Model District Informed Consent Form for Task 3 and Ancillary Materials

Letter to_____district
District name: _____
District address: _____
Dear _____:

(*candidate's name*) is a candidate for principal licensure and is completing the Massachusetts Performance Assessment for Leaders (PAL). This task requires that they observe and conduct a pre- and post-observation conference with a teacher and video record both the teacher observation and the post-conference meeting. All information collected in preparation for these activities, the video recordings, and any written analysis will be strictly confidential. Only Pearson scorers and staff supporting assessment development processes (and Massachusetts Department of Elementary and Secondary Education [DESE] staff for project oversight purposes only) and authorized entities 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 your district has its own informed consent form for video recording, you may require the candidate to use your form instead.

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

(*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 performance assessment tasks 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 a classroom teacher in your district to observe their classroom practice and to meet with them in pre- and post- conferences to provide constructive feedback on her/his instruction and suggestions for improvement. The teacher's participation is voluntary and they will complete the attached informed consent form before our work together starts. 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.

The participation of students in the classroom is also voluntary and they or their parents/guardians will complete the attached informed consent form before the class is video recorded. Any students without consent will be seated out of camera range during video recording, but not in a way that disrupts learning.

I need district permission to collect information related to the instruction I will be observing, including relevant district policies on teacher observation; to briefly observe (but not video record) two or more other similar classes as points of comparison; and to conduct and video record the observation and conferencing activities with one volunteer teacher. I will use the district's informed consent forms and procedures. If they do not exist, I will use the PAL model consent forms, which are attached.

Please review the district, teacher, parent/guardian, and child consent forms. You may ask me or the Massachusetts Performance Assessment for Leaders (PAL) staff questions about the purpose of the assessment and my work in completing the task. If you agree, please sign the form and keep a copy of this form for your records.

Common questions

What does the district's participation involve?

The district agrees to provide the candidate with access to information and resources needed to complete Task 3, including student performance results, the curriculum unit of study and lesson plans, and the district's teacher observation framework. The district further agrees to allow the candidate to briefly observe (but not video record) two or more comparable classes, to meet with a volunteer teacher to discuss the teacher's practice, and to video record one or more lessons taught by a volunteer teacher and a post-conference meeting with the teacher.

Information about the district, teacher, and students 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 participation?

The primary risk is the use of the teacher's time involved for pre- and post-conferencing with the candidate. There are several benefits for the district from participating. First, the district may benefit from the feedback that the candidate provides to the teacher that leads to improvement in their practice. Second, the district will benefit from the professional contribution to improving the Commonwealth's leadership assessment for principal licensure and improving the preparation of future school leaders.

What will happen to the pre-observation conference, observation, and post-conference materials, and the video recordings?

The materials and video recordings will be used solely for the purpose of evaluating the candidate's skills in completion of this leadership task, but 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 make recommendations 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 receive any information on the observations and feedback and will not have access to the video recordings.

Does my district have to participate?

Participation is voluntary. If the district is willing to participate, then the candidate will move forward with the process described above. If the district decides not to participate, involvement will not proceed.

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 District Informed Consent Form

Massachusetts Performance Assessment for Leaders (PAL)

District Name: _____

Superintendent: _____

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

☐ **I DO** agree for the district to participate in 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 information and video recordings will not be shared with anyone from my district except the classroom teacher. The information and video recordings will only be seen by assessment staff and veteran Massachusetts educators who will be trained to score these assessments under secure information management conditions. They will be 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 information and video recordings for quality control purposes or related matters as part of the assessment development process.

☐ **I DO NOT** agree for the district to participate in PAL Task 3 performance assessment for this candidate.

The district HAS [ ] DOES NOT HAVE [ ] informed consent forms and procedures which the candidate will use.

Signature of Superintendent: _____

Date: _____

Principal Candidate: _____