

**PERFORMANCE ASSESSMENT *for* LEADERS**

**2018–19 PAL Administrative Field Guide Updates**

The PAL Administrative Field Guide for Leadership Preparation Programs for the 2018–19 program year has been updated with changes to improve clarity and guidance based on input from program stakeholders, including candidates, program provider faculty, scorers, and the Massachusetts Department of Elementary and Secondary Education.

This table contains a summary of the significant changes from the previous guide.

<b>Section</b>	<b>Location of Change</b>	<b>Description of Change</b>
Introduction	Fourth paragraph	Added a reference to Appendix C.
Requirements for Principal Licensure Candidates	Chart	Updated the chart for the 2018–19 program year.
The Role of Programs in Helping Principalship Candidates Complete PAL	Acceptable Types of Feedback	Revised the content of the first row. PAL handbooks, prompts, rubrics, and templates are publicly available on the program website, along with other program resources.
		In the Technical Assistance row, added a reference to the Before Making Video Recordings in the Acceptable column.
	Support for Candidates in Performing and Reporting Shared or Collaborative Work  Collaboration and Required Disclosure	Added section to clarify the guidelines for collaboration and requirements for disclosure.
	Promoting Ethical Assessment Practices  Administrative Review	Added section to highlight existing policies and process regarding originality.
	The Logistical and Policy Considerations of Preparation Programs	Added “About PAL” in the first row.

Section	Location of Change	Description of Change
		In the Scope of PAL work and work products row, changed “Candidates are expected to use good judgment...” to “Candidates must use good judgment...”
		In the Submission content in languages other than English row, inserted “in video recordings” before should be translated.
Work Required for a Task	Submission and Scoring	In the response to <i>Will candidates receive feedback on their submission?</i> revised the first response to: “For each task submitted, candidates will receive a PAL Score Report, which provides scores at the Indicator, Rubric, Task, and Assessment Summary levels.”
PAL Submission Requirements		In the fourth paragraph, added a reference to the page on the website containing Understanding Your PAL Score Report.
Submission Requirements and Condition Codes		<p>Changes to the 2018–19 Condition Codes:</p> <p>A – Work is not blinded – will be not be assigned effective with the 2018–19 program year. Candidates are still required to blind their submissions.</p> <p>C – revised the last reason to “Confidentiality and Anonymity Form has not been completed or is missing.”</p> <p>D – added “15 minutes” to references to the length of video recordings.</p> <p>D – added the reason “Video is edited and is not a continuous segment.”</p>
Candidate Score Reporting and Guidance		Moved this section from the Requirements for Principal Licensure Candidates in the previous guide.
	Retake Information Retakes Based on Scored Tasks Retakes Based on Incomplete Scores	Consolidated information from previous guide.  Removed task-specific information which is included in the Submission Requirements and in the Handbook.

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Faculty Confidentiality Guidelines for Video Recordings	Candidate Video Recordings	<p>In first paragraph, revised first sentence to remove reference to candidate permitting an authorized faculty member to access his or her video recording and replaced with:</p> <p>“If a candidate shares his or her video recording with a faculty member, the faculty must treat the video recording as a confidential assessment record.”</p>
	Candidate Confidentiality Guidelines for Video Recording	<p>Made revisions to Before Making Video Recordings for clarification.</p> <p>Added the section While Making Video Recordings.</p> <p>Made revisions to Before Submitting Video Recordings and Storage and Use of Video Recordings for clarification, including minimum 15-minute continuous video recording.</p>
Additional Program Policies		Added section which lists policies on website.
How School-Based Supervisors Can Support Task Completion by Candidates		Made minor editorial revisions throughout this section.