

## CHAPTER 7

# Privacy and Permission Requirements



CALIFORNIA TEACHING PERFORMANCE ASSESSMENT

Candidate Handbook



Chapter 7 of the CalTPA Candidate Handbook  
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Updated: March 2013

## Privacy and Permission Requirements

### Important Information for All Candidates

#### Introduction

As you are completing the tasks of the CalTPA, you are required to maintain candidate, student and adult privacy at all times. When you video the class for the Culminating Teaching Experience task, you will be required to have permission from any individual who will appear on the video. When you submit samples of student work as part of your response to the Assessing Learning and the Culminating Teaching Experience tasks, you will not be required to have permission from the student's parent/guardian. This chapter will provide you with critical information about how to fulfill each of these mandatory teaching performance assessment requirements.

#### Maintaining Candidate Privacy

Your teaching performance assessment task submissions represent your own unaided work. Your submissions will be scored "blind," that is, the assessor will not know your identity. In order to maintain your own privacy during the teaching performance assessment process, your teacher preparation program should provide you with information about its process for assigning you a number or another type of non-personal identifier. Each blank task form on which you provide your responses contains a space at the upper right hand corner for this non-personal identifier.

#### Maintaining Student and Adult Privacy

Completing the tasks of the CalTPA necessarily requires you to interact with K-12 students, teachers, and others in the school setting. You are responsible for maintaining the privacy of each of these individuals as well as your own privacy. Instructions within each task explain as applicable how to remove personally-identifiable information from samples of student and/or adult work before these are submitted as part of your task responses.

#### Obtaining Student and Adult Permission for the Video, and for Samples of Student Work

The Culminating Teaching Experience task requires that you make a video of a twenty-minute segment of a lesson you are teaching to K-12 students. You must have signed permission from the parent/guardian of each K-12 student who will appear in the video, as well as signed permission from any adult, including any K-12 students who are legally adults, who will appear in the video, before these individuals can be included in the video process. Permission must be obtained ahead of time, prior to making the video.

The Assessing Learning and the Culminating Teaching Experience tasks require that you submit samples of student work. Since K-12 student work samples are submitted without any identifying information, written permission to include these work samples with the candidate responses is not required.

## PRIVACY AND PERMISSION REQUIREMENTS

Each local K-12 public school district and/or county office of education has its own requirements and process for obtaining permission for students and adults. Some may use a “blanket” permission process whereby a parent/guardian/adult signs one form that suffices for all activities during that school year, while others may require a new form for each different activity that takes place during the school year. Your teacher preparation program, as well as the K-12 classroom teacher(s) in whose classrooms you are doing your student teaching placement(s) and your fellow K-12 teachers if you are an Intern, can assist you in learning about and complying with these requirements.

You should always comply with the policies and practices of the K-12 setting in which you are working and with the policies and practices of your teacher preparation program.

### Maintaining Privacy and Control of the Culminating Teaching Experience Task Video

It is your responsibility to protect the privacy of all individuals, including yourself, who appear in the video made as part of the Culminating Teaching Experience task. Once the video is made, you are responsible for ensuring that the master copy of the video is provided directly to your teacher preparation program.

You may:

- watch the video by yourself in order to complete the analysis and reflection portions of the task
- prepare the video for submission according to your teacher preparation program’s guidelines
- make one backup copy of the video
- post the video to a secure online site as directed by your teacher preparation program

You may not:

- make more than one backup copy of the video
- share the video with your family or friends, or any other person or organization
- post the video online to any public site (e.g. YouTube)
- keep possession of the master copy of the video longer than the minimum time necessary before you are able to submit it to your teacher preparation program

Violation of any of these privacy requirements with respect to the video can have serious consequences that could affect your career as a teacher.

### Use of CalTPA Candidate Results for Induction

One of the statutory purposes of the teaching performance assessment requirement (Chap. 517, Stats. 2006) is that the results of the TPA be reported in such a way that they serve to help inform

the Individual Induction Plan during the Induction program experience. Federal and state privacy requirements, however, do not allow your teacher preparation program to turn your results directly over to an Induction program without your permission. You may be asked by your teacher preparation program for permission to share your teaching performance assessment results with a Commission-approved Induction program. Or, you may be asked directly by your Induction program to share this information. While it is your choice to give or withhold permission, you should be aware that it is in your best interest to help your local Induction program provide the most appropriate individualized plan for your growth and development as a beginning teacher, and your teaching performance assessment results are a useful part of that process.

### For Further Information

For further information and/or guidance about fulfilling privacy and permission requirements related to the teaching performance assessment, please consult your local teacher preparation program.

