

Instructions for Completing the CAP Pilot Data Collection Template

Complete each column for every candidate that participated in the 2015-16 CAP Pilot. Use the ratings assigned to candidates from their **Appendix A: CAP Form and Rubric** to complete the columns provided. You will need to provide ratings for both Formative and Summative Assessments ratings for Quality, Scope, and Consistency, using:

**U (Unsatisfactory),
NI (Needs Improvement),
P (Proficient), or
E(Exemplary).**

All results must be submitted on one spreadsheet, delineated by program. Along with these 6 required ratings, please include the following data per candidate:

- the candidate's program,
- the candidate's MEPID,
- the candidate's email address,
- the name and email address of the candidate's supervising practitioner, and
- the name and email address of the candidate's practicum supervisor. (OPTIONAL)

NOTE: For candidates with a split dual practicum, additional columns may be added for the Supervising Practitioner from the 2nd placement.

See next tab for example.

Information per candidate

Program	MEPID	Candidate's email address	Supervising Practitioner	Supervising Practitioner's email address	Supervising Practitioner	Supervising Practitioner's email address	Program Supervisor	Program Supervisor's email address
Chemistry 8-12, Initial Post-Baccalaureate	000-00-0000	candidate1@email.edu	Jane Doe	sp@email.edu			Juanita Baron	jbaron@college.edu
Early Childhood, Initial Post-Baccalaureate	000-00-0000	candidate2@email.edu	John Doe	sp@email.edu	James Holland	jhol@email.edu	Juanita Baron	jbaron@college.edu
General Science 5-8, Initial Post-Baccalaureate	000-00-0000	candidate3@email.edu	Miguel Rodriguez	sp2@email.edu			Kendal Atkins	katkins@college.edu

Program	MEPID	Formative																	
		1.A.4 Well Structured Lessons			1.B.2: Adjustment to Practice			2.A.3: Meeting Diverse Needs			2.B.1: Safe Learning Environment			2.D.2: High Expectations			4.A.1: Reflective Practice		
		Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency
Chemistry 8-12, Initial Post-Baccalaureate	000-00-0000	P	NI	NI	P	NI	NI	P	P	P	P	NI	U	P	U	U	U	NI	NI
Early Childhood, Initial Post-Baccalaureate	000-00-0000	U	NI	NI	P	NI	NI	U	P	P	P	NI	U	P	U	U	U	NI	NI
General Science 5-8, Initial Post-Baccalaureate	000-00-0000	P	NI	NI	P	P	NI	NI	NI	P	P	NI	NI	P	NI	NI	NI	NI	NI

Program	MEPID	Summative																	
		1.A.4 Well Structured Lessons			1.B.2: Adjustment to Practice			2.A.3: Meeting Diverse Needs			2.B.1: Safe Learning Environment			2.D.2: High Expectations			4.A.1: Reflective Practice		
		Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency
Chemistry 8-12, Initial Post-Baccalaureate	000-00-0000	P	NI	NI	P	NI	NI	P	NI	NI	P	NI	NI	P	NI	NI	P	NI	NI
Early Childhood, Initial Post-Baccalaureate	000-00-0000	P	NI	NI	P	NI	NI	P	NI	NI	P	NI	NI	P	NI	NI	P	NI	NI
General Science 5-8, Initial Post-Baccalaureate	000-00-0000	P	NI	NI	P	P	NI	P	NI	P	P	NI	P	P	NI	NI	P	NI	NI

Information per candidate

Program	MEPID	Candidate's email address	Supervising Practitioner	Supervising Practitioner's email address	Supervising Practitioner (2nd placement)	Supervising Practitioner's email address (2nd placement)	Program Supervisor	Program Supervisor's email address

		Formative																		
		1.A.4 Well Structured Lessons			1.B.2: Adjustment to Practice			2.A.3: Meeting Diverse Needs			2.B.1: Safe Learning Environment			2.D.2: High Expectations			4.A.1: Reflective Practice			
Program	MEPID	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	

		Summative																	
		1.A.4 Well Structured Lessons			1.B.2: Adjustment to Practice			2.A.3: Meeting Diverse Needs			2.B.1: Safe Learning Environment			2.D.2: High Expectations			4.A.1: Reflective Practice		
Program	MEPID	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency	Quality	Scope	Consistency