Model Child Informed Consent Form for Task 3

Massachusetts Performance Assessment for Leaders (PAL)

Letter to a child who is authorized by district policy as eligible to provide consent:

(*candidate's name*) is a candidate for principal licensure and is completing the Massachusetts Performance Assessment for Leaders (PAL). This task requires, among other activities, the observation and videotaping of a class where you are a student. All information collected in preparation for these activities, the video recordings, and any written analysis will be strictly confidential. Only scorers and assessment development staff (and Massachusetts Department of Elementary and Secondary Education [DESE] staff for project oversight purposes only) will have access to the information for scoring, and for analyzing the feasibility of the assessment system and work product results and conducting validity studies.

If you have questions about the candidate's activities related to completing this task, please contact them at:

(*candidate's name, title, phone number and email address*)

If you have any questions about the PAL, please visit the PAL website www.doe.mass.edu/pal/ or the PAL program website www.ma-pal.nesinc.com. Contact information is available on the Contact Us page of the PAL program website.

Candidate statement

I am completing a performance assessment task of PAL. Task 3 requires me to demonstrate my skills in observing and providing feedback to a teacher using a district teaching rubric. As part of this process, I will be working with your classroom teacher, observing their teaching, and meeting with them in pre- and post-conferences to provide constructive feedback on their instruction and suggestions for improvement. Your participation and the participation of your classroom teacher is voluntary. The sole purpose of our work together is for me to produce work products that demonstrate my skills in assessing classroom practice and providing feedback to improve a teacher's effectiveness. My work with this teacher will not interfere with, or detract from, classroom instruction.

Common questions

What does the student's participation involve?

In order for the candidate to complete their assignment as part of Task 3 (to demonstrate their knowledge and skills in Leadership in Observing, Assessing, and Supporting Individual Educator Effectiveness) for the Massachusetts Performance Assessment for Leaders (PAL), they will videotape one or more class lessons featuring both the teacher and the students. With your permission, you may appear in the video recordings, but you will not be identified in the video recording. If you decline to give your permission, you will still participate in the classroom instruction as usual. You will just be seated out of camera range, but not in a way that disrupts learning.

Information about you will remain private. The candidate is required to protect the identity of people featured in the submission by removing any identifiable information including the name(s) of the district, school, institution, faculty, staff, and students.

The district will not have access to any candidate-produced work products related to the observation and feedback processes, including the video recordings, observation notes, feedback, and commentary.

Are there any risks or benefits to participating?

There are no risks to participating in the Massachusetts Performance Assessment for Leaders (PAL). There will likely be no direct benefits to your participation in the study either, although your teacher may benefit from the feedback provided by the candidate and thus their teaching may be more effective.

What will happen to the video recordings?

The video recordings will be used solely for the purpose of evaluating the candidate's skills in completion of this leadership task and may be used as examples for scorer training. They will not be used to evaluate the district, school, teacher, or any of the children in the observed class. The recordings will only be uploaded in a secure, web-based information management system as part of the candidate's leadership licensure performance assessment portfolio. The only people who will see the video recordings will be veteran educators from Massachusetts who will be trained to score the work products, the Pearson program staff who may use some video recordings for scorer training and to revise the task, and MA DESE staff who may use it for quality control purposes in the assessment development process. The recordings will not appear on the internet, other than on the secured website (Pearson), or in other public settings.

All video recordings uploaded in the Pearson ePortfolio system will be maintained in a secure environment. The candidate will maintain their video recordings in a secure manner with restricted access.

The district will not have access to the video recordings.

Do I have to participate?

Participation is voluntary. If you are willing to participate, the candidate will move forward with the process described above. If you decide to not participate, you will be seated out of camera range but still be able to participate in classroom activities.

What if I have questions during the candidate's activities?

If you have any questions about your participation or about the Massachusetts Performance Assessment for Leaders (PAL), please visit the Massachusetts Performance Assessment for Leaders (PAL) website http://www.doe.mass.edu/pal/ or the PAL program website www.ma-pal.nesinc.com. Contact information is available on the Contact Us page of the PAL program website.

Model Child Informed Consent Form

Massachusetts Performance Assessment for Leaders (PAL)

Child's name:_____

Parent/Guardian:_____

District/School_____

I have received and read the project description about PAL and I voluntarily agree to the following:

☐ **I DO** agree to participate in the PAL Task 3 performance assessment. I understand that this assessment is intended to evaluate the principal candidate and will not be used to evaluate the performance of the district, school, classroom teacher, or students. The video recordings will not be shared with anyone from my district except the classroom teacher. The video recordings will only be seen by program staff and veteran Massachusetts educators who will be trained to score these assessments under secure information management conditions and used only for purposes of assessing this candidate's leadership skills, scorer training, and revising the task and assessment system. The exception is that MA DESE staff may review the video recordings for quality control purposes or related matters as part of the assessment implementation process.

☐ **I DO NOT** agree to participate in the PAL Task 3 Performance Assessment for this candidate.

Signature of Student: _____

Date: _____

Principal Candidate: _____