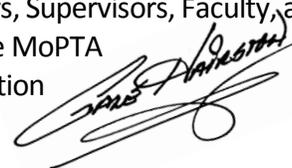


To: Candidates, Parents, and Cooperating Teachers, Advisors, Supervisors, Faculty, and Leaders
 Topic: Frequently Asked Questions V3 – Implementation of the MoPTA
 From: Gale "Hap" Hairston, Ed.D. – Director, Educator Preparation
 Date: Fall 2015



The Missouri Pre-Service Assessment will be fully implemented during the 2015-2016 academic year. This Frequently Asked Questions (FAQ) will be continually revised and posted on the DESE Website.

Missouri Pre-Service Teacher Assessment (MoPTA) Registration and Submission Windows 2015 – 2016 Academic Year		
Fall Semester 2015	Actions	Spring Semester 2016
July 15, 2015	Registration Begins	July 15, 2015
September 3, 2015	Registration Ends	January 28, 2016
September 10, 2015	Task 1	February 4, 2016
October 8, 2015	Task 2	March 3, 2016
	Task 3	
November 6, 2015	Task 4	March 31, 2016
November 19, 2015	Score Reporting	April 14, 2016
Begins on November 19 Ends on December 3, 2015	Resubmission Window Opens & Closes	Begins on April 14 Ends on April 28, 2016

- Fees

Q: What is the registration fee for the MoPTA?

A: The fee is \$275.

Q: What financial assistance is available for students to cover the cost of the MoPTA?

A: ETS will provide a fee reduction to a number of candidates each year. The candidates must meet specific income qualifications to be eligible. Candidates will register first and then apply for financial assistance. Educator preparation programs will be asked to verify the financial need of the student. Refunds for \$100 will be issued directly to the candidates who meet the requirements.

Q: Can students receive a full refund if they register for the incorrect version of the MoPTA?

A: ETS will work with individual students to change their registration.

Q: What is the fee for resubmitting an individual task?

A: The resubmission fee is \$85 regardless of how many tasks you resubmit.

Q: Will there be a fee for the Score Verification Service?

A: Yes. The fee for the Score Verification Process is \$100. The fee covers the cost of processing the request and securing the raters for scoring.

- **Scoring & Reporting**

Q. What is the process for the scoring verification service (a student arguing the score)? What is the turnaround for this process?

A. Students that wish to challenge their score have the option to request a score review. This process has a scoring leader review the students' responses and the scores that were applied by the raters. Students should allow 60 days from the date they request the review to receive their results.

Q. What kind of feedback will students get after they submit? Will there be comments or just scores?

A. The score report includes feedback for each step score within a task. This feedback includes:

- *Guides you to improve the quality of your evidence in your step responses*
- *Addresses the possible qualitative and quantitative level of the evidence provided in your step responses*
- *Is connected to the language of the task rubrics and the language of the guiding prompts*
- *Is helpful to you if you are deciding whether or not to resubmit a task*
- *Provides perspective so that you can see the difference between the lower and higher levels of the score range*

Q. What is the turnaround time for scoring?

A: Please see schedule at - <http://www.mega.ets.org/test-takers/mopta/register/dates-deadlines/>

Q: Is the scoring expectation still a "1" on each step for each task?

A: Yes. The candidate needs to score a "1" on each step within each task. The minimum passing score for the MoPTA will be "11."

Q: Will future scores be based on 1? Or are there plans to expand this score.

A: Candidates must earn at least a 1 on each step of the MoPTA during the first year of implementation (2015-2016). There are 11 steps. ETS will conduct a standard setting event in June 2016. The standard setting panel will review the candidates' scores and recommend a Missouri Qualifying Score. The recommendation will be shared with the Missouri Advisory Council for the Certification of Educators (MACCE) and the Missouri Advisory Board for Educator Preparation (MABEP). The recommendations from those

two groups will be used by the Department to establish the Missouri Qualifying Score that will be implemented in fall 2016.

Q: What will the Student Score Report look like?

A: The score report will contain scores for each step within the task, an overall task score, and a summed total score. Candidates will also receive structured feedback for each step within each task. A Library of Examples will be available to both candidates and faculty.

Q: What feedback will the candidates receive if they fail one or more of the tasks?

A: Candidates can only pass/not pass at the overall level. They can use the score report to determine their strengths and weaknesses to determine which tasks they need to resubmit to obtain a passing score.

Q: Can a student argue the accuracy of the scoring?

A: Students will have the ability to request a score verification service. This service will confirm that the student's responses, artifacts, and video (if applicable) were complete and that the scores were applied accurately.

Q: What if it is a 12 minute video? Will the student be penalized because of it?

A: No. Candidates have an option to use one long video or a series of three short videos. The time limit sets the maximum.

STUDENT QUESTIONS REGARDING THE MOPTA

FAQs Specific to Task 1 - 2 - 3 - 4

A. Task 1

Q: Will ETS give feedback on Task 1 in addition to EPP faculty?

A: No, ETS is not providing the candidate with feedback on Task 1. Students' only receive feedback on this task from their EPP faculty.

Q: Who will see the feedback?

A: Designated faculty members/supervisors will share their feedback. The candidate is the only one who will see it.

Q: The submission deadlines have been posted; however, when is the soonest the students' can start to submit?

A: The candidates can submit as soon as they have completed the task. This will enable them to move to the next task requirement. ETS encourages students to complete as soon as possible and not wait until the closing deadline for submitting.

Q: Do they have to submit all on the exact date? Candidates pay the MoPTA fee when they register; what happens to that fee if a student misses a deadline for one of the tasks?

*A: Tasks do not need to be submitted on the same day. The students must not submit until they have completed all of the responses, attached their required artifacts, and uploaded the video for MoPTA-V. **If a student misses the submission of Task 1, they will forfeit their fees and need to register for a future window.** For un-submitted Tasks 2, 3, or 4, the student will have the opportunity to register for the resubmission period and submit them at that time. Candidates who may not meet this deadline should communicate with their supervisors who will in turn notify the Department and ETS.*

Q: What are the options if districts do not provide needed scores to students?

A: A suggested response in this case: I was not given access to the MAP Test Scores for the individual students in my classroom.

Q: Does the link to the artifact count towards the character count for that task?

A: No. The link to the artifact does not count towards the character count.

B. Task 2

Q: On Task 2, please explain in further detail what is expected on the artifact labeled "assessment." We know it is not the same as the rubric or scoring guide. Do they want an assignment sheet that explains the assessment or something else entirely?

A: The candidate needs to submit a representative sample (artifact) of the actual assessment being used and referred to in this task.

Q: If we are not interpreting the summative piece correctly where can we find more information on this?

A. Students and faculty can access the Rubrics and the MoPTA Candidate and Educator Handbook for additional information.

Q: So results of task 2 & 3 will not be available until after task 4 is submitted and scored to determine if the full assessment was passed, and thus not able to resubmit task 2 or 3 until after Nov. 5th submission and scoring?

A: Task 2 and 3 scores will be reported to the student before the deadline for submitting Task 4. A student will not be able to resubmit any of the assessment until after the final assessment score is reported and they have not met the passing requirement.

C. Task 3

Q: There is a two page limit on the lesson plan length in Task 3 with no variance given if you teach 2nd grade (30 minute lesson) or Advanced Biology in a block schedule (110 minute lesson). Is there a way to make this equitable for all or will candidates in block-scheduled classrooms be allowed to surpass the two page limit with no penalty?

A: Requiring everyone to submit the same amount of pages is equitable. These are representative pages; the full lesson plan is not required. A rater needs to get a sense of connection between the written commentary and the lesson plan. Two pages allows for that.

Q: Please clarify in more detail what is meant by the "teacher instructional artifact" in Task #3? At a recent meeting we attended it was interpreted as an assignment sheet for the students; a task list for the students; or even a screen-shot of student board work. Would those be correct examples of "teacher instructional artifacts?"

A: Yes, it can be any one of those. A teacher instructional artifact is something the teacher creates to support student learning.

D. Task 4 – Video & Non-Video

Q. Will any additional material be developed to support students in understanding Academic Content Language or the critical thinking definitions that are used in Task 4?

A. The Library of Examples will soon be posted to the Web site and will provide concrete examples of those things included in 4.1.2 and 2.2.1.

Q. For Task 4-V, what if the student chooses to submit 2 video 7 minutes in length? Is this an option?

A. Students can upload only one video file. They have two options for creating the video file.

- *Option 1: one continuous unedited fifteen-minute segment*
- *Option 2: three separate unedited five-minute segments combined into one file.*

- **Available Resources & Examples:**

- **Q: What are some examples of instructional strategies?**

A: Teaching strategies could be such things as cooperative learning, lecture, wait time. Learning activities could be such things as having students complete a Venn diagram or a worksheet, or have a discussion (see the handbook for further discussion). When students respond to guiding prompts, it might be helpful if they treat each prompt as a thesis proof essay and restate the prompt and use examples and rationales to support the topic sentence. It would also be helpful to have the rubric nearby and check to see if all points have been addressed.

Q: What resources are available on the MoPTA Website?

A: The website is designed to support students, cooperating teachers, faculty, and supervisors. The MoPTA website provides public access on information about the assessment, the tasks, rubrics, various support materials, glossary resource, and sample forms.

Q: What are some examples of instructional strategies?

A: Within the MoPTA Glossary, instructional strategies are identified as approaches used by candidate in the classroom to best meet the learning goal(s) and needs of the students and to engage them in the content. A few examples of learning strategies are constructivist learning; modeling; jigsaw; grouping; or nonlinguistic representations.

Q: What are some examples of learning activities?

A: Within the MoPTA Glossary on the website, learning activities are the design of the learning environment and the experiences provided to students that support and facilitate their learning. Some examples of learning strategies are charts and graphs; diagrams; or teams work to solve a problem or analyze a reading.

Q: What is the difference between an objective and an outcome on the suggested lesson plan?

A: On the Lesson Plan form this section is listed as Learning Objectives/Goals – The lesson’s objectives and intended learning outcomes appropriate for meeting curricular and student needs. A lesson’s objectives (goals) are the learning that students should master, based on the standards and curriculum, as a result of instruction; and, the lesson’s outcome should be a statement that describes the learning that students have accomplished and can reliably demonstrate. Learning outcomes may include knowledge, skills and dispositions and are more specific than goals.

Q: Is it possible for the DESE MoPTA FAQ to be posted on the ETS website?

A: The DESE MoPTA FAQ will be posted on the ETS website beginning on July 15, 2015

Q: Will we have exemplars for the Fall Semester of 2015?

A: Yes. ETS will be providing a Library of Examples on the website for each of the tasks. The number of exemplars will continue to grow each semester.

Q. What will be accepted as teaching strategies and learning activities for the MoPTA prompts?

A. Teaching strategies could be such things as cooperative learning, lecture, wait time. Learning activities could be such things as having students complete a Venn diagram or a worksheet, or have a discussion (see the handbook for further discussion).

When students respond to guiding prompts, it might be helpful if they treat each prompt as a thesis proof essay and restate the prompt and use examples and rationales to support the topic sentence. It would also be helpful to have the rubric nearby and check to see if all points have been addressed.

Q: Is there an ability to divide the August 5th recording? Can you divide this recording and separate the screenshots of registration and what it looks like in the submission process?

A: The Department will work to create a separate Power Point that captures the registration process.

Q: Where are the exemplars on the site?

A: ETS is currently loading the exemplars in the Library of Examples.

Q: I see that there's a Library of Examples for the student view. Are those available right now? Can we as faculty see those at some point?

A: ETS is currently uploading the Library of Examples.

- **General Questions**

Q: Will candidates who finished all of their requirements except for passing the Missouri Content Assessment have to successfully complete the MoPTA as part of their Provisional Certification in 2015-2016?

A: No. Only candidates who complete their clinical experience after August 31, 2015, must successfully complete the Missouri Pre-Service Assessment (MoPTA).

Q: What standards do the teacher candidates write to? For example, Teacher Candidate A is student teaching in Nebraska and Teacher Candidate B is student teaching in Iowa. What standards do they align their teaching and learning to?

A: This assessment was developed and aligned to the Missouri Model Teacher Standards, Quality Indicators and the Professional Continuum. Each task outlines which standards and quality indicators are being measured. Candidates will write to the Missouri Standards, Quality Indicators, and the Professional Continuum regardless of the geographic location of their student teaching placement.

Q: What assistance will be available for candidates, faculty and/or supervisors to navigate the registration process?

A: ETS and the Department will present a webinar that will include the registration process including a step by step process with screen shots. The Department will send emails and post the scheduling of the webinar(s) on the ETS and DESE websites.

Q: How can they resubmit within the window if they don't receive a score in time?

A: The resubmission period is setup to occur after final scoring and reporting has occurred. Only students that don't meet the passing requirement are eligible to resubmit their task(s). When resubmitting, a student is required to respond to all of the prompts that are required within the task(s). If a student's scores are held and not reported on time, they will be afforded the opportunity to resubmit if they do not pass upon their score being reported.

Q: Will a version of this "tutorial" be made available from a student's perspective as they begin this process?

A: There is a user guide which shows some of these screen shots that students may review as a tutorial.

Q: Are there differences between the MoPTA video and non-video?

A: Yes. There are differences between the MoPTA-V and MoPTA-NV.

Q: Some students may not know if they will be able to do the video at registration. How late can they change?

A: It is imperative that candidates who have registered for the wrong MoPTA to notify ETS as soon as possible.

- **Permission Forms**

Q: When will the permission forms be available on the ETS website?

A: The permission forms are available on ETS website.

Q: Can we get access to the Permission Forms?

A: Yes. The MoPTA-V and MoPTA-NV forms are available on the MoPTA website. The link is: <http://mega.ets.org/test-takers/mopta/build-submit-tasks/permission-forms>.

Q: Whose responsibility is it to store the permission forms for the video and student work? The EPP or the candidate or both?

A: The candidate must submit their permission forms to ETS. They should also retain copies for their records. School district partners and educator preparation programs are also welcome to maintain copies.

Q: Are these uploaded into the ETS system anywhere?

A: Yes, the permission forms are uploaded in a folder within the submission system by the candidate.

Q: How long do these need to be kept?

A: ETS will retain the responses and video for no more than one year without the permission of the candidate.

Q: By scanning and uploading permission slips, students and schools are easily identified instead of remaining anonymous. How do we ensure that students' artifacts will remain unidentifiable and reassure parents of this so that they will sign permission forms?

A: The permission slips are kept in different files and will not be seen when candidates submit their documents.

Q: Do ETS personnel understand the huge burden that these release forms are placing on the student teacher?

A: Educational Testing Service and the Department is fully aware of the efforts required to secure, send, and retain the permission forms.

Q: Is the permission form requirement for the non-video Task #4 a new requirement?

A: Candidates will still be using student work samples which require permission from parents and/or students over the age of eighteen.

Q: Will there be a separate release for just work samples in the case where video is not able to be done for the alternate Task #4?

A: Yes. There is a different form for the Non-Video Task #4. The form is available on the ETS website: <http://mega.ets.org/test-takers/mopta/build-submit-tasks/permission-forms>.

Q: If they are in a Non video school will they need permission slips for the entire class, or can they just do the focus students?

A: Candidates are encouraged to secure permission forms from all students. This gives the candidates the opportunity to select work samples and not have to secure permission at a later time. A permission form must be on file for every student whose work is used for the MoPTA.

Professional Competency Profile

Q: Are the daily reflection and professional competency profile forms required to be submitted as artifacts or just for personal reflection?

A: The Professional Competency Profile is a summary document developed by the candidates. It is not a required artifact for the MoPTA. The Professional Competency Profile is required and serves as early documentation for the candidate/beginning teachers to use for their initial professional development plan.

Q: Do candidates submit the Professional Competency Profile to ETS? Does someone evaluate it? Is there a submission date?

A: No. The candidates do not submit their Professional Competency Profile to ETS for evaluation. It is suggested that the candidates' cooperating teacher, program supervisors, advisors, and/or faculty members review the profile.

Q: When is Professional Competency Profile due?

A: The Professional Competency Profiles is completed toward and/or at the end of student teaching.

Q: Are you recommending that students send score to districts where they will be applying for a position; can they choose at a later date to whom the student wants scores sent?

A: Candidates' scores are sent to the candidate, the educator preparation program, and the Missouri Department of Elementary and Secondary Education. Candidates are welcome to share their Score Reports as they wish.

Q: What is the PCP or Professional Competency Profile? What are they requirements for this and where is it located?

A: <http://mega.ets.org/s/pdf/mopta-reflective-practice-handbook.pdf>

- **Resubmission of Tasks**

Q. What will be the process and timeline for resubmitting a task?

A. Resubmission will occur between November 19th and December 3rd. Resubmission is only available to students that do not meet the passing requirement. The fee to resubmit Task #2, Task #3, Task #4, two tasks, or all three tasks is \$85.

Q: What if the candidate misses the submission date?

A: If a candidate misses the submission of Task 1, they will forfeit their fees and need to register for a future window. For un-submitted Tasks 2, 3, or 4, the student will have the opportunity to register for the resubmission period and submit them at that time. Candidates who may not meet this deadline should communicate with their supervisors who will in turn notify the Department and ETS.

Q: Who can submit for the resubmission?

A: Providing the student has submitted Task 1 and either Task 2 or 3, the student can submit their remaining tasks during the resubmission period.

Q: Will there be an additional fee for resubmitting Tasks #2, #3, and/or #4?

A: Yes, there is an additional fee for resubmitting.

Q: Why is there an additional fee for resubmitting each task?

A: The fee covers the costs associated with scoring the resubmitted tasks and re-reporting the results.

Q: What will be the timelines for resubmitting the four tasks?

A: Candidates that do not reach the qualifying score will have a specified amount of time after final reporting to register for resubmission and submit their work. Candidates should note the specific dates for resubmission.

Q: If a candidate is asked to resubmit a task(s), will the resubmission be scored by the same rater(s)?

A: No, new rater(s) will score the candidate's resubmitted tasks.

Q: If not, will the new raters see the scores from the previous rater?

A: Raters do not have access to scores applied by other raters.

Q: If a task is resubmitted, does the student have to start over on the task or can they edit and improve what they previously submitted?

A: It is recommended that candidates resubmitting a task evaluate their work and decide if it is necessary to start the task over or improve their work by editing what was originally submitted.

Q: If a candidate resubmits a task, can any of the previously given scores be guaranteed? Could the student receive lower scores?

A: No. For the MoPTA, the student will receive the higher of the original or the resubmitted score on their final score report.

Q: What if a candidate misses the resubmission date at the end of score reporting, do they wait until the next resubmission date or can they submit during the submission time for the next group? (eg- They failed Task 2 in the fall, missed the resubmission date in November. Do they submit during Task 2 in the spring or the resubmission date in the spring?)

A: A candidate will only have the opportunity to resubmit during the resubmission window immediately following score reporting. If they don't submit during that timeframe, they will need to register for the next MoPTA window and start over.

Q: Where do we stand on recruiting and training MoPTA raters?

A: ETS has been actively recruiting educators to score the performance assessments since the development began. ETS continues to recruit with the intent of having a deep and diverse rater pool of Missouri educators. Additional raters will be needed, so please encourage your colleagues and cooperating teachers to sign-up to score the MoPTA. Instructions can be found on the ETS website on how to apply to become a rater. Here's the link to be a rater. Click link on right sidebar. <http://www.ets.org/ppa/educator-programs/teachers/about>

Q: Is there a cost to re-submit all or part of a task?

A: Yes. The Resubmission Fee is \$85 to submit one or more tasks.

Q: Previously we were told \$85 resubmission per task. So, flat fee of \$85 is charged to resubmit Task 2, Task 3, and/or Task 4?

A: Yes. It is a flat fee.

Q: Students have varying placement dates without much flexibility for registration as ETS has established specific deadlines. Can ETS adopt a similar rolling score window as Pearson has incorporated?

A: The Department and ETS will discuss and establish submission dates annually. Multiple factors will be considered in developing the submission schedule.

- **Technical Support**

Q: Will ETS provide technical support for students if they are having problems uploading files?

A: ETS will provide both customer service and technical support five days a week, Monday - Friday from 8 am to 6:45 pm Central Time.

Q: Is there support available for candidates later in the evening? Our candidates are in schools all day so they will only have support during the few hours after school before 6:45 pm.

A: Candidates are always welcome to submit emails after the service center has closed to mega@ets.org.

Q: Is there a list of appropriate file formats that can be used in the MoPTA?

A: The list of appropriate file formats can be found at www.mega.ets.org.

Q. What will happen if a student submits artifacts that cannot be viewed? Will the student need to wait until November to be notified of this problem? Will part of the task be scored?

A. Students are required to check all of their responses, artifacts, and video to ensure they have uploaded the materials correctly. If there is a technical problem with any of the submitted tasks, raters are trained to score what they can and tag it for technical issue. The candidate will be notified of the problem so that the issue can be resolved in a timely manner.

Q: How does the ETS system handle files that cannot be opened but they are part of the submission?

A: Candidates should check all their responses, artifacts, and video prior to submitting to ensure they open properly within the submission system. A student will not get credit during scoring for files that are not able to be opened/viewed by the rater.

Q: Can institutions get a dummy account?

A: Educator preparation programs will not be given a dummy account.

Q: Can candidates begin the response, save it, and then go back later to finish the text box?

A: Yes. Candidates may save entries in the system and go back to finish them later.

Q: If I am ready to submit Task 1, and I am given a warning that I need permission forms downloaded and the video for Task 4 submitted, what do I do?

A: You can ignore the warning and go ahead and submit

Q: When do I need to submit permission forms for Task 4?

A: When you are ready to submit your video, you need to submit permission forms at that time as well.

Q: What is the deadline that our University Supervisors are supposed to have Task 1 evaluated/graded by?

A: There is not a specified deadline for completing the review of the students Task 1 submission. We recommend providing feedback as soon as possible as the student moves forward with Tasks 2 & 3, but understand programs vary in size and resources and having an imposed date for all would be problematic.

Q: Will Task two and three be opened to the students once they submit Task 1 or will they open once the University Supervisor grades it?

A: Yes, Task 2 & 3 are available to the student within the ETS submission system the moment they submit Task 1 regardless if they have or have not received feedback on Task 1.

MoPTA Webinars:

- Links to Recorded Webinars
 - August 5, 2015 – <http://desemo.adobeconnect.com/p8xk5b0pcuy/>
 - MoPTA Task #1 – September 3, 2015 @ 6:00 PM (CDT)
 - Link – <http://desemo.adobeconnect.com/oeq7/>
 - MoPTA Task #2-3-4 V/NV – To Be Announced

Additional Questions: Candidates, cooperating teachers, supervisors, faculty, and leaders are welcome to submit additional questions. Please email the questions to Gale Hairston, Director of Educator Preparation (Gale.Hairston@dese.mo.gov).