Quick Reference Guide: CAP Data Retention & Submission

Introduction

The Candidate Assessment of Performance (CAP) assesses teacher candidate readiness using multiple categories of evidence, including observations, measures of student learning, student feedback, progress towards a professional practice goal, and candidate artifacts. This document outlines the Department of Elementary and Secondary Education's (DESE) expectations for retention and submission of data collected through CAP.

CAP is a statewide assessment and, as such, DESE monitors the implementation of this assessment to determine its efficacy. The data collected informs DESE research about the validity of CAP. Additionally, the data is used for accountability purposes. Finally, collecting this data allows us to provide more meaningful data to Sponsoring Organizations for continuous improvement through the CAP Data Dashboard.

Record Retention

All required forms, as identified in the CAP Implementation Handbook and listed below, should be retained on file by the Sponsoring Organization for all teacher candidates enrolled during the three (3) most recent academic years. Records may be maintained electronically or in the CAP Online Platform 2.0, provided they are readily available for review by program reviewers and DESE staff.

- ★ CAP Form
- ★ Observation Forms
- ★ Student Feedback Data
- ★ Formative Assessment Form
- ★ Summative Assessment Form

In addition to the required documents above, other forms and artifacts, such as those listed as *Recommended* in the Implementation Handbook, may also be kept on file if they are useful in demonstrating that criteria are met during a DESE formal review. For more information, please refer to the Candidate Record Retention Advisory.

Data Reporting

The following table lists the CAP data points that are reported to DESE on an annual basis. **For SOs using the Online Platform**, this data will be inputted in the system by completing the candidate cycles; *no additional information is needed.* **SOs not using the Online Platform** will submit this information using the **template provided via the CAP Online Platform 2.0** (see guidance below on where to find this template). All candidates who had a practicum experience in 2023-24 should be included in the submitted data, **even if they did not meet the readiness thresholds**. Please note that it is essential that the required data be reported in the exact form in which it appears in our systems, including upper/lower case letters; otherwise it will be rejected until all errors are corrected. In addition, cells cannot be left blank, (with the exception of the SP MEPID when SPs are at private schools, out of state, or approved special education schools) in order for the data to be consumed. We highly encourage Sponsoring Organizations to begin reviewing their data for accuracy as far in advance as possible.

Quick Reference Guide: CAP Data Retention & Submission

Please use the Enrollment Import feature in ELAR to download accurate name data for your candidates. Instructions for how to do this can be found under Enrollment Import Steps in the ELAR Sponsoring Organization User Guide.

Required Data	Definition
Organization Name	Name of Sponsoring Organization. This can be seen in the upper right hand corner when you log into the CAP Online Platform to download the template.
TC-MEPID	Teacher Candidate's 8-digit MEPID[1] identification number.
TC-FirstName	Teacher Candidate's first name. This must be formatted exactly as it is in ELAR. Do not include middle names or initials, or use nicknames.
TC-LastName	Teacher Candidate's last name. This must be formatted exactly as it is in ELAR.
TC-Email Address	Teacher Candidate's email address.
SP-FullName	Supervising Practitioner's full name. Do not include middle names, initials, or use nicknames.
SP-MEPID	Supervising Practitioner's 8-digit MEPID identification number. You may not use their license number. Do NOT use the SP MEPID for out of state, approved special education, or private school SPs, even if they have one; instead please leave the cell blank.
SP-Email	Supervising Practitioner's email address.
PracticumDistrict	District location of the practicum. This must be formatted exactly as it is in profiles without the LEA code. (e.g., In profiles, the district name appears as Amherst-Pelham (06050000)**. The number 06050000 is the LEA code. Only "Amherst-Pelham" should be used for reporting purposes)
PracticumSchool	School site location of the practicum. This must be formatted as it is in profiles without the district name and school code. (e.g., In profiles, the school name appears as **Abington: Abington High (00010505)**. Abington: is the district, and 00010505 is the school code. Only "Abington High" should be used for reporting purposes)
PS-FullName	Program Supervisor's full name.
PS-Email Address	Program Supervisor's email address.
SchoolYear	Academic year of the practicum in the YY-YY format. (23-24)
Program	Program type and grade-level. (e.g., Academic: Teacher, Elementary, 1-6, Initial, Baccalaureate.) This must be formatted as shown in this example, with commas. You can copy program names through the "Verify Cycle Information Tool" within the CAP Online Platform. Because the CAP reporting system must connect to multiple platforms, it must be formatted with commas. **It cannot be formatted as it appears in the ELAR Enrollment Import.**
Formative Ratings	Formative assessment ratings for quality, scope, and consistency of each of the seven essential elements, using single letters for ratings (e.g., e for Exemplary, p for Proficient, n for Needs Improvement, u for Unsatisfactory). The formatting for each field is not case sensitive.
Summative Ratings	Summative assessment ratings for quality, scope, and consistency of each of the seven essential elements, using single letters for ratings (e.g., e for Exemplary, p for Proficient, n for Needs Improvement, u for Unsatisfactory). The formatting for each field is not case sensitive.
Ready to Teach	A determination of whether the readiness thresholds have been met for all seven essential elements. Data submissions should include all candidates who completed CAP this school year, even if they did not meet the readiness thresholds.

---

[1] MEPIDs can be found using the Enrollment Import feature in ELAR.

Seven Essential Elements

Element	Proficient Descriptor
1.A.1: Subject Matter Knowledge	Demonstrates sound knowledge and understanding of the subject matter and the pedagogy it requires by consistently engaging students in learning experiences that enable them to acquire complex knowledge and subject-specific skills and vocabulary, such that they are able to make and assess evidence-based claims and arguments.
1.A.3: Well-Structured Units and Lessons	Adapts as needed and implements standards-based units comprised of well-structured lessons with challenging tasks and measurable outcomes; appropriate student engagement strategies, pacing, sequence, resources, and grouping; purposeful questioning; and strategic use of technology and digital media; such that students are able to learn the knowledge and skills defined in state standards/local curricula.
1.B.2: Adjustments to Practice	Analyzes results from a variety of assessments to determine progress toward intended outcomes and uses these findings to adjust practice and identify and/or implement differentiated interventions and enhancements for students.
2.A.3: Meeting Diverse Needs	Uses appropriate inclusive practices, such as tiered supports and scaffolded instruction, to accommodate differences in students' learning needs, abilities, interests, and levels of readiness, including those of academically advanced students, students with disabilities, and English learners.
2.B.1: Safe Learning Environment	Uses rituals, routines, and appropriate responses that create and maintain a safe physical and intellectual environment where students take academic risks and most behaviors that interfere with learning are prevented.
2.E.1: High Expectations	Clearly communicates high standards for student work, effort, and behavior, and consistently reinforces the expectation that all students can meet these standards through effective effort, rather than innate ability.
4.A.1: Reflective Practice	Regularly reflects on the effectiveness of lessons, units, and interactions with students, both individually and with colleagues, and uses insights gained to improve practice and student learning.

CAP Data Submission

All required CAP data must be submitted to DESE **by July 15ᵗʰ** of each year. Incomplete data may limit SOs' ability to access data in Edwin. If your organization's CAP Manager will be out of the office during the submission period, we request that you share an alternate contact with our office by June 15th. This is to ensure that all data is accurately submitted.

★ **SOs using the CAP Online Platform for the full CAP 5-Step Cycle:**

SOs using the CAP Online Platform 2.0 should complete the following process to ensure that all required CAP data is entered correctly (see User Guide for more information):

1. CAP Managers or Program Supervisors must mark all completed CAP cycles as "Complete".[2]
2. The CAP Manager should ensure that all cycles are complete by checking Reports > Annual Reports within the Platform.
3. If a cycle is incomplete, incomplete information (blank or marked "i") must be corrected by the Program Supervisor, Supervising Practitioner, or Teacher Candidate through the candidate's CAP Cycle page.
4. Annually, after July 15ᵗʰ, DESE will extract the data from the Online Platform to be used in Edwin.

★ **SOs NOT using the CAP Online Platform for the full CAP 5-Step Cycle:**

SOs administering a paper-based version of the CAP must identify a CAP Manager to submit data annually to DESE by July 15 using the following process:

1. Ensure that an individual from your Sponsoring Organizations has CAP Manager permissions within the DESE Security Portal. You can email educatorpreparation@mass.gov to verify that someone from your Sponsoring Organization has these permissions.

---
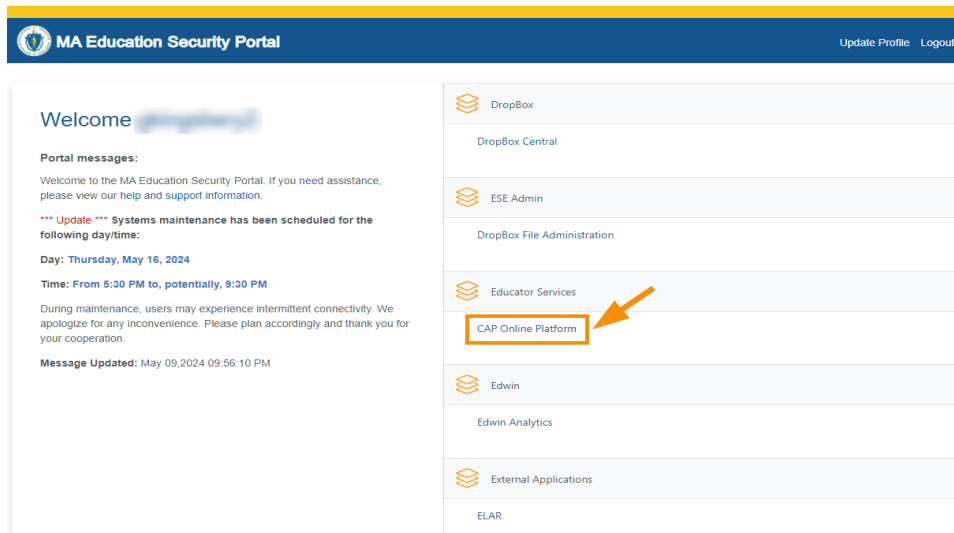
[2] When a Program Supervisor ends a cycle in the Online Platform, they are prompted to select a reason, which may be successful completion of CAP, a candidate exiting the program, or that the cycle was created in error. Ensuring that cycles are formally "ended" in the system will help ensure that the data reported to DESE is complete and accurate.

2. Log in to the [CAP Online Platform](#)and select "Reports".

3. Under "Reports," select "Upload Cycles" and then select "Download Template." **Please ensure that the template remains in a .csv format**, or it will not be able to be uploaded. It is important to download the current template from the platform.


4. Within the template, complete all fields for each cycle, **using single letters for ratings (e.g. e for Exemplary, p for Proficient, n for Needs Improvement, u for Unsatisfactory)**. The formatting for each field is not case sensitive.

	A	B	C	D	E
1	Organization	Candidate MEPID	Candidate First Name	Candidate Last N	Candidate E-Mail Add
2	Department of Elementary and Secondary Education	51234567	Candidate	Last Name	email@email.com
3					
4					

5. For Private, Special Education School, or Out of State placements, do **NOT** include the SP MEPID number as it will prevent you from uploading the form. **Instead, leave the cell blank.**

6. Save as a **.CSV** file.[3]

7. Choose the file and click "Upload" to upload the file into the system.

8. If your file uploads, you will be able to see your imported cycles under "Imported Cycles". This means there are no errors in your file.
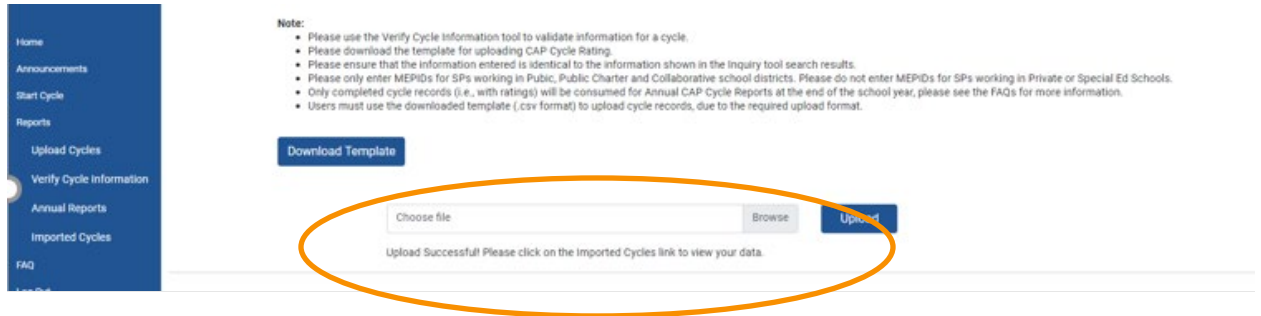

9. If there are errors in your file, you will receive an error message and a link to download an Error Log. The Error Log will have two tabs. The first tab will provide the Error Codes for your upload. **You will need to scroll all the way to the right to see the cycle information for each error.** The second tab is the Error Index which will help you determine how to correct the issue. You will need to correct all errors in the template and re-upload the document until your file uploads. You can elect to separate out the errors from the cycles without errors into two separate documents so that you can continue to work on the errors. You do not have to upload all of the cycles in one batch (see Troubleshooting Tips and Tricks below for more information regarding the errors you might see).
Ex. Error = PROGRAM_NAME

PROGRAM_NAME-The Program information does not exist in the database. Please ensure that the information is correct.	An incorrect Program name leads to no match in the DB.	Verify information from the 'Verify Cycle Information" page and update. Please ensure that spelling and format are correct. Check in Early ID for correct program name. Contact Ed Prep for more information.

---

[3] To upload the file into the Online Platform 2.0, you will need to ensure the template is a .csv file (the file name ends in .csv). To do that, click on "File" or the Microsoft windows icon in the top left menu and select "Save As." Name the file and for "Save as Type" and choose "CSV (Comma delimited)." Make sure that you have downloaded the most recent template.
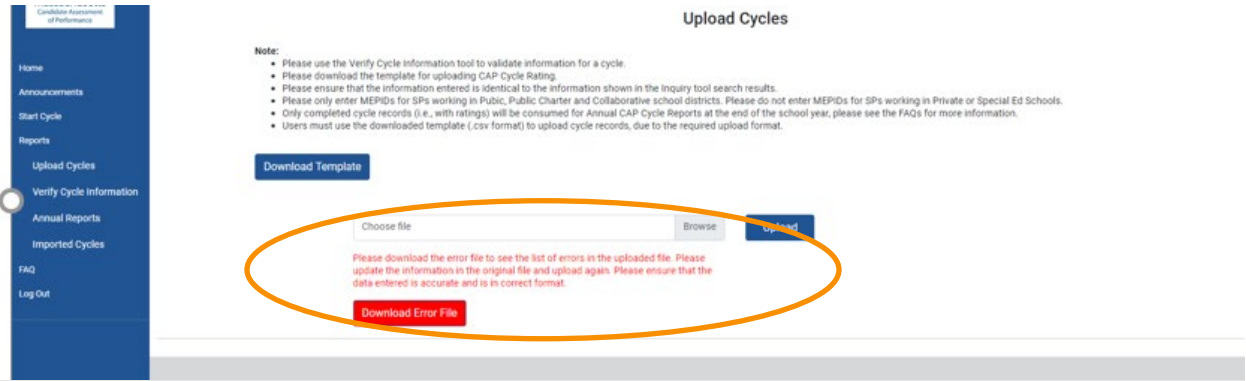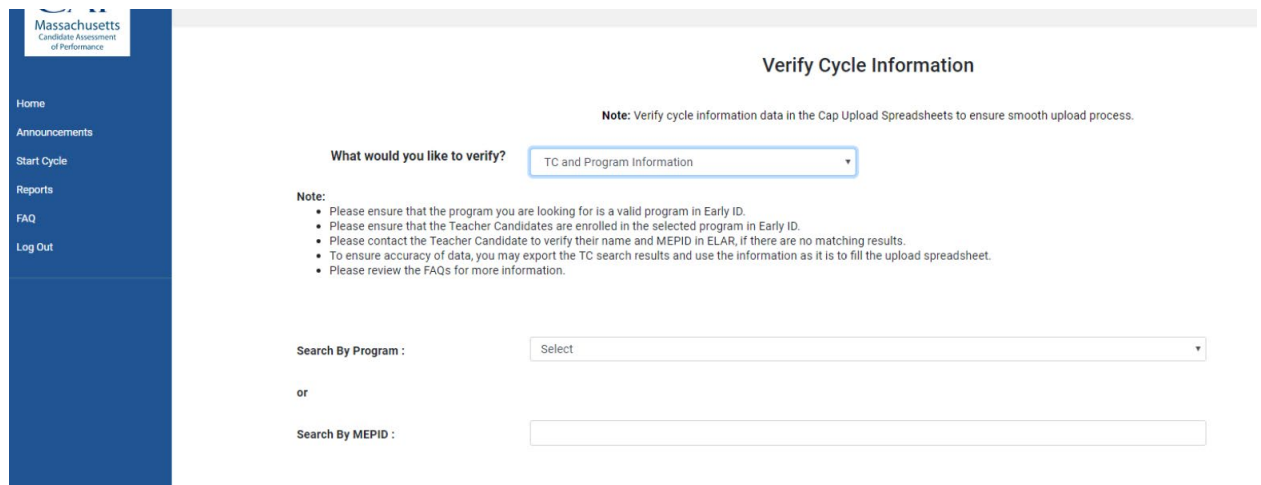
10. Some errors require you to identify the correct information about your teacher candidate, program information, supervising practitioner information, or practicum information. You can use the Verify Cycle page to find the information that will allow you to correct the errors identified.
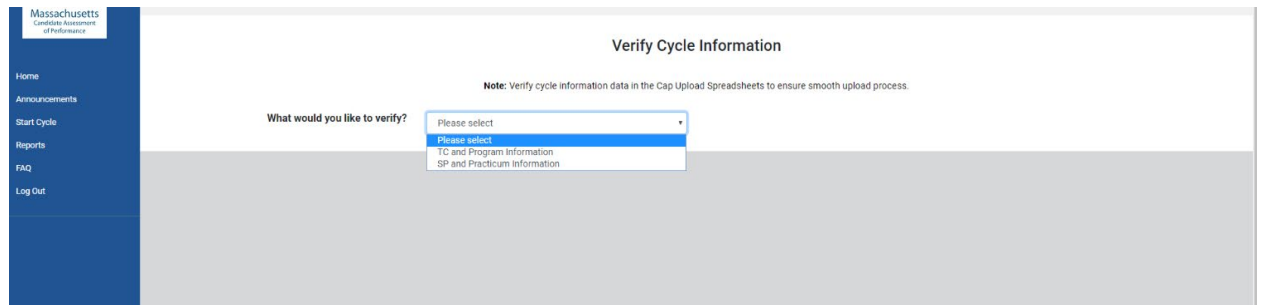
11. If you need to look up Teacher Candidate or Program Information, you can select "TC and Program Information."

12. If you need to look up Supervising Practitioner or Practicum Information, you can select "SP and Practicum Information."

13. You will be able to copy and paste the information you find directly into your .csv template. Please correct the information directly in the .csv template, as opposed to in the error file.

14. If you are unable to find a supervising practitioner within the system, please ask them if they were reported in their district's most recent reporting. The CAP data is tied to the most recent district EPIMs or SIF data collections, meaning that if the district has not recently reported their data, the teacher may be miscoded or absent from the district roster. If, after taking these steps, you still cannot find the teacher, remove their MEPID number and a match will no longer be required to consume the cycle.

15. Once you have corrected all errors directly in the spreadsheet, re-upload the document (refer to step 7, above).

Troubleshooting tips and tricks

Common Errors/Challenges	Tips and Tricks
Formatting Program Names	Program names must be formatted **with commas** and worded exactly as they are in profiles. Example: Incorrect - Teacher English 5-12 Initial Post-Bacc Correct - Academic: Teacher, English, 5-12, Initial, Post-Baccalaureate The incorrect example is missing "Academic:" from the start of the program name, missing commas, and post-baccalaureate is abbreviated. Check for additional spaces as a double space may cause errors.
Formatting District Name	District names must appear as they do in profiles without the LEA codes. Example: Incorrect – Berlin Boylston Correct – Berlin-Boylston The incorrect example is missing the hyphen.
Formatting School Name	School names must appear as they do in profiles **without** the district names or school codes. Example: Incorrect – Boston: Charles Sumner Correct – Charles Sumner The incorrect example includes the district name. Example: Incorrect – Olmsted Correct – Richardson Olmsted School The incorrect example is missing the first part of the school's name and the word school from the end.
SP MEPID Numbers	SPs must have MEPID numbers and not License numbers. MEPID numbers begin with "5".

	For SPs who are from private schools, special education schools, or who are out of state, do **NOT** include their MEPID numbers even if they have them, as this will prompt the system to look for a recognized public school or district name. Instead, leave the cell blank.
SP not included in most recent district reporting	If this is the case, please remove the MEPID, which will then remove the requirement for a match to the educator name.
Entering split or dual practicum information	For split or dual practicum, the system is only set up to consume one cycle for each candidate for each program. You will need to enter the SP information **for the SP who provided the Summative assessment ratings. Do not submit multiple cycles for the same candidate for the same program.**
Formatting School Year	Cycles can only be uploaded for the current school year. The school year must be in the YY-YY format (23-24).
Ratings	Ratings must be in the format of single letters (e for Exemplary, p for Proficient, n for Needs Improvement, u for Unsatisfactory). Case does not matter. These cells must be completed for the data to be consumed.
Ready to Teach	Must be in the format of a single letter. Case does not matter. These cells must be completed for the data to be consumed.
Isolate Errors	If you only have a few cycles with errors in your spreadsheet that you are having issues with, we recommend saving them to a separate template and re-uploading your correct cycles before continuing to work on the isolated cycles.
Other	Sometimes it can be difficult to tell what the error is. Common errors include double spaces, or spaces at the end of names where there should not be one. A search of spaces may help to identify the issue.

Ratings table:

Rating	Code
Proficient	P or p
Exemplary	E or e
Needs Improvement	N or n
Unsatisfactory	U or u

Ready to Teach table:

Rating	Code
Yes	Y or y
No	N or n

Overall	The Error Log will only return the first error that the system encounters. For example, if there is a mismatch between the MEPID number and candidate first name because a nickname was used, then that is the error that would be provided. However, that does not mean that there are not further errors in the cycle for that candidate. We recommend checking all of the information for the cycle if an error is found.