

PERFORMANCE ASSESSMENT *for* LEADERS

**PAL Evidence Chart**  
**TASK 2**

This chart provides a list of all required work products for PAL Task 2, as well as a description of supported file types for submission. Your PAL work products must conform to the artifact, document, category, and commentary specifications for each task. Candidates are required to submit all artifacts, commentary, and relevant documents without any information that would identify them (e.g., candidate name), their school or district, individual students, staff, and others who were part of task completion.

Note that your evidence cannot contain hyperlinks to required uploads. Any web content you wish to include as part of your evidence must be submitted as a document file, which must conform to the file type requirements listed below.

Please refer directly to the Artifacts, Documents, and Commentary section of Task 2 in this handbook for detailed requirements pertaining to the intent and content requirements of each file.

PAL Task 2 Evidence Chart Instructional Leadership for a Professional Learning Culture				
Part	Work Product / Evidence	Specifications (if required)	# of Files	Acceptable File Types
Part A	Confidentiality and Anonymity	Template provided	1	.doc; .docx; .odt; .pdf
Part B	Artifact 1—Description of the Priority Academic Area and the Group	Max 2 single-spaced pages (no more than 1,000 words)	1	.doc; .docx; .odt; .pdf
Part C	Artifact 2—Description of the Group-Learning Experiences and Results	Max 5 single-spaced pages (no more than 2,500 words)	1	.doc; .docx; .odt; .pdf
Part D	Artifact 3—Findings, Feedback, and Recommendations	Max 3 single-spaced pages (no more than 1,500 words)	1	.doc; .docx; .odt; .pdf

**PAL Task 2 Evidence Chart**  
**Instructional Leadership for a Professional Learning Culture**

Part E	Category Documents 1) Background Data 2) Teacher List 3) Protocols 4) Agenda and Minutes 5) Other Materials 6) Feedback and Summary	Separate file(s) for each of these 6 file categories	6	.doc; .docx; .odt; .pdf
Part F	Commentary	Max 2 single- spaced pages (no more than 1,000 words)	1	.doc; .docx; .odt; .pdf

The maximum size for any individual file is 500 MB. There is no limit on the number of megabytes (MB) uploaded for an entire task. The success of an upload through any application depends heavily on the type of network, the file size, and the network capacity at upload time.

**Note:** Scorers are not required to read artifacts and commentary that either exceed or do not meet the requirements. Submissions that fall far short of the required word length are likely to lack sufficient information and detail, which would adversely affect how the scorers evaluate the work products and thus the candidate’s potential score.

If any submitted materials do not meet the Submission Requirements, a condition code may be applied during the scoring process instead of a numerical score. If a condition code is applied to **any indicator**, the entire task will be unscorable. If your complete submission, or portions thereof, cannot be scored due to failure to meet Submission Requirements, you will need to take the operational version of Task 2.