

## PAL Retake Guidance for Candidates

### Overview

Based on the recommendations of the PAL Technical Advisory and Standards Setting committees, the Commissioner of Elementary and Secondary Education has established the performance assessment standards for PAL, resulting in two components of scoring that a candidate must meet or exceed, as outlined below. Please refer to <http://www.doe.mass.edu/news/news.aspx?id=21371> for details regarding the performance standards.

A minimum threshold score (cut score) for each task has been set at 2.1 (on a 4-point scale), and beginning with Program Year 2016–17, a total passing score of 2.75 is required.

Task	Threshold Score per Task	Total Passing Score
Task 1	2.1	
Task 2	2.1	
Task 3	2.1	
Task 4	2.1	
<b>TOTAL</b>		<b>2.75</b>

### Reasons for Retakes

#### 1. Task and/or Overall PAL Scores

Candidates’ work that only meets the minimum threshold scores (2.1) for each of the four tasks will not obtain a total passing score of 2.75 or above for the PAL assessment.

A task score is based on an unrounded average of the rubric scores within that task. A candidate’s total PAL score is based on an unrounded average of the four tasks’ reported overall scores.

If a candidate does not meet or exceed the total PAL passing score of 2.75, as well as the threshold score (2.1) on each of the four tasks, he/she may elect to retake a task(s) to improve his/her individual task score and overall score performance.

Note:

- In all cases, when a task is submitted as a retake, the entire task is scored without reference to the previous submission.
- The highest task level score (not the rubric indicator level score) is applied to the overall PAL Summary Score.

Read the Guidance section below for information on when to consider a retake, and if so, for which tasks.

## 2. Condition Codes for Incomplete or Unscorable Work

Candidates who receive an Incomplete for a task score (noted by a specific Condition Code indicating materials were not scorable), may also recreate or revise materials for resubmission. General reasons for receiving an Incomplete score include:

Condition Code	Reason	Associated Task(s)			
		1	2	3	4
A*	Work is not blinded*	✓	✓	✓	✓
B	Does not address a priority academic area	✓	✓	✓	✓
C	<ul style="list-style-type: none"> <li>■ Does not include all supporting documents, or;</li> <li>■ Incorrect file provided, or;</li> <li>■ Missing artifact or referenced artifact not submitted, or;</li> <li>■ Blank artifact submitted, or;</li> <li>■ Inaccessible file (file could not be opened for technical reasons), or;</li> <li>■ Hyperlinks are provided in lieu of required evidence, or;</li> <li>■ Confidentiality and Anonymity Form has not been completed or is missing</li> </ul>	✓	✓	✓	✓
D	<ul style="list-style-type: none"> <li>■ Videos are not of the appropriate length (15 minutes) or quality, are edited, or are unplayable/inaudible, or;</li> <li>■ Video cannot be played, or;</li> <li>■ Video is of insufficient technical quality to view, or;</li> <li>■ Video is not the required length of 15 minutes, or;</li> <li>■ Teacher or candidate is not visible in the post-observation video, or;</li> <li>■ Missing translation required for videos where instruction is delivered in a language other than English, or;</li> <li>■ Video is edited and is not a continuous segment</li> </ul>			✓	
E	Does not describe a working group and/or does not include family or community input		✓		✓
F	A strategy was not implemented		✓		✓
X	No numeric score due to Condition Code(s) elsewhere in task	✓	✓	✓	✓

(\*Submissions prior to 2018–2019)

Refer to the Candidate Assessment Handbook for additional details on submission requirements and condition code details.

## **Guidance**

### **General Information**

Because there are two score components, candidates will have access to two levels of score report detail.

The first is a score report that shows the detailed scoring information for each task submitted for that specific reporting date. This report shows the indicator, rubric, and task scores for each task submitted for that reporting date, and indicates by task whether the score meets the threshold requirement. From this report, candidates will also be able to access rubric language feedback based on the indicator scores.

The second is a candidate's best attempt PAL Score Summary Report, which shows the PAL Summary scoring information for the candidate's best attempt for each task. Based on the best attempt, a total PAL score is displayed that indicates whether the candidate has passed the PAL assessment by earning a total score that meets or exceeds the required total passing score in place.

Note: Best attempt applies only at the task level, not at the indicator level. You cannot combine your best indicator scores across multiple submissions to determine your overall task score.

To determine which task(s) to retake, the candidate should compare his/her task scores to the task-score threshold requirements listed above, and review a pattern of task scores to identify strengths and weaknesses. The candidate will also need to review his/her total PAL score, as compared to the Total Passing Score requirement listed above.

- If the candidate's performance is consistent across all tasks and close to the overall passing score, the candidate may choose to select just one task to retake. In this scenario, it may be in the candidate's best interest to retake the task with the lowest score.
- If the candidate's performance is consistent across all tasks but far from the overall passing score, then the candidate may be best advised to select two or more tasks to retake.
- If the candidate's scores are inconsistent across the four tasks—with one or two strong scores—it may be best advised for the candidate to retake the task(s) with the lower scores.

### **Retakes Based on Scored Tasks**

Retakes of scored tasks that did not meet the minimum threshold for the task or the total PAL summary score must include new or substantially revised artifacts and commentaries where original candidate responses are required. Note that candidates may resubmit supporting documents by category (e.g., school or district data, a school plan, or other required components not originated by the candidate) without revision.

In preparing new or revised materials, candidates must refer to the current PAL Candidate Assessment Handbook, paying close attention to the task(s) for which new or revised work is being prepared. Candidates are strongly encouraged to review the components of each task and carefully review each artifact against the instructions and rubrics prior to submission, to ensure relevance, completeness, and adherence to rubric and indicator language.

Within each task, note the Artifacts, Documents, and Commentary requirements. Further, carefully review the progression of rubric text differentiating the rubric scores among “Beginning,” “Developing,” “Meeting,” and “Exceeding.”

For example, in Rubric 1c, ask yourself, “*To what extent* do I use feedback in analyzing and planning for the priority academic area?” There are two individual indicators in Rubric 1c designed to expand on this guiding question. These indicators signal specific criteria against which your submitted materials will be scored. Thoroughly review, for example, the distinction between a Beginning effort and the descriptions that would indicate an Exceeding score.

### **Retakes Based on Incomplete Scores**

Candidates electing to retake a task or tasks based on a prior incomplete submission should carefully review all PAL requirements, individual task components, the Condition Codes that were applied, and specifications for each required artifact. Please see the *Condition Codes for Incomplete or Unscorable Work* table above.

Candidates who receive Condition Code(s) (indicating materials were not scorable) may recreate or revise materials for a retake that specifically address the reason(s) for receiving the Condition Code(s). Retake submissions that rectify condition codes A, C, D, or X (e.g., video was unplayable, non-blinded materials) may include previously submitted materials in addition to specifically addressing the reason(s) for condition codes being applied. In all other condition code cases (B, E or F), the candidate must submit new or revised materials that address the reason(s) for the condition codes.

All tasks:

- Are my materials appropriately blinded with all candidate, school, staff, and student identifying information removed?
- Is my submission addressing a priority academic area for the school?
- Is my submission complete in that it contains all supporting documents in each category? Hyperlinks provided in lieu of required uploads are not permissible.
- Have I reviewed all materials to check for blank files? Have I reviewed all materials to ensure file quality (files can be opened without error)?
- Does my submission describe any and all points of collaboration with any other individual(s), include the rationale or purpose of the collaboration, and clearly state my role in the collaboration and the role(s) of my collaborators? Have I provided appropriate attribution(s), so that scorers are able to differentiate my original work from the work of others?

Task 3:

- Are my videos playable/audible, unedited, continuous, and of the appropriate length and quality?
- Are the teacher and I clearly visible in the post-observation video?

Task 4:

- Does my submission describe a working group and/or demonstrate family or community member input in the planning process?
- Does my submission include evidence that at least one of the plan's strategies was implemented?

### **Additional Information**

- While there is no limit to the number of times a candidate may retake the PAL, candidates will be charged for each task retake.
- All resubmitted work for retakes must be completed according to the task instructions and will be scored according to the rubrics in use during the program year of resubmission.
- All work must be completed following standard PAL submission policies and PAL Rules of Assessment available at [www.ma-pal.nesinc.com](http://www.ma-pal.nesinc.com).