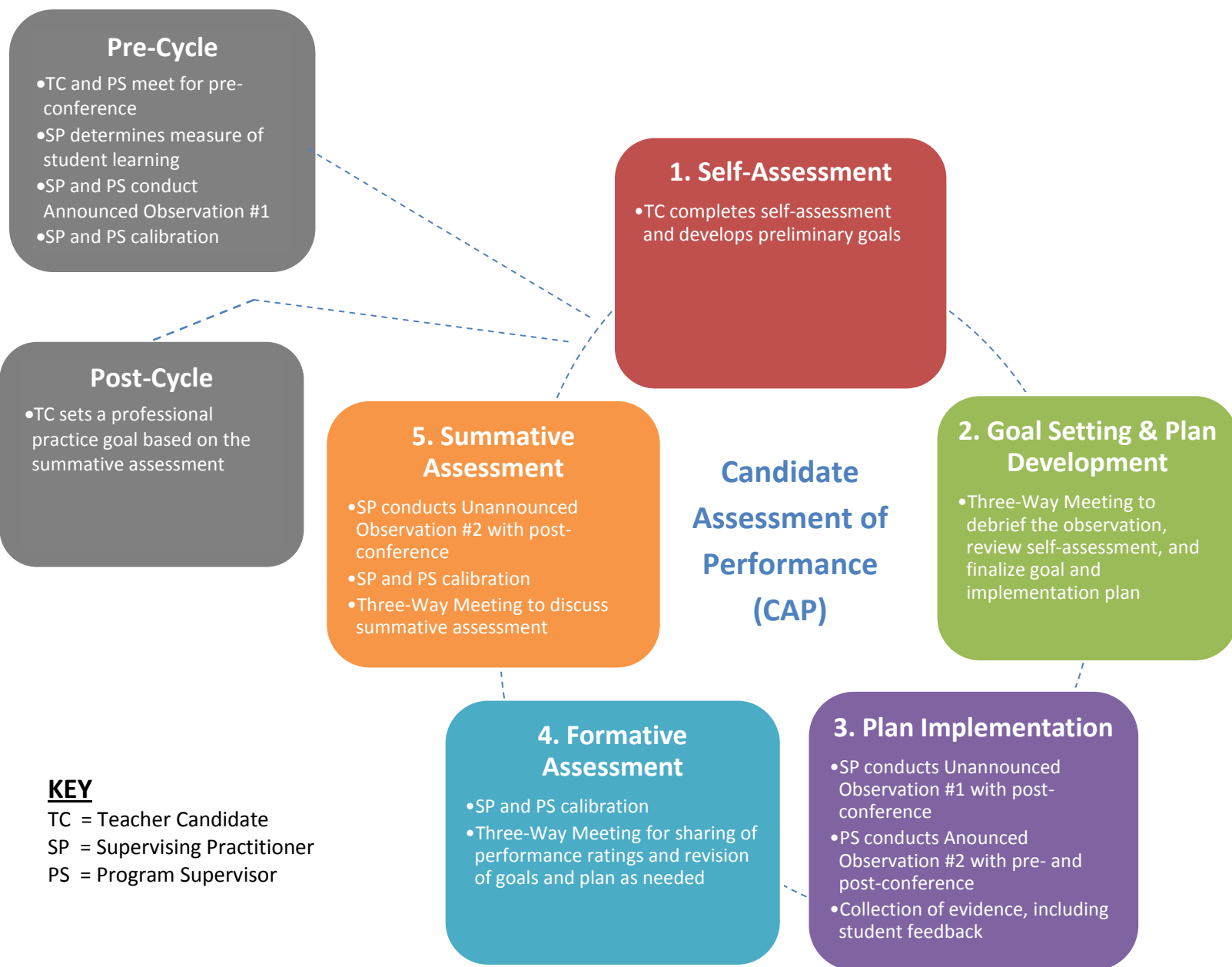


Quick Reference Guide: The CAP 5-Step Cycle

Overview

The Candidate Assessment of Performance (CAP) is designed to assess teacher candidates' baseline readiness for entry into the profession through a process of reflection, goal-setting, action steps, and collaboration. CAP's 5-Step Cycle parallels the MA Educator Evaluation Framework with key modifications to support the unique context of preparation, as well as the specific needs of candidates, Program Supervisors, and Supervising Practitioners.

The graphic below provides an overview of the activities conducted during each step in the cycle. Page 2 includes a list of required forms and key resources.



Quick Reference Guide: The CAP 5-Step Cycle

Forms (Note: * indicates a required form)	Resources
Pre-Cycle	
<ul style="list-style-type: none"> • CAP Form* • Observation form* • Pre-Conference Planning Form • Candidate Self-Reflection Form • Post-Conference Planning Form 	<ul style="list-style-type: none"> • Model Observation Protocol • Guidance on Measuring Candidate Impact on Student Learning
Step 1: Self-Assessment	
<ul style="list-style-type: none"> • Candidate Self-Assessment Form • Candidate Preliminary Goal-Setting & Plan Development Form • Baseline Assessment Form 	<ul style="list-style-type: none"> • Deep Dive: Self-Assessment & Goal-Setting
Step 2: Goal-Setting and Plan Development	
<ul style="list-style-type: none"> • CAP Form* • Post-Conference Planning Form • Finalized Goal & Implementation Form 	<ul style="list-style-type: none"> • Three-Way Meeting Checklist
Step 3: Plan Implementation	
<ul style="list-style-type: none"> • Observation Form* • Pre-Conference Planning Form • Post-Conference Planning Form • CAP Student Feedback Forms 	<ul style="list-style-type: none"> • Deep-Dive: CAP's 5 Categories of Evidence • CAP Student Feedback Advisory
Step 4: Formative Assessment	
<ul style="list-style-type: none"> • CAP Form* • Observation Form* • Formative Assessment Form* 	<ul style="list-style-type: none"> • Three-Way Meeting Checklist
Step 5: Summative Assessment	
<ul style="list-style-type: none"> • CAP Form* • Observation Form* • Post-Conference Planning Form • Summative Assessment Form* 	<ul style="list-style-type: none"> • Deep-Dive: Professional Judgment & Readiness Thresholds • Three-Way Meeting Checklist
Post-Cycle	
<ul style="list-style-type: none"> • Candidate Preliminary Goal-Setting & Plan Development Form 	