[As noted in the Westmont College Catalog, effective 2007-08 and after, candidates for a teaching credential must pass the California Teaching Performance Assessment (TPA) prior to being recommended for the credential.]

Teaching Performance Assessment
Policies & Procedures Specific to Westmont College

The Teaching Performance Assessment (TPA) was developed by the California Commission on Teacher Credentialing (CTC), and is described more fully in the official CTC Candidate Handbook (available electronically on the Department web-page). There is some overlap between what is written here and what is contained in the Candidate Handbook as a whole. The following represents Westmont’s interpretation of the Handbook, and/or specific points where candidates in the past have needed some extra reminding.

1. Due dates for the four TPA tasks are as follows:

Multiple Subject Program (candidates completing student teaching requirements locally)

- “Task 1” Due 11/20 as part of ED 120 (Mullen)
- “Task 2” Due as part of ED 195 (Wilson)
- “Task 3” Due as part of ED 195 (Wilson)
- “Task 4” Due as part of ED 195 (Wilson)

Single Subject Program (candidates completing student teaching requirements locally)

- “Task 1” Due 11/19 as part of ED 121 (Hughes)
- “Task 2” Due as part of ED 195 (Hughes)
- “Task 3” Due as part of ED 195 (Hughes)
- “Task 4” Due as part of ED 195 (Hughes)

Multiple or Single Subject Candidates completing student teaching requirements in Costa Rica

- “Task 1” Due 11/21 as part of ED 120 (Mullen)
- “Task 2” Due 2/19 as part of ED 195 (Mullen)
- “Task 3” Due 4/2 as part of ED 195 (Mullen)
- “Task 4” Due 5/7 as part of ED 195 (Mullen)

2. All tasks are due no later than 5:00 pm sharp on the designated day. Responses submitted after 5:00 pm will be assessed a late fee, as explained below.

3. Your responses will be scored by trained evaluators from outside Westmont. In order for the program to score candidates’ responses in a systematic and timely way, and in order for us to meet deadlines imposed on us from other parties, it is essential that all responses be turned in no later than the announced day. Responses submitted one day late are assessed $25 plus an additional fee of $5 per day after that.
4. Questions about a particular task, as well as requests for assistance when preparing to re-submit a task, should be addressed to the course instructor associated with that particular task, as noted under #1, above.

5. At Westmont, a score of 3 is considered passing for each individual task. If you do not receive a 3 or higher, you must re-do that particular task. In no case can Westmont recommend a candidate for a credential prior to successful completion of all four tasks.

6. As noted in the Westmont College Catalog since 2007-08, The candidate’s first response on each of the four tasks of the TPA will be scored for free. If the candidate is not successful on the first attempt, a fee of $75 per task will be applied to the candidate’s College account to cover in part the costs of re-scoring. If the candidate is not successful on the second attempt, he or she may be required to repeat the course in which that particular task was assigned, and will have one final opportunity to pass, at which time an additional $75 fee will be posted. Candidates may not submit a response more than three times.

7. You will be assigned an individual Candidate Identification number by the department’s Program Assistant. That number only should appear on your written work, student work samples, and the CD you submit for Task 4. Your name must not appear on anything you submit for any of the four tasks.

8. To ensure confidentiality, students’ or teachers’ last names must not appear in the work you submit, either on student papers or in your own written response.

9. All tasks must be completed by Multiple Subject candidates in the context of “core” subjects (Reading/Language Arts, Math, History-Social Science, and Science) or by Single Subject candidates in the context of your chosen discipline. As stated in the CTC Candidate Handbook,

   If you are a Multiple Subject…candidate, you should select a different core curriculum area...as the content area for the [different] tasks.

   If you are a Single Subject…candidate, you will select three different topics within your content area and three different classrooms of students, one for each task.

10. In completing Tasks 2-4, as stated in the Candidate Handbook, all candidates, whether Multiple or Single Subject, must select different focus students for each of the TPA tasks. Remember that Task 3 calls for a student who has a legally defined special need, so if such students are scarce in your class, save that student for Task 3.

11. Your written work and student work samples should all be submitted in a paper format (single-sided or double-sided). Do not submit your work in plastic sleeves.
Specific Reminders for Task 3

12. Remember that you will need to submit five samples of student work (see the Task 3 template for additional directions and details).

13. Your samples of student work must be accompanied by a Permission Form signed by your school administrator that you have received appropriate authorization to submit these work samples. Sample Permission Forms will be available on the Department’s web-page.

Specific Reminders for Task 4

14. This task requires that you be videotaped teaching a lesson in the classroom where you are assigned to student teach. In most schools, students’ parents have already signed a generic release form allowing videotaping. If a student’s parents or guardians have not authorized videotaping, that student should not appear in your tape.

15. Just as in Task 3 you will need to submit five samples of student work (see the Task 4 template for additional details). Again, your samples of student work must be accompanied by a Permission Form signed by your school administrator that you have received appropriate authorization to submit these student work samples. Sample Permission Forms will be available on the Department’s web-page.

16. You are required to use a digital camera. To ensure a high-quality tape, you are strongly encouraged to sign out Westmont equipment. Since the supply of equipment is not unlimited, you will need to reserve equipment for a particular date well in advance. Although we continue to speak about “videotaping,” please note that our work must be on a DVD, not a VHS tape. **There seems to be a correlation between the sound quality of the tape and a candidate’s score, so be sure to practice and check the sound before taping your lesson.**

17. In completing Task 4, try if at all possible to teach a lesson that is no more than 20 minutes (In any case, only the first twenty minutes will be evaluated). The seatwork portion of the lesson may continue after the filming is over. On the other hand, if you normally start with some kind of seatwork, hold off on the taping until you as the teacher are taking more of an active role.

18. In completing Task 4, you will need to arrange for a competent person to run the videocamera. The filming should feature you, but include appropriate attention to the class. At times, special attention to the students you have designated as Focus Students may be appropriate. Remember that if you choose to use the master teacher as your camera person, this may affect student behavior. In no case should the master teacher’s voice be heard on the camera “running the show” from behind the scenes.

19. Course instructors may require that your videotaping be completed and submitted to them well before the announced date for the completed candidate response found on Page 1 of this document.