PAL Submission Requirements and Condition Codes

Submission Requirements

Before beginning to create your PAL assessment submission, you must review these Submission Requirements to ensure that:

- you have provided all the evidence necessary for each task to be scored
- your materials will meet the technical specifications as outlined in the PAL Candidate Assessment Handbook

All PAL tasks that are successfully submitted in the Pearson ePortfolio system will go to scorers for scoring. A fully scorable task is one that can be reviewed by scorers and have scores assigned to every indicator and rubric.

If your submission does 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. See below for a list of condition codes.

Please consult the PAL website at www.ma-pal.nesinc.com to review passing standards to determine the impact of condition codes and an "incomplete" passing status, as well as policies, instructions, and guidance for retaking PAL tasks.

Note that any material that is intended to be part of your PAL submission must be uploaded to the Pearson ePortfolio system prior to the final submission of your PAL task(s).

Scorers will not be able to access hyperlinks to documents or webpages contained in your submitted artifacts and documents. Hyperlinks are acceptable only as references in your citations, but will not be used by scorers to reference information outside of your submission.

In addition to these specific Submission Requirements, you must also review and comply with all other requirements contained in the PAL Candidate Assessment Handbook as well as candidate registration, assessment, and score-reporting policies posted on the current PAL website.

You will have the opportunity to review and confirm all materials before submitting for scoring.

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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.

If you are unable to resolve a technical issue observed when you review your uploaded materials, please contact Customer Support for assistance prior to submission.

Condition Codes

If your submission does not meet the Submission Requirements as described above and your submission or portion of your submission is deemed unscorable, the task(s) will be marked as "Incomplete" and your associated score report will specify one or more of the following Condition Codes indicating the requirement(s) that were not met.

Condition Code	Reason(s)	Associated Task(s)			
		1	2	3	4
A	Work is not blinded	✓	✓	✓	✓
B	Does not address a priority academic area related to student academic performance or for Task 4 to the health, emotional, and/or social needs that impact learning	✓	✓	✓	✓
C	■ Does not include all supporting documents, or; ■ Incorrect file provided, or; ■ Missing artifact or referenced artifact not submitted, or; ■ Blank or incomplete artifact submitted, or; ■ Inaccessible file (file could not be opened for technical reasons), or; ■ Hyperlinks are provided in lieu of required evidence, or; ■ Confidentiality, Anonymity, and Collaboration Form has not been completed or is missing	✓	✓	✓	✓
D	■ Videos are not of the appropriate length (15 minutes) or quality, are edited, or are unplayable or inaudible, or; ■ Video cannot be played, or; ■ Video is of insufficient technical quality to view, or; ■ Video is not the required length of 15 minutes; ■ Educator or candidate is not visible in the post-observation video, or;			✓	

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Condition Code	Reason(s)	Associated Task(s)			
		1	2	3	4
	■ Missing translation required for videos where instruction is delivered in a language other than English, or; ■ Video is edited and is not a continuous segment				
E	Does not describe a working group and/or does not include family or community input		✓		✓
F	A strategy was not implemented		✓		✓
G	Data used is outside the approved eight-year limit	✓	✓	✓	✓
X	No numeric score due to Condition Code(s) elsewhere in task	✓	✓	✓	✓

All required files and video components must be viewable by scorers and must conform to technical specifications as identified in the Task Evidence Charts posted on the Candidates/Resources page of the PAL program website (e.g., format, file type) and included in the Candidate Assessment Handbook .

After uploading your videos, you must review them in the Pearson ePortfolio system prior to submitting your assessment, even if the video file was playable prior to upload. You are responsible for ensuring that your submitted videos meet the technical specifications and length requirements, and can be viewed by scorers, by confirming successful playback prior to submission.

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