Model Teacher Informed Consent Form for Task 3 and Ancillary Materials

Massachusetts Performance Assessment for Leaders (PAL)

(*candidate's name*) is a candidate for principal licensure and is completing the Massachusetts Performance Assessment for Leaders (PAL). This task requires that he/she observe and conduct a pre- and post-observation conference with a teacher and video record both the teacher observation and the post-conference meeting. 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 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, the Massachusetts Performance Assessment for Leaders. 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 observing your classroom practice and meeting with you in pre- and post-conferences to provide constructive feedback on your instruction and suggestions for improvement. Your participation is voluntary and you will need to 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 in providing feedback to improve a teacher's effectiveness. Our work together will not interfere with, or detract from, classroom instruction.

Students' participation 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 videotaping, but not in a way that disrupts learning.

Please review the attached teacher consent form. You may ask me or the program 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 teacher's participation involve?

In order for the candidate to complete his or her work as part of Task 3 (to demonstrate his or her knowledge and skills in Leadership in Observing, Assessing, and Supporting Individual Educator Effectiveness) for the Massachusetts Performance Assessment for Leaders (PAL), they will gather relevant information, briefly observe two or more similar classrooms, meet at least twice with you, and video record one or more of your class lessons.

Your participation is voluntary. The candidate must obtain your consent as well as that of students in your class before video recording, as both you and your students may appear on the video recordings. Any students without consent will be seated out of the line of the camera during videotaping, but not in a way that disrupts learning.

Information about you will remain private. 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?

The primary risk is the time involved for pre- and post-conferencing with the candidate. As explained above, all information about you obtained from the candidate and all video recordings will remain confidential. Further, none of these materials can be used for purposes of your evaluation. MA DESE staff will only have access to these videos for assessment quality control purposes.

There are several benefits from your participation. First, you may receive some useful feedback from the candidate that may lead to improvement in your practice. Second, you may 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 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 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.

All video recordings and related materials will only be uploaded in a secure, web-based information management system (Pearson ePortfolio) 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 and other related information 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.

Do I have to participate?

Your involvement is voluntary. If you are willing to participate, the candidate will move forward with the process described above. If you decide 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 Teacher Informed Consent Form

Massachusetts Performance Assessment for Leaders (PAL)

District Name: _____

School: _____

Teacher: _____

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 information and video recordings will not be shared with anyone from my district except myself. The information and 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, for scorer training, and for informing revisions to 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 implementation process.

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

Signature of Teacher: _____

Date: _____

Principal Candidate: _____