

Teacher Performance Assessment (TPA): Confidentiality and Security of TPA Field Test Candidate Materials and Assessment Data

This information, prepared by Pearson and Stanford University, provides an outline of policies related to the confidentiality and security of TPA field test candidate materials and assessment data. It is intended to describe and clarify how, from the point candidates will submit their assessment to the Pearson ePortfolio system, materials and data will be transmitted, stored and protected at various stages of field test and associated reporting activities.

Communication of Policies Related to Video and Data Access

- The candidate field test registration agreement (see Appendix C) and attestations upon submission (see Appendix D) include a statement describing potential uses of candidate responses, including program research, development and implementation and for scorer training associated with the program.
- Candidates participating in the field test will use the TPA Assessment Handbook to guide their activities. The Handbook includes "Professional Responsibilities" (see Appendix A) of the candidate, which addresses the need to maintain confidentiality of video participants and directs candidates to obtain appropriate permission from parents/guardians for students. Included on the TPA website is a sample permission form (see Appendix E) as a guide to help understand how to represent the context for this work.
- The TPA website includes information for candidates and faculty reviewers related to agreements and attestations they will need to sign off on when they register and when they submit their assessment. Candidates and faculty reviewers are instructed not to share videos with friends, family or other individuals; or share or post the videos to any platform other than the secure Pearson platform or other designated TPA platform provider (e.g., no YouTube or other public posting).
 - Candidates who register within the Pearson ePortfolio system must click their agreement to a Registration Agreement before they can proceed to create a user account.
 - The Registration Agreement references and solicits agreement to guidelines and policies on the TPA website and in the Handbook, including "Professional Responsibilities" (see Appendix A) and "Guidelines for Video Confidentiality" (see Appendix B for candidates; see Appendix F for faculty), and nondisclosure by any means of the video recordings or identity of individuals in the videos.
 - Candidates who submit their assessments to a TPA Platform Provider system for transfer to the Pearson ePortfolio system or who submit directly into the Pearson ePortfolio system are presented with Candidate Attestations (see Appendix D), by which they confirm they have obtained necessary video releases, and have not posted and will not post the videos in any location other than a designated TPA Platform Provider system or the Pearson ePortfolio system.

- For scorers, confidentiality is reinforced within the scorer training modules, focusing in particular, on maintaining security of their workstation, access codes and nondisclosure of candidate responses, identity, or performance in any form or by any means.
- Pearson personnel are bound by employment agreements, which include a confidentiality clause. Further, access to videos is made available only on a need-to-know basis and by limited, secure access.

Video Transmission, Storage, and Access

- Transmission of field test videos to the Pearson system, either via transfer from a TPA Platform Provider system or directly into the Pearson system, is protected using industry standard encryption practices.
- Upon transmission to the Pearson system, the videos are stored in secure repositories and are only accessible to authorized users via unique, secure log-in credentials for specific actions and for limited amounts of time. By using encrypted protocols and encrypted and expiring tokens, the system ensures that access to view the stored videos is granted only to authorized users.
- Candidates can request authorized faculty reviewers at their IHE to provide feedback on videos prior to submission. In this scenario, authorized faculty reviewers may view the videos in the secure Pearson system until the conclusion of the field test. Except in this limited scenario, the IHE does not have access to the videos in the Pearson ePortfolio system.
- Authorized Pearson personnel (including scorers and scoring support personnel) and authorized Stanford personnel have access to the field test video submissions.
- Authorized scorers access the videos through Pearson's password-protected secure Pearson Scoring System. Videos are available only for the period in which scoring is occurring. Access to the scoring system is disabled after scoring activities are completed.

Use of Videos for Purposes other than Scoring

- The videos may be used by Stanford and/or Pearson for program research, development and implementation, and for scorer training associated with the program. The videos will not be shown in any public venue nor made available in a non-secure way.
- The videos will not be used for marketing purposes, as exemplars for preparation materials, or in any public or non-secure way.

Access to TPA Data

- IHEs will receive candidate field test scores after each scoring window for any students enrolled at that IHE. At the completion of the field test, a field test roster report and a field test summary report of aggregate data will be made available to IHEs for candidates enrolled at the institution. Summary statistics by state and

nation will be available to all institutions. Individual institution and candidate data will not be publicly available. The Candidate Attestations (see Appendix D), provided to candidates prior to submission, outline how and to whom data is reported.

- Field test summary report of aggregate data will be available to participating states for candidates associated with the state and summary statistics by state and nation will be made available to institutions and participating states. Data will also be made available to authorized staff at Stanford University for reliability and validity studies associated with the field test. The Candidate Attestations (see Appendix D), provided to candidates prior to submission, outline how and to whom data is reported.
- Data will be available to the authorized TPA reporting contact at institutions and states via Pearson's secure reporting site, which requires unique username and password access.

Video Retention

Pearson plans to retain videos only for the length of time necessary to support the scores and research for which the videos were used, typically up to twelve months. At the end of the retention period, the video files will be securely deleted and will no longer be accessible to anyone.

Attachments

- Appendix A: Professional Responsibilities
- Appendix B: Guidelines for Video Confidentiality for Candidates
- Appendix C: Candidate Agreement Upon Registration
- Appendix D: Candidate Attestations Upon Submission
- Appendix E: Sample Permission Form
- Appendix F: Guidelines for Video Confidentiality for Faculty

Professional Responsibilities

Refer to the following table for an overview of professional responsibilities inherent in the development of your TPA evidence.

Responsibility	Description
Protect confidentiality	To protect confidentiality, please remove your name and use pseudonyms or general references (e.g., "the district") for your school, district, or cooperating teacher. You may use either pseudonyms or first names only for children. Do this in all commentaries, and mask or remove names that could identify people or institutions from all materials submitted, including lesson plans.
Acquire permissions	<p>Before you record your classroom instruction, ensure that you have the appropriate permission from the parents/guardians of the children and from adults who appear in the video recording.</p> <p>Your program will provide you with procedures and necessary forms to obtain these permissions, according to agreements with the school or district in which you are student teaching or completing your internship.</p> <p>The release forms are not to be submitted with your materials, but you should follow your campus policy for retaining them.</p>
Cite sources	Provide source citations for all materials that you did not create (e.g., published texts, websites, material from other educators). List all citations by lesson number at the end of the Planning commentary.
Align instruction with state standards	As part of the assessment, you will document the alignment of your lesson plans with state-adopted academic content standards that are the target of learning. Refer to the education agency website for your state to obtain copies of relevant standards for this assessment. See also the NAEYC and NBPTS standards for Early Childhood. ¹
Collaborate with others while developing your own teaching practice	<p>As a credential candidate, you are encouraged to seek assistance, input, and feedback from your university supervisors, cooperating/master teachers, university instructors, or peers during the completion of this assessment. However, the ultimate responsibility for compiling the documentation lies with you. Therefore, when you submit your completed assessment for scoring, you will be asked to attest to the following statements:</p> <ul style="list-style-type: none"> ■ I have primary responsibility for teaching the children/class during the learning segment profiled in this assessment. ■ The video clips submitted show me teaching the children/class profiled in the evidence submitted. ■ The evidence of children's learning included in the documentation is that of my class, completed during the learning segment documented in this assessment. ■ I am sole author of the commentaries and other written responses to prompts and other requests for information in this assessment. ■ Appropriate citations have been made for all materials in the assessment whose sources are from published text, the Internet, or other educators.

¹ The 2010 NAEYC Standards can be found at <http://www.naeyc.org/ncate/standards>. The NBPTS standards can be found at http://www.nbpts.org/the_standards.

Guidelines for Video Confidentiality for Candidates

Video-recordings enter the Pearson system in one of two ways:

1. A Candidate submits the video-recording file to a TPA Platform Provider's system (Chalk & Wire, LiveText, TaskStream, or Tk20). The Platform Provider's system will transfer the assessment portfolio to the Pearson system for scoring and retain a copy in their secure platform per their agreement with the institution.
2. A Candidate submits the video-recording file directly into the Pearson system. In order to submit the file, the Candidate must first register with the Pearson system then upload and submit the file according to the instructions provided within the system.

Before you record and submit your video-recordings, you must:

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
- See Video-Recording Permissions for additional information including a sample release form for your reference.

In order to protect the privacy of all individuals who appear in the video recording:

You may

- Upload your video recording **only** through a designated TPA Platform Provider system, or into the Pearson ePortfolio system;
- Retain one backup copy of the video in a secure location for your records only for as long as necessary.

You may not

- Upload your video to a platform other than the secure Pearson platform or designated TPA Platform Provider system;
- Show the video to or share it with family, friends, or any other individual, institution, or entity;
- Share or post the video online (e.g., YouTube) or in any public posting;
- Retain the backup copy in a non-secure location (e.g., local desktop) longer than is necessary, i.e., after you have been notified that your video has been successfully submitted.

Student Release Form

(to be completed either by the parents/legal guardians of minor students involved in this project,
or by students who are 18 or more years of age that are involved in this project)

PERMISSION SLIP

Student Name: _____

I am the parent/legal guardian of the child named above. I have read and understand the project description given in the letter provided with this form, and agree to the following:

(Please check the appropriate box below.)

I DO give permission to you to include my child's student work and/or image on video recordings as part of video(s) showing your classroom performance, to be used for the purpose of participating in a Field Test of the TPA.

I understand that my child's name and any other personally identifiable information about my child will not appear on any of the submitted materials.

I DO NOT give permission to you to include my child's student work and/or image on video recordings as part of video(s) showing your classroom performance, to be used for the purpose of participating in a Field Test of the TPA.

Signature of Parent or Guardian: _____ Date: _____

I am the student named above and am more than 18 years of age. I have read and understand the project description given in the letter provided with this form, and agree to the following:

I DO give permission to you to include my student work and/or image on video recordings as part of video(s) showing your classroom performance, to be used for the purpose of participating in a Field Test of the TPA. I understand that my name and any other personally identifiable information about me will not appear on any of the submitted materials.

I DO NOT give permission to include my student work and/or image on video recordings as part of video(s) showing your classroom performance, to be used for the purpose of participating in a Field Test of the TPA.

Signature of Student: _____ Date: _____

Date of Birth: ____/____/____
MM DD YY

Sample Request to a Parent/Guardian/Student for a Release Form

Dear Parent/Guardian:

I am a student teacher at XXXXXXXX University. Our campus is participating in a field test of a teacher performance assessment for teacher candidates, which is being conducted by Stanford University and Pearson.

The performance assessment documents a series of lessons I teach in your child's classroom and includes short video recordings. Although the video recordings involve both the teacher and various students; the primary focus is on my instruction, not on the students in the class. In the course of recording my teaching, your child may appear on the video. Also, I will collect samples of student work as evidence of my teaching practice, and that work may include some of your child's work.

No student's name will appear on any materials that are submitted and materials will be kept confidential at all times. The video recordings and student work I submit will not be made public in any way.

Materials I submit will be reviewed by my program at XXXX University, and my assessment will be scored by other educators. My materials may also be examined by Stanford and/or Pearson for program research or development or for scorer training associated with the program. The form attached will be used to document your permission for these activities.

Sincerely,

(Teacher Candidate Signature)