

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, category document, and commentary specifications for each task. Candidates are required to submit all artifacts, commentary, and relevant documents **without any information** that would identify them, 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 PAL Candidate Assessment 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 Area and the Group	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
Part E	Category Documents 1. Background Data 2. Teacher List	Separate file(s) for each of these 6 file	6	.doc; .docx; .odt; .pdf

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	3. Protocols 4. Agenda and Minutes 5. Other Materials 6. Feedback and Summary	categories		
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 task will be unscorable. If your complete submission, or portions thereof, cannot be scored due to failure to meet Submission Requirements, no refund will be issued and no portion of your assessment fee can be applied to the cost of any future PAL registration or associated services.

Please consult the PAL website at www.ma-pal.nesinc.com to review submission requirements, passing standards, and other policies related to submitting and scoring of PAL Tasks.