coordinators Need to Know

### I. Staying Connected

#### CalTPA Program Updates

CalTPA Program Updates provide preparation programs with important and timely information about the CalTPA (e.g., changes to the assessment materials, systems, and policies; important deadlines; upcoming events). These updates are sent periodically via email to CalTPA Coordinators, Primary Score Report Contacts, and additional contacts as designated by preparation programs. Be sure your preparation program contact information is current so that you do not miss any critical updates. Contact [es-caltpa@pearson.com](mailto:es-caltpa@pearson.com) to find out who your preparation program contacts are or to make changes as needed.

#### Professional Services Division News

Professional Services Division (PSD) News is an electronic newsletter distributed by the CTC's PSD on a weekly basis that provides important updates on preparation program standards, accreditation, performance assessments, and exams. [Subscribe to PSD News](#).

#### CalTPA Office Hours

CalTPA Office Hours provide preparation programs with access to live online support. CTC and Pearson staff are available on a weekly basis to answer questions. Any preparation program faculty or staff is welcome to attend. See *PSD News* for office hour schedules and login access information.

#### CalTPA Virtual Think Tanks

CalTPA Virtual Think Tanks are live, interactive online sessions focused on various aspects of CalTPA implementation. Preparation programs are encouraged to participate and share evidence-based practices. Sessions are usually held on the last Friday of each month. See *PSD News* for future schedules, topics, and login access information.

#### CalTPA Coordinator Workshops

CalTPA Coordinator Workshops are held annually to provide CalTPA Coordinators with updates regarding the CalTPA and credentialing processes, procedures, and requirements. Dates and locations are announced via *CalTPA Program Updates* and *PSD News*.

## CalTPA Implementation Conferences

CalTPA Implementation Conferences are held annually to provide preparation program faculty and staff with a forum to discuss implementation findings and explore evidence-based practices to support candidates, master/mentor teachers, and supervisors as they engage in the CalTPA. Dates and locations are announced via *CalTPA Program Updates* and *PSD News*.

## California Commission on Teacher Credentialing YouTube Channel

CalTPA support webinars that have been recorded are posted on the [California Commission on Teacher Credentialing's YouTube Channel](#).

## II. Accessing Information and Resources

### Commission on Teacher Credentialing Website

The [Commission on Teacher Credentialing](#) website (<https://www.ctc.ca.gov/>) is the primary source for all preparation program sponsor information, including credentialing, preparation program standards, and accreditation.

### California Educator Credentialing Assessments Website

The [California Educator Credentialing Assessments](#) website is the primary source for all California educator credentialing examinations and performance assessment information, including the CalTPA.

Candidates will visit this website to:

- [Create or sign in](#) to their CTC Assessment account  
*Note: Candidates will establish a single account for all of their CTC performance assessments and examinations.*
- [Register](#) for each of the CalTPA Instructional Cycles separately
- Upload, manage, and submit their CalTPA Cycles via the Pearson ePortfolio submission system
- Access their [CalTPA results](#)
- Seek assistance from [CalTPA Customer Support](#) for any questions related to CalTPA registration, submission, and score reporting  
*Note: Candidates must initiate their own customer support requests. CalTPA Customer Support cannot share candidate information or score results with preparation programs.*

## Assessment Materials

A CalTPA Overview is available to the general public on the [CalTPA Assessment Materials](#) web page.

Candidates will have direct access to all the respective assessment materials for each CalTPA Instructional Cycle (i.e., guide, rubrics, templates) through the Pearson ePortfolio submission system once they have registered for a cycle.

Preparation programs may access all CalTPA assessment materials via the [CalTPA Faculty Policies and Resources](#) web page. The materials are available for download via password-protected zip files under the Assessment Materials section. Only CalTPA Coordinators are provided with the password. Contact [es-caltpa@pearson.com](mailto:es-caltpa@pearson.com) to request the password if you did not receive it or forgot it. Downloaded materials may be shared with faculty, staff, cooperating teachers and supervisors, and candidates via print or secured program platform.

## Guides and Tutorials

There are a number of resources available to assist candidates in preparing their submissions, including tips for recording and preparing videos and step-by-step guides and tutorials for navigating the Pearson ePortfolio submission system. These resources can be found on the [CalTPA Preparation Materials](#) web page.

## Mid-Range Sample Submissions

Sample CalTPA mid-range submission materials are available for download via the [California Educator Credentialing Assessments](#) website. CalTPA Coordinators only may contact [es-caltpa@pearson.com](mailto:es-caltpa@pearson.com) to request the website login credentials. Downloaded materials may be shared with faculty, candidates, cooperating teachers, and supervisors as examples of successful CalTPA submissions via print or secured program platform. Visit the CalTPA Secure Materials section found on the [CalTPA Faculty Policies and Resources](#) web page to see the terms and conditions for use and to access the sample submissions.

## Candidate Score Data

Preparation programs have access to individual candidate registration/submission status and score reports via the Pearson [edReports](#) data portal. In addition, they have access to *ResultsAnalyzer*<sup>®</sup>, a tool for filtering and analyzing both individual and aggregated program-level and statewide candidate data. Preparation programs should designate a Primary Score Report Contact who will receive an invitation to set up an account. That individual will then be able to create accounts and manage permission levels for additional faculty and staff. Contact [es-caltpa@pearson.com](mailto:es-caltpa@pearson.com) to designate or change your Primary Score Report Contact. (For information on score report formats and schedules, see [Score Reporting](#) below.)

## Synchronous Online Setting Guidance

Candidates may complete the CalTPA in synchronous online settings provided they continue to meet all the requirements specified in the performance assessment guides. This includes the ability to obtain sufficient video evidence to support their submissions. Appropriate permissions must be gathered for online learning. Preparation programs must work with candidates to determine the suitability of the online settings and continue to provide adequate support and supervision. For more information, please see [Guidelines for Completing the CalTPA in an Online Setting](#).

## Other Useful Resources

CalTPA Program Update and Virtual Think Tank webinar recordings, presentation slides and handouts, and other community-developed and curated tools and resources can also be found on the [CalTPA Faculty Policies and Resources](#) web page.

## III. Understanding the Rules and Requirements

### Rules and Policies

Candidates must follow the *Rules of Participation* and all other rules, requirements, procedures, and policies as outlined on the [CalTPA Policies](#) web page and throughout the California Educator Credentialing Assessments website. Failure to adhere to these rules and policies could have severe consequences for candidates that could affect their careers as educators. Preparation program faculty and staff are encouraged to become familiar with these rules and policies in order to help their candidates avoid noncompliance.

### Originality Policy

Before submitting the CalTPA, teacher candidates must agree to the CalTPA Candidate Attestations, including:

- I am the person who has completed and will submit the assessment materials.
- The video clip(s) included show me teaching the students/class during the learning segment profiled in this submission.
- I am sole author of the submission, including written and video narratives, completed templates, video clips of classroom instruction, and/or other evidence.

See the [complete attestations](#).

All candidate written submissions are automatically scanned by software that examines the materials for originality.

## Submission Requirements

Candidate responses must meet all specified *CalTPA Submission Requirements* as outlined on the [CalTPA Assessment Policies](#) web page. Failure to meet one or more submission requirements could result in a submission being deemed unscorable, in which case the candidate will receive a score report marked incomplete with one or more condition codes indicating the requirement(s) that were not met. If this occurs, the candidate will need to retake the cycle. (For information on retaking a cycle, see [Retakes](#) below.)

## Video Guidelines

Candidates must follow all video guidelines, including securing permissions for all individuals who appear in the video recordings and protecting their privacy by not posting videos on public websites. Complete *Candidate Guidelines for Confidentiality of Video Recordings* can be found on the [CalTPA Assessment Policies](#) web page.

Preparation program faculty and staff must also take similar precautions with candidate video recordings. Complete *Faculty Guidelines for Confidentiality of Video Recordings* can be found on the [CalTPA Faculty Policies and Resources](#) web page.

## CalTPA Materials

The CTC owns all materials, including candidate submissions and data collected in relation to the CalTPA. If a candidate wants to retain a copy of submitted materials and share with support providers based on appropriate permissions, the files should be saved outside of the CalTPA site prior to submission. Once CalTPA materials are uploaded and submitted for scoring, they cannot be returned to candidates or preparation programs.

CalTPA materials and assessment results are stored on secured systems using industry-standard encryption protocols, and access is limited to authorized users. The standard retention period for CalTPA submission materials is four years. Candidate performance results are retained indefinitely. For more information on CalTPA material retention, security, and authorized access, see *CalTPA Confidentiality and Security of Candidate Materials and Assessment Data* on the [CalTPA Assessment Policies](#) web page.

## IV. Registration and Scoring Information

### Assessment Fees

Candidates must pay the CalTPA assessment fees at the time of registration using a credit card or pre-paid voucher (see [Purchasing Vouchers](#) below). Registrations are valid for one year. Refunds are available within the one-year validity period provided the cycle has not been submitted for scoring. For current assessment fees and more information on expiration, withdrawal, and refunds, see the [CalTPA Fees, Payment Information, and Refund Policy](#) web page.

## Passing Standard

Candidates must meet a minimum passing standard on each of the CalTPA Instructional Cycles to successfully meet the CalTPA requirement. The current passing standard is listed on the [CalTPA home page](#). Candidates who do not meet the passing standard on one or more of the CalTPA cycles are entitled to seek remedial support from their preparation program to retake the cycle(s).

## Assessor Qualifications

CalTPA assessors are California education professionals with expertise in the content area assigned to score. Assessors must complete the requisite training, meet the established calibration standards, and meet both of the following requirements in order to score candidate submissions:

### Requirement #1

Be a current (or retired within 3 years) California education professional in one (1) or more of the following capacities:

- University/program educator providing instruction to TK–12 teacher candidates within a CTC-accredited teacher preparation program
- Field supervisor
- Mentor or master teacher
- TK–12 teacher
- TK–12 administrator (e.g., principal, assistant principal)
- National Board Certified Teacher (NBCT)

### Requirement #2

Have expertise in the content area assigned to score in one (1) or more of the following ways:

- Hold a current California Clear Multiple or Single Subject Teaching Credential, or added authorization, in the content area
- Have university teaching experience in the content area
- Hold a degree in the content area

For more information about assessor qualification and/or to apply to be an assessor, please see the [CalTPA Scoring](#) web page ([http://www.ctcexams.nesinc.com/TestView.aspx?f=CACBT\\_Scoring\\_CalTPA.html](http://www.ctcexams.nesinc.com/TestView.aspx?f=CACBT_Scoring_CalTPA.html)).

## Scoring and Quality Management

CalTPA submissions are scored, as needed, by up to three assessors. Scorers are thoroughly trained and specialize in one of the cycles and its rubrics. In order to score candidate submissions, assessors must complete the requisite training, which includes detailed

discussions on the scoring system, how to score rubrics, and bias prevention. Scorers must meet a calibration standard prior to scoring any candidate submissions. Scoring quality is monitored on an ongoing basis, including use of the following metrics to monitor ongoing assessor calibration:

- **Inter-rater reliability** — agreement rates between assessors on double-scored submissions
- **Validity submissions** — pre-scored submissions sent out to the assessor pool. Assessors are not aware that they are scoring a validity submission (e.g., blind scoring). Performance on validity submissions is monitored on an ongoing basis and assessors who do not meet the established agreement rates are flagged for additional review.
- **Backreading** — supervisors and lead assessors monitor and read-behind assessors as submissions are scored. Supervisors and lead assessors intervene and remediate assessors on any areas needing recalibration.

## Score Reporting

CalTPA scores are reported three weeks after each submission deadline. The current *CalTPA Submission and Reporting Dates* schedule is listed on the [CalTPA home page](#).

Candidates receive an individual *Assessment Results Report* for each CalTPA instructional cycle submission. The report will include a *Rubric Performance Summary* showing both individual rubric scores with corresponding performance descriptions and the overall cycle score. It will also include a *Cycle Performance Summary* showing the status and reporting date for all submitted and scored cycles and the candidate's overall status toward meeting the CalTPA requirement.

Preparation programs receive Institutional Data Reports showing individual candidate results and progress toward overall assessment requirements for all candidates who submitted one or more cycles for the reporting date. These reports are delivered through the Pearson [edReports](#) data portal. (For information on edReports, see [Candidate Score Data](#) above.)

## Administrative Review

During official scoring, candidate submissions are screened for originality. Submissions are identified for administrative review if screening indicates a match of identical or similar language with other sources. In the event that the administrative review process is not complete by the scheduled reporting date, the results associated with a submission under investigation will be held until the review is complete. To protect the privacy of the candidate and the integrity of the results reporting process, detailed information about the basis for the administrative review is not available to candidates or programs during this time. For more information on *Administrative Review*, see the [CalTPA Score Reporting Policies](#) web page.

## Voided Results

A candidate's CalTPA results may be voided if it is determined that the candidate violated any of the *Rules of Participation* or if there is adequate reason to question the validity or legitimacy of their registration or assessment results. For more information, see *Canceling or Voiding of Assessment Results* on the [CalTPA Score Reporting Policies](#) web page.

## Retakes

Candidates may need to retake a cycle for a variety of reasons (e.g., the performance standard was not met, a condition code was received, previous results were voided). When a cycle is retaken, the candidate must re-register, pay all applicable fees, and complete and upload a new submission for scoring. The new submission is scored in its entirety without reference to the previously submitted assessment materials. In most cases, retakes must include new evidence that has not previously been submitted for scoring. However, revised or edited versions of previously submitted materials may be part of the retake submission. For more information on retakes and conditions for resubmitting materials, see the *CalTPA Retake Policy* on the [CalTPA Registration Policies](#) web page.

## Purchasing Vouchers

CalTPA [vouchers](#) ([http://www.ctcexams.nesinc.com/PageView.aspx?f=GEN\\_PurchasingVouchers.html](http://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_PurchasingVouchers.html)) are available for purchase by programs in \$150 increments, which equals the registration fee for one CalTPA instructional cycle. Candidates will require two vouchers to register for both cycles.

To order vouchers:

- Complete the *CalTPA Voucher Request Form*, indicating the number of vouchers you wish to purchase.
- Attach a check or purchase order payable to Evaluation Systems for the total cost of purchase.
- Submit your completed voucher request form and payment.
  - If you are submitting a check, mail your completed voucher request form and check to:  
Attn: CalTPA  
Evaluation Systems, Pearson  
300 Venture Way  
Hadley, MA 01035
  - If you are submitting a purchase order, email your completed voucher request form and purchase order to [estestvoucher@pearson.com](mailto:estestvoucher@pearson.com), or you may fax your completed voucher request form and purchase order to 413-256-7058.

### About CalTPA vouchers:

- Vouchers will be sent via secure encrypted email to the requester, within 2 weeks after receipt of a completed voucher request form and payment.
- Vouchers are only valid for use as a form of payment when registering for the CalTPA on the [California Educator Credentialing Assessments](#) website.
- Vouchers will be valid for a period of 12 months from the date they are generated.
- Vouchers cannot be applied retroactively to existing registrations. Candidates who are planning to use vouchers should not register prior to receiving their vouchers.

Program coordinators may contact [estestvoucher@pearson.com](mailto:estestvoucher@pearson.com) with questions pertaining to vouchers.

### Voucher Distribution

Vouchers are distributed to preparation programs in the form of 11-digit alphanumeric codes. Programs are responsible for establishing their own systems for distributing and tracking these codes among their candidates.

Three of the most common issues candidates encounter when using vouchers are:

- **Invalid voucher code:** Typically occurs when a candidate mistypes his/her code or the program distributed an incorrect code
- **Used voucher:** Typically occurs when a candidate tries to use the same code more than once or the program issued the same code to more than one candidate
- **Expired voucher:** Occurs when a code has not been used within the allotted 12-month period (see [Voucher Expiration](#) below)

Candidates may contact Customer Support at 866-613-3279 for assistance with voucher codes; however, in most cases, these issues may need to be resolved at the program level.

### Voucher Expiration

Vouchers that have expired unused will be replaced by Pearson upon request as a one-time courtesy and sent to the institution after the original voucher expiration date. Therefore, no refund or credit is available to the institution for expired vouchers. Vouchers are single use vouchers, valid for one registration up to the maximum voucher amount. Vouchers that are issued to a candidate and are used by a candidate to register and pay for the assessment fee are not refundable to the institution or to the candidate.

## **Candidate Pre-Submission Preparedness**

The CalTPA Coordinator or designee should run a registration report to verify that all candidates have registered for the appropriate CalTPA instructional cycle and content area. This ensures the candidate submits the correct cycle and subject area and minimizes condition codes.

The CalTPA Coordinator or faculty verifies the candidate has completed all of the required elements before the candidate submits their final materials.

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## CalTPA Glossary

This glossary contains terms as used in this version of the CalTPA Program Guide and the CalTPA performance assessment guides.

**504 Plan.** Section 504 of the Rehabilitation Act of 1973, a federal civil rights law that prohibits discrimination against individuals with disabilities and protects students from being denied participation in school programs, services, or activities solely on the basis of disability. Much like an IEP, a 504 Plan is a written document detailing the services, accommodations, and modifications that can help students with learning and attention issues learn and participate in the general education curriculum. Section 504 defines disability on a broader basis than does IDEA. That is why students who are not eligible for an IEP may qualify for a 504 Plan. Students who meet the definition of a person with a disability under Section 504 are those who have a physical or mental impairment that substantially limits one or more major life activities, have a record of such an impairment, or are regarded as having such an impairment. The 504 Plan should include a description of the disability, the major life activity limited, the basis for determining the disability and its educational impact, necessary accommodations, and placement in the least restrictive environment.

**Academic language development.** Refers to the oral, written, auditory, and visual language proficiency required to learn effectively in schools and academic programs—in other words, it is the language used in classroom lessons, books, tests, and assignments, and it is the language that students are expected to learn and achieve fluency in. Frequently contrasted with “conversational” or “social” language, academic language includes a variety of formal-language skills—such as vocabulary, grammar, punctuation, syntax, discipline-specific terminology, or rhetorical conventions—that allow students to acquire knowledge and academic skills while also successfully navigating school policies, assignments, expectations, and cultural norms. Even though students may be highly intelligent and capable, for example, they may still struggle in a school setting if they have not yet mastered certain terms and concepts, or learned how to express themselves and their ideas in expected ways.

**Accommodation.** Service or support related to a student’s disability that allows the student to fully access a given subject matter and to accurately demonstrate knowledge without requiring a fundamental alteration to the assignment’s or test’s standard or expectation.

**Adaptations.** Changes made by a teacher to lesson or assessment components, usually to the lesson format or to a test, that allow students to participate effectively in the lesson or the assessment. For example, adaptations can include use of different or additional resources, assistance from another student or adult, or additional time.

**Annotations.** Notes added by way of comment or explanation.

**Assessment.** The formal or informal process of collecting evidence about student progress, analyzing and evaluating progress, communicating about progress, and adjusting teaching practices based on reflection on a teacher’s practice. There are multiple forms of assessment, including achievement or other standardized tests, exercises or assignments that enable teachers to measure student progress, and student work, and assessments may include feedback from parents or other family members. For additional information, see “Assessment” on the [California Department of Education](#) website.

**Asset.** An asset-based approach focuses on strengths. It views diversity in thought, culture, and traits as a positive asset. Teachers and students alike are valued for what they bring to the classroom rather than being characterized by what they may need to work on or lack, and therefore are considered assets. Student assets include diversity in **thinking** (e.g., critical, creative, inductive, deductive, holistic, detail focused), **culture** (e.g., ethnic, racial, gender-identity), **traits** (e.g., temperament, introversion/extroversion, social and emotional strengths, creativity, leadership/collaboration ability), and **intelligences** (e.g., musical-rhythmic, visual-spatial, verbal-linguistic, logical mathematical, bodily-kinesthetic), **as well as unique experiences or skills** ( e.g., travel, outside projects, relevant talents/skills).

**Assistive technology.** Any item, piece of equipment, software program, or product system that is used to increase, maintain, or improve the functional capabilities of persons with disabilities.

**California Content Standards and/or Curriculum Frameworks.**<sup>2</sup> These specify and define the knowledge, concepts, and skills that students should acquire at each grade level in each content area. California English Language Development Standards (CA ELD Standards) are included in the California Content Standards.

**California English Language Development Standards (CA ELD Standards).** The CA ELD Standards describe the key knowledge, skills, and abilities that students who are learning English as a new language need in order to access, engage with, and achieve in grade-level academic content.<sup>3</sup>

**California English Language Development Test (CELDT).** An examination for K–12 students administered through the California Department of Education. The purpose of the CELDT is to identify students who are English learners, determine their level of English proficiency, and annually assess their progress in learning English. Four skill areas are measured: listening, speaking, reading, and writing. There are five levels of proficiency: beginning, early intermediate, intermediate, early advanced, and advanced. NOTE: California has

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<sup>2</sup> California Content Standards: <https://www.cde.ca.gov/be/st/ss/>; California English Language Development Standards (CA ELD Standards): <https://www.cde.ca.gov/sp/el/er/eldstandards.asp>

<sup>3</sup> <https://www.cde.ca.gov/sp/el/er/documents/eldstndpublication14.pdf>

transitioned from the CELDT to the English Language Proficiency Assessments for California (ELPAC, see definition below).

**California Teaching Performance Expectations (TPE).**<sup>4</sup> TPE are the expectations for knowledge, skill, and ability that a new teacher should be able to demonstrate upon completion of a California-accredited teacher preparation program. The TPE have six domains including Engaging and Supporting All Students in Learning, Creating and Maintaining Effective Environments for Student Learning, Understanding and Organizing Subject Matter for Student Learning, Planning Instruction and Designing Learning Experiences for All Students, Assessing Student Learning, and Developing as a Professional Educator. These are identical to the six domains of the California Standards for the Teaching Profession (CSTPs) used to guide induction programs, leading to a clear teaching credential.

**Content-specific instructional strategies.** Instructional strategies that are effective for the content area as defined by the Teaching Performance Expectations (TPE) and the State Board of Education framework and/or equivalent.

**Content-specific pedagogy.** Content-specific pedagogy is the specific methods or practices that are used to teach a certain subject. Its focus is on the best-practices for that subject, which are most likely derived through research of the methods or practices.

**Co-teaching.** When two teachers (teacher candidate and cooperating teacher) work together with groups of students, sharing the planning, organization, delivery, and assessment of instruction, as well as the physical space.

**Deep learning.** Knowledge that is beyond attending to or recalling factual pieces of information and, instead, is characterized by the ability to put those pieces together to evaluate, solve complex problems, and generate new ideas. See also “[higher-order thinking skills](#).”<sup>5</sup>

**Deficit thinking.** Deficit thinking refers to negative, stereotypical, and prejudicial beliefs about diverse groups.<sup>6</sup> According to Valencia (1997), “the deficit thinking paradigm posits that students who fail in school do so because of alleged internal deficiencies (such as cognitive and/or motivational limitations) or shortcomings socially linked to the youngster—such as familial deficits and dysfunctions.”<sup>7</sup>

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<sup>4</sup> <https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/adopted-tpes-2016.pdf?sfvrsn=0>

<sup>5</sup> Darling-Hammond, L., Oakes, J., Wojcikiewicz, S., Hyler, M. E., Guha, R., Podolsky, A., Kini, T., Cook-Harvey, C., Mercer, C., & Harrell A. (2019). *Preparing Teachers for Deeper Learning*. Cambridge, MA: Harvard Education Press.

<sup>6</sup> Constantine, M.G., & Sue, D.W. (2006). *Addressing racism: Facilitating cultural competence in mental health and educational settings*. New Jersey: Wiley & Sons.

<sup>7</sup> Valencia, R.R. (1997). *The evolution of deficit thinking: Educational thought and practice*. Abingdon, Oxon: Routledge Falmer.

**Demonstrations.** Refer to a wide variety of potential educational projects, presentations, or products through which students “demonstrate” what they have learned, usually as a way of determining whether and to what degree they have achieved expected learning standards or learning objectives for a course or learning experience. A demonstration of learning is typically both a learning experience in itself and a means of evaluating academic progress and achievement.

**Designated English Language Development.** A protected time during the school day when teachers use the California English Language Development Standards (CA ELD Standards) as the focal standards in ways that build into and from content instruction.<sup>8</sup>

**Developmental level.** Refers to the stages or milestones in children’s/adolescents’ cognitive, psychological, and physical development. While children/adolescents may be expected to progress through the same specified stages and in the same order, they proceed at different rates through these stages. Thus, children/adolescents of the same chronological age may be observed to be at different “levels.”

**Differentiate.** Differentiated instruction and assessment (also known as differentiated learning or, in education, simply, differentiation) is a framework or philosophy for effective teaching that involves providing different students with different avenues to learning (often in the same classroom) in terms of acquiring content; processing, constructing, or making sense of ideas; and developing teaching materials and assessment measures so that all students within a classroom can learn effectively, regardless of differences in ability.

**Discrimination.** Treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit. Discrimination may occur, for example, on the basis of race, religion, gender, socio-economic class, physical ability, or sexual orientation.

**Educational technology.** Any digital/virtual tool used to impact the teaching/learning process within an educational environment.

**English language proficiency.** The level of knowledge, skills, and ability that students who are learning English as a new language need in order to access, engage with, and achieve in grade-level academic content. For California, these are delineated in the California English Language Development Standards (CA ELD Standards).

**English Language Proficiency Assessments for California (ELPAC).** California and federal laws require that local educational agencies (LEA) administer a state adopted test for English Language Proficiency (ELP) to K–12 students whose primary language is a language other than English. The ELPAC is the state-adopted model for assessing this information and is aligned with the 2012 California English Language Development Standards. This test

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<sup>8</sup> ELA/ELD Framework, 2014

consists of two separate ELP assessments: one for the initial identification (date of first entry into California public school) of students as English Learners (EL) and a second for the annual summative assessment to measure a student's progress with learning English in four domains: Reading, Writing, Speaking, and Listening. While the families can opt their EL student out of support classes, they cannot exempt them from the state and federally required testing.

**English learner.** A student for whom there is a report of a primary language other than English on the state-approved Home Language Survey or district criteria and who, on the basis of the state approved oral language assessment procedures, has been determined to lack the clearly defined English language skills of listening comprehension, speaking, reading, and writing necessary to succeed in the school's regular instructional programs.

**Evidence-based practice.** The process in which the practitioner combines well-researched strategies with school-based experience and ethics, and educators' preferences and cultures, to guide and inform how they address educational problems of practice.

**Face-to-face classroom.** A face-to-face classroom is where the teacher and students are in the same location together, and instruction occurs through face-to-face interactions between and among the candidate and students.

**Focus Student 3.** A student whose life experience(s) either inside or outside of school may result in a need for additional academic and/or emotional support and whose behavior in class catches your attention (e.g., does not participate, falls asleep in class, remains silent, acts out, demands attention). Life experiences may include, but are not limited to, challenges in the home, community, or school as a result of discrimination, bullying, illness, loss of parents, divorce, trauma, homelessness, poverty, or incarceration; or a student who has been negatively impacted due to their religion, racism, sexism, classism, ableism, anti-Semitism, or heterosexism, or as a result of needs as a student of color; a Standard English learner, migrant, immigrant, or undocumented student; a self-identified LGBTQ+ student; or a student in foster care.

**Formal assessment.** Refers to collecting and analyzing student assessment results to provide information about students' current levels of achievement or performance after a period of learning has occurred. Results of formal assessment are used to plan further instruction and provide detailed feedback to students to direct growth and development based on content-specific learning goal(s) of the instruction. Formal assessments use a [rubric](#), shared with students prior to the assessment, to gauge and evaluate student achievement or demonstrated performance. A formal assessment requires students to demonstrate the extent to which they have gained specific skills, competencies, and/or content knowledge through a product, process, or performance.

**Funds of knowledge.** Defined by researchers Luis Moll, Cathy Amanti, Deborah Neff, and Norma Gonzalez "to refer to the historically accumulated and culturally developed bodies of

knowledge and skills essential for household or individual functioning and well-being” (Moll, Amanti, Neff, & Gonzalez, 1992, p. 133).<sup>9</sup> When teachers shed their role of teacher and expert and, instead, take on a new role as learner, they can come to know their students and the families of their students in new and distinct ways. With this new knowledge, they can begin to see that the households of their students contain rich cultural and cognitive resources and that these resources can and should be used in their classroom in order to provide culturally responsive and meaningful lessons that tap students’ prior knowledge. Information that teachers learn about their students in this process is considered the student’s funds of knowledge.

**Gifted and Talented Education (GATE).** Under this state program, local educational agencies (LEAs) develop unique education opportunities for high-achieving and underachieving students in the California public elementary and secondary schools. Each school district’s governing board determines the criteria it will use to identify students for participation in the GATE program. Categories for identification may include one or more of the following: intellectual, creative, specific academic, or leadership ability; high achievement; performing and visual arts talent; or any other criterion that meets the standards set forth by the State Board of Education (SBE).

**Graphic organizer.** A visual communication tool that uses visual symbols to express ideas and concepts to convey meaning. A graphic organizer often depicts the relationships between facts, terms, and/or ideas within a learning task. The main purpose of a graphic organizer is to provide a visual aid to facilitate learning and instruction. There are many similar names for graphic organizers, including concept maps and story maps.

**Heritage language learner.** A student studying a language who has proficiency in or a cultural connection to that language.

**Higher-order thinking skills (HOTS).** A concept popular in American education reform that distinguishes critical-thinking skills from low-order learning outcomes, such as those attained by rote memorization. HOTS include analysis, synthesis, evaluation, interpretation, and transfer. HOTS are based on various taxonomies of learning, such as that propagated by Benjamin Bloom in his *Taxonomy of Educational Objectives: The Classification of Educational Goals* (1956).

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<sup>9</sup> Moll, L., Amanti, C., Neff, D., & Gonzalez, N. (1992). Funds of knowledge for teaching: Using a qualitative approach to connect homes and classrooms. *Theory Into Practice*, XXXI(2), 132–141.

González, N., Moll, L., & Amanti, C. (2005). *Funds of Knowledge: Theorizing Practices in Households, Communities, and Classrooms*. New Jersey: Lawrence Erlbaum Associates, Publishers.

Kasarda, J., & Johnson, J. (2006). *The economic impact of the Hispanic population on the state of North Carolina*. Frank Hawkins Kenan Institute of Private Enterprise Report. Kenan-Flagler Business School-University of North Carolina at Chapel Hill.

**Hybrid classroom.** A hybrid classroom is where a student learns at least in part through delivery of content and instruction via digital and online media with some element of student control over time, place, path, and pace.

**Inclusive learning environment.** Inclusive teaching strategies refer to any number of teaching approaches that address the needs of students with a variety of backgrounds, learning styles, and abilities. These strategies contribute to an overall inclusive learning environment, in which students feel equally valued.

**Individualized Education Plan (IEP).** This written document is developed and required for each public-school student who receives special education and related services. The IEP creates an opportunity for teachers, parents, school administrators, related services personnel, and students (when appropriate) to work together to improve educational results for students with disabilities.

**Informal assessment.** Observing and documenting student learning and adjusting instruction to provide in-the-moment feedback to students while teaching. Informal assessments may involve a range of strategies (e.g., purposeful questions to check for understanding during the lesson; observation notes taken by the teacher while students are engaged in instructional activities; student-created representations of learning [written work, visuals, graphics, models, products, performances]; student peer review and critique; student and group reflection on the qualities of their own product, process, or performance; homework; “do nows”; exit slips).

**Integrated English Language Development.** All teachers with English Learners in their classrooms use the CA English Language Development Standards in tandem with the CA Common Core State Standards (CCSS) for ELA/Literacy and other content standards.<sup>10</sup>

**Language demands.** Specific ways that academic language is used by students to participate in learning through reading, writing, listening, and/or speaking to demonstrate their understanding of the content.

**Learning goal.** Specific statements of intended student attainment of essential concepts and skills. The learning goal is the heart of assessment for learning and needs to be made clear at the planning stage if teachers are to find assessment for learning manageable.

**Lower-order thinking skills.** Lower-order thinking skills are reflected by the lower three levels in Bloom’s Taxonomy: Remembering, Understanding, and Applying.

**Manipulatives.** Physical objects that are used as teaching tools to engage students in hands-on learning. They can be used to introduce, practice, or remediate a concept.

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<sup>10</sup> ELA/ELD Framework, 2014

A manipulative may be as simple as grains of rice, coins, blocks, and other three-dimensional shapes, or as sophisticated as a model of the solar system.

**Maps.** Types of visual/graphic organizers that are used to help students organize and represent knowledge of a subject. *Concept maps*, for example, begin with a main idea (or *concept*) and then branch out to show how that main idea can be broken down into specific topics. *Story maps* help students learn the elements of a book or story by identifying story characters, plot, setting, problem, and solution.

**Multi-Tiered System of Supports (MTSS).** An integrated, comprehensive framework that focuses on CCSS, core instruction, differentiated learning, student-centered learning, individualized student needs, and the alignment of systems necessary for all students' academic, behavioral, and social success. MTSS offers the potential to create needed systematic change through intentional design and redesign of services and supports that quickly identify and match the needs of all students.

**Performance(s).** A demonstration of competence or mastery that typically focuses on the student's ability to apply what he or she has learned to a realistic task—a problem or situation that might be encountered in real life.

**Redacted.** Edited especially in order to obscure or remove sensitive/personally identifiable information (text) from a document.

**Rubric.** A tool for scoring student work or performances, typically in the form of a table or matrix, with criteria that describe the dimensions of the outcomes down the left vertical axis and levels of performance across the horizontal axis. The performance being scored by a rubric may be given an overall score (holistic rubric scoring), or criteria may be scored individually (analytic rubric scoring). Rubrics may also be used for communicating expectations for performance.

**Scaffolding.** Refers to a variety of instructional techniques used to move students progressively toward stronger understanding and, ultimately, greater independence in the learning process. The term itself offers the relevant descriptive metaphor: teachers provide successive levels of temporary support that help students reach higher levels of comprehension and skill acquisition that they would not be able to achieve without assistance. Like physical scaffolding, the supportive strategies are incrementally removed when they are no longer needed, and the teacher gradually shifts more responsibility over the learning process to the student.

**Social-emotional development.** Includes the student's experience, expression, and management of emotions and the ability to establish positive and rewarding relationships with others (Cohen et al., 2005). It encompasses both intrapersonal and interpersonal processes.

**Social identity.** The cultural identities of students<sup>11</sup> are constructed from their experiences with the 12 attributes of culture identified by Cushner, McClelland, and Safford (2000): ethnicity/nationality, social class, sex/gender, health, age, geographic region, sexuality, religion, social status, language, ability/disability, and race. Students' cultural identities are defined by these experiences, and students learn these identities within a culture through socializing agents (Campbell, 2004). Therefore, teachers must understand that these cultural identities define who the students are.

**Standard English learner.** Students whose native language is English and whose mastery of the standard English language or academic English is limited due to their use of nonstandard English.

**Student self-assessment.** Refers to students evaluating their own learning, based on criteria, and objectively reflecting on and critically evaluating their progress and academic development in the content area.

**Think-pair-share.** A collaborative learning strategy in which students work together to solve a problem or answer a question about an assigned reading. This technique requires students to (1) think individually about a topic or answer to a question and (2) share ideas with classmates. Discussing an answer with a partner serves to maximize participation, focus attention, and engage students in comprehending the reading material.

**Timestamp.** A timestamp is a sequence of characters or encoded information identifying when a certain event occurred, usually giving date and time of day, sometimes accurate to a small fraction of a second.

**Typical and atypical child/adolescent development.** Parents and health practitioners often track and measure a child's/adolescent's developmental milestones from infancy to middle school. Developmental milestones include physical or behavioral signs of physical, social, and cognitive progress that lead to mastery over one's environment.

**Universal Design for Learning (UDL).**<sup>12</sup> A set of principles for curriculum development that give all individuals equal opportunities to learn. UDL provides a blueprint for creating instructional goals, methods, materials, and assessments that can be customized and adjusted for individual needs. UDL curriculum calls for creating curriculum that provides multiple means of representation to give learners various ways of acquiring information and knowledge; multiple means of action and expression to provide learners alternatives for demonstrating what they know; and multiple means of engagement to tap into learners' interests, challenge them appropriately, and motivate them to learn.

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<sup>11</sup> Savage, S. (2005). The cultural identity of students: what teachers should know. Retrieved from [https://www.redorbit.com/news/education/246708/the\\_cultural\\_identity\\_of\\_students\\_what\\_teachers\\_should\\_know/](https://www.redorbit.com/news/education/246708/the_cultural_identity_of_students_what_teachers_should_know/)

<sup>12</sup> <http://www.udlcenter.org/>