CAP Online Platform Updates

Agenda

- 2024 CAP Guidelines refresher
- Walkthrough updates to the platform
- Available resources
- Questions

2024 CAP Guidel

Abbreviations

Candidate Assessment of Performance (CAP)
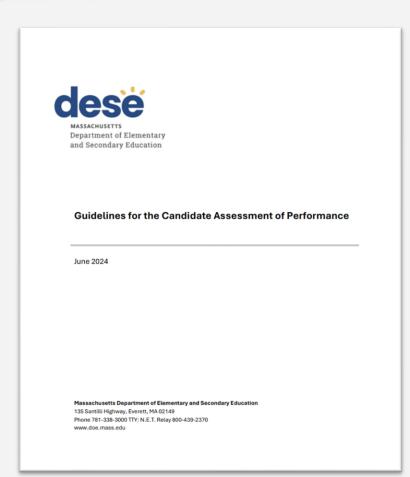
Sponsoring organization (SO)

CAP Manager (CM)

Program supervisor (PS)

Supervising practitioner (SP)

Teacher candidate (TC)

dese MASSACHUSETTS Department of Elementary and Secondary Education

2024 CAP Guidelines – Key Changes

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MASSACHUSETTS
Department of Elementary
and Secondary Education

Guidelines for the Candidate Assessment of Performance

June 2024

Massachusetts Department of Elementary and Secondary Education
135 Santilli Highway, Everett, MA 02149
Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370
www.doe.mass.edu

Updated Essential Elements

- Aligned with the updated Standards for Effective Teaching Practice

Revised expectations for evidence collection

- Each category of evidence must be used at least once

- Each Essential Element must be demonstrated by at least two categories

- Observations must be one of two categories for I-A-1, II-A-1, and II-B-2

Confirmation of supervising practitioner qualifications

- SOs must verify whether SPs meet DESE's expectations

- If not, SOs must attest that attempts were made to find a qualified SP and that additional supports with be provided to the candidate

Updates to the CAP Online Platform

What updates were made?

1 Alignment to the 2024 CAP Guidelines

2 Improvements to functionality based on user feedback

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CAP Manager Role

Sponsoring organizations may now have up to three CAP managers

- SOs with a Directory Administrator may add this permission independently, others can send a request to EducatorPreparation@mass.gov

- There should only be multiple CMs in cases where candidate numbers or program structures make it difficult for one person to manage all cycles

- Each CM should own a subset of cycles from start to finish rather than portions of the same cycles to ensure work is not overwritten

Essential Elements

Essential Element numbers, names, and proficiency descriptors updated across all forms.

- I-A-1 Subject Matter Knowledge

- I-C-2 Adjustments to Practice

- II-A-1 High Expectations and Support

- II-A-3 Inclusive Instruction

- II-B-2 Safe Learning Environment

- III-C-1 Collaboration on Student Learning and Well-Being

- IV-A-1 Reflective Practice

Start Cycle – SP Qualifications

The CM or PS will verify whether the SP meets each of DESE's expectations for the role. This section will only be visible to the CM and PS. The SP and candidate will not see it.

The Supervising Practitioner:

Has received a summative evaluation rating of proficient or higher in their most recent evaluation. ○ Yes ○ No

Models evidence-based instructional practices, including anti-racist and culturally and linguistically sustaining practices. ○ Yes ○ No

Effectively and equitably supports candidates from all races, ethnicities, identity groups, and backgrounds. ○ Yes ○ No

Commits to meeting the program's expectations of the role list of SP qualifications and box for SO to sign. ○ Yes ○ No

If "no" is selected for one or more expectation, a set of attestations will appear.

If no to any of the above:

The program attests it made attempts to find a supervising practitioner who fulfills all requirements of the role and was unable to do so. ○ Yes ○ No

The program commits to directly supporting the candidate with additional resources or guidance to address the gap(s) ○ Yes ○ No

The program has informed the candidate of the gap(s) and additional supports that will be provided to address them. ○ Yes ○ No

Rubric Summary and Self-Assessment

The candidate view of the Rubric Summary and Self-Assessment pages now includes red reminders to check the "Complete" checkbox at the end of the rubric.

Prof. Practice Goal and Implementation Plan

This page now includes:

- Finalized professional practice goal

- Implementation plan

- Measure of student learning plan

- Student feedback plan (NEW)

Observation Forms – Modality

On Announced Observation forms, the PS will indicate their modality

• Both the SP and PS must be in-person for Unannounced Observations

• The PS may conduct the Announced observations virtually if DESE pre-approval has been granted

• See the CAP Guidelines for further details on the approval process.

What is the modality of this observation for the program supervisor? As a reminder, virtual observations may only be conducted if DESE pre-approval has been granted. See the Guidelines for the Candidate Assessment of Performance for further details." and the options below:

Program Supervisor*

○ In-Person

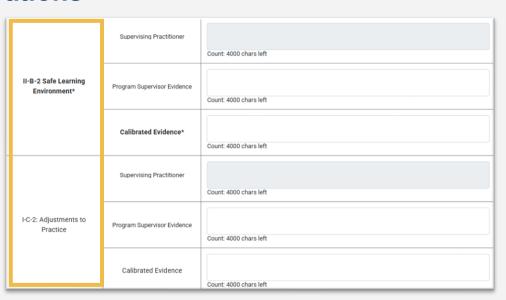○ Virtual, synchronous

○ Virtual, asynchronous

Observation Forms – Focus Elements

Focus elements are now the same across all observations

- Listed at the top
- Bolded in synthesized evidence table

Required Elements:	Optional Elements:
I-A-1 Subject Matter Knowledge	I-C-2 Adjustments to Practice
II-A-1 High Expectations and Support	II-A-3 Inclusive Instruction
II-B-2 Safe Learning Environment	III-C-1 Collaboration on Student Learning
	IV-A-1 Reflective Practice

Field supervisors must include observation evidence for required elements to complete form.
Evidence for the optional elements may also be included, if observed.

Observation Forms – Synthesized Evidence

Active Evidence Collection

- Not included in the platform as there is no autosave and notes could be lost during the observation

- Supervisors should take these low-inference notes in another document

Synthesized Evidence

- Included in the platform

- Supervisors paste key evidence for each element into these boxes in the platform
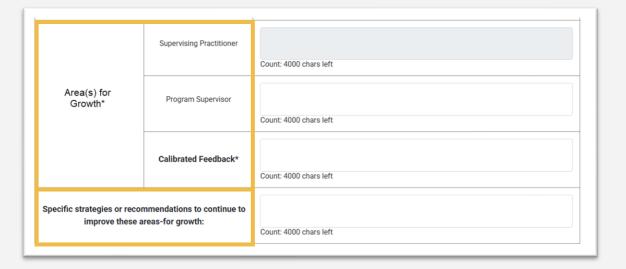
Observation Forms – Actionable Feedback

Feedback provided under area(s) of strength and area(s) for growth should be actionable.

- Judgements about what is going well and what can be improved
- Strategies, recommendations, or resources to reinforce or improve practice
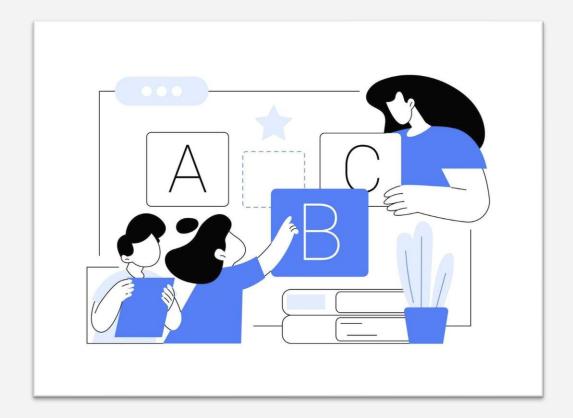
Observation Forms – Early Literacy Form

The Early Literacy Look-Fors are automatically embedded at the top of Announced Observation 2 for Early Childhood, Elementary, and Moderate Disabilities PK-2/PK-8 candidates

Observation Forms – Early Literacy Look-Fors

During Announced Observation 2, supervisors for candidates in early literacy programs will:

- Select the Look-For grade band that aligns with the candidate's practicum placement grade

- Record evidence of the Look Fors at the top of the form.

- Incorporate these notes into the synthesized evidence for the three required focus elements and actionable feedback

Only the synthesized evidence will show up in the Formative and Summative Assessment Forms.

Assessment Forms – Evidence Categories

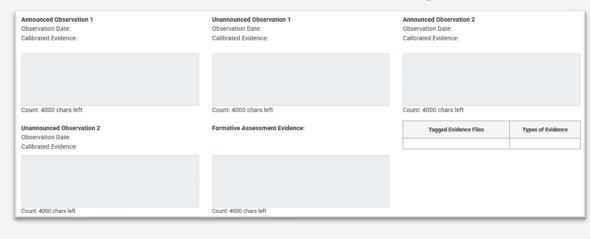**On the assessment forms, supervisors will check off the categories of evidence used to determine ratings for each Essential Element.**

- In the past, specific categories of evidence were required for each element. These were bolded.
- The bolding is now removed as there is more flexibility for which categories of evidence to use.

Observations				Measure of Student Learning	Student Feedback	Candidate Artifacts	Professional Practice Goals
Announced 1	Unannounced 1	Announced 2	Unannounced 2				
☐	☐	☐	☐	☐	☐	☐	☐

Supervisors should check boxes in alignment with the pre-populated observations and evidence files.

Announced Observation 1
Observation Date:
Calibrated Evidence:

Count: 4000 chars left

Unannounced Observation 2
Observation Date:
Calibrated Evidence:

Count: 4000 chars left

Unannounced Observation 1
Observation Date:
Calibrated Evidence:

Count: 4000 chars left

Formative Assessment Evidence:

Count: 4000 chars left

Announced Observation 2
Observation Date:
Calibrated Evidence:

Count: 4000 chars left

Tagged Evidence Files	Types of Evidence

Upload Evidence Files

Choose file   Browse   The maximum amount of data space for each cycle is 100 MB. Once you have reached 100 MB of data you will no longer be able to upload files. Only the following formats are allowed: .doc(x), .xls(x), .ppt(x), .pdf, .jpg, .png, .bmp, .gif, .mp3, .wav, .txt

Total File size: 100 MB free of 100 MB

Select Types(s) of Evidence:

☐ Candidate Artifact   ☐ Measure of Student Learning   ☐ Observations
☐ Professional Practice Goal   ☐ Student Feedback

Tag File to Essential Element(s):

☐ I-A-1 Subject Matter Knowledge   ☐ I-C-2: Adjustments to Practice   ☐ II-A-1 High Expectations and Support
☐ II-A-3 Inclusive Instruction   ☐ II-B-2 Safe Learning Environment   ☐ III-C-1 Collaboration on Student Learning and Well-Being
☐ IV-A-1 Reflective Practice

Assessment Forms – Evidence Categories

Before completing the form, supervisors must ensure these evidence expectations are met:

- ☑ Each category of evidence must be used to support the rating for at least one Essential Element

- ☑ The rating for each Essential Element must be supported by two categories of evidence.

- ☑ For Elements I-A-1, II-A-1, and II-B-2, observations must be used as one category of evidence

Upload Cycles - Template Spreadsheet

Sponsoring organizations that do not use the CAP Online Platform throughout cycles, must download a new template spreadsheet to upload cycle ratings.

The new spreadsheet includes different codes for the new Essential Elements and additional columns to report observation modality.

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Reports – Annual Reports

Sponsoring organizations will have the option to download reports for all cycles completed:

- In any one-year period

- Before August 31st, 2025 (pre 2024 CAP Guidelines implementation)

- After September 1st, 2025 (post 2024 CAP Guidelines implementation for all programs and candidates)

CAP Cycles Annual Report

Select CAP Completion School Year:

All cycles prior to 2024 CAP Guidelines ⌄
All cycles using 2024 CAP Guidelines
2022-2023
2023-2024
2024-2025

Available Resources

CAP Guidelines Webpage

- Guidelines
- Implementation handbook
- Quick reference guides
- Videos for users, and more!
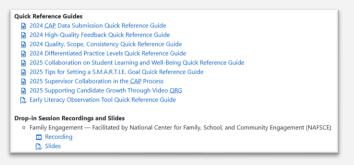- Required and optional forms

CAP Online Platform Webpage
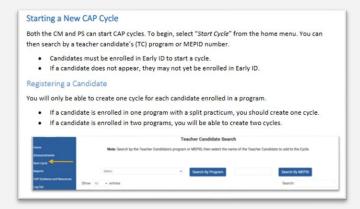
- User guides for each role
- FAQs

CAP Manager Trainings

- Aug 22nd, 10-11am
- September 2nd, 2:30-3:30pm
- September 3rd, 9-10am

CAP Online Platform Office Hours

- Dates coming soon