## Overview

Within the CAP process, student feedback can be collected in any way that the sponsoring organization, field supervisors, and candidate agree upon.

One option is to use DESE’s CAP Student Feedback Instruments. While these instruments have not been updated to specifically align with the [2024 Guidelines for the Professional Standards for Teachers](https://www.doe.mass.edu/edprep/resources/guidelines-advisories/pst-guidelines.pdf) and [2024 Guidelines for the Candidate Assessment of Performance](https://www.doe.mass.edu/edprep/cap/cap-guidelines.pdf), they are still a valuable tool for collecting student feedback. Sponsoring organizations may adopt the surveys as they are or revise them based on language in the updated guidelines.

The charts on the following page outline the various DESE-produced student feedback instruments as well as their most appropriate applications.

Candidates should discuss which instrument is most appropriate for their placement and how to best administer the survey to students with their supervising practitioner and program supervisor.

## Instrument Options

|  |
| --- |
| **K-2 Discussion Protocol** |
| Recognizing the unique nature of working with students in early grades, DESE developed [Model Discussion Prompts and an Administration Protocol](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.doe.mass.edu%2Fedprep%2Fcap%2FK2DiscussionProtocol.docx&wdOrigin=BROWSELINK) for use in grades K-2. These discussions should take place in settings where students are comfortable and engaged. Due to the developmental stages of students in lower grades, feedback should be collected by the actual candidate rather than an alternative person or “proctor.” |

|  |  |
| --- | --- |
| **Grade 3-5 and 6-12 Feedback Surveys** | **Descriptions** |
| **Standard**  Grades 3-5 - [paper](http://www.doe.mass.edu/edprep/cap/G3-5StandardForm.docx), [online](https://docs.google.com/forms/d/1NhAkQishVgHYZBnFQP_w7xPptHJ7RIUjIVHNawSiygU/template/preview)  Grades 6-12 - [paper](http://www.doe.mass.edu/edprep/cap/G6-12StandardForm.docx), [online](https://docs.google.com/forms/d/1h12R5eHEG-zhtsG4ismtbi1n2iT0ft0ahjfTiqEpeFY/template/preview) | The standard surveys include 40-45 questions and are estimated to take 20-30 minutes to complete. They are the recommended format as they offer the greatest coverage of the Professional Standards for Teachers and Essential Elements. These surveys will provide the most comprehensive feedback about candidates’ performance.  The standard surveys are most appropriate for full-semester or yearlong placements. |
| **Short**  Grades 3-5 - [paper](http://www.doe.mass.edu/edprep/cap/G3-5ShortForm.docx), [online](https://docs.google.com/forms/d/18MQIRA8y5ACA0emm3l4Fe4sE2uWGbMjv_wcBJWoc1Vk/template/preview)  Grades 6-12 - [paper](http://www.doe.mass.edu/edprep/cap/G6-12ShortForm.docx), [online](https://docs.google.com/forms/d/1ATyI1b6wjhxjw-MiUPjltBOR1iCVV5VfdDIB4Slzi60/template/preview) | The short surveys include 20 questions and are estimated to take 15-20 minutes to complete.  The short surveys are most appropriate for accelerated placements. |
| **Mini**  Grades 3-5 - [paper](http://www.doe.mass.edu/edprep/cap/G3-5MiniForm.docx), [online](https://docs.google.com/forms/d/12_w4PauqAQGhBj31WhN3AfTzkcXLo5qJtdU3ZohtkBU/template/preview)  Grades 6-12 - [paper](http://www.doe.mass.edu/edprep/cap/G6-12MiniForm.docx), [online](https://docs.google.com/forms/d/1QCp4LvU3E1kSiP06Fxsz0xK6MWw0HAbIXXQJlAY8qsg/template/preview) | The mini surveys include 10 questions and are estimated to take 5-10 minutes to complete. They focus exclusively on the Essential Elements. While this narrower focus may be helpful, it also provides the most limited information.  The mini surveys may be appropriate for split practicums or placements that work with an inconsistent student population. |

Each survey above has also been translated to Chinese, Haitian Creole, Portuguese, Spanish, and Vietnamese. Translated surveys are available on [DESE’s website](https://www.doe.mass.edu/edprep/cap/resources.html?section=feedback-surveys).

## Survey Administration

### **Online Survey Administration**

The CAP Student Feedback Surveys may be administered on paper or online. The following steps will allow candidates to administer the surveys online without having to create new digital forms.

1. Select the appropriate version of the survey above
2. Click on the “online” link to view a Google Template
3. Click “Use Template” in the top-right corner of the screen
4. If desired, change all “my teacher” to the candidate’s name (e.g., “Ms. Nguyen”)
5. Click on “Send” on the top right part of the screen.
6. Email the “Link to Share” to your students.

Once you have completed this process, the form will be saved in your own Google Drive as a “Copy of….” You can easily verify this by opening your Google Drive account and finding it in the recent list. Feel free to remove “copy of.”You may also want to create separate forms for different classes or grades. If this is the case, consider editing the title of your survey to indicate the specific respondent group (e.g. “CAP Student Feedback Survey - Short Form - 3rd grade.”). The surveys in Google Templates are the Massachusetts DESE CAP Student Feedback Surveys. If items themselves are revised, the title should also be changed.

Survey responses will be sent directly, and only, to you. Survey data is easily accessible in the aggregate by clicking on “Responses/View Summary” or as a spreadsheet by clicking on “View Responses.”

### **Survey Administration Tips**

Each of the Student Feedback Surveys is accompanied by a detailed Administration Protocol ([PK-2](https://www.doe.mass.edu/edprep/cap/K2DiscussionProtocol.docx), [3-5](https://www.doe.mass.edu/edprep/cap/G3-5AdminProtocol.docx), [6-12](https://www.doe.mass.edu/edprep/cap/G6-12AdminProtocol.docx)) that guides candidates in preparing for, delivering, and analyzing the survey.

Below are some specific modifications that sponsoring organizations and candidates may consider in implementing the surveys in the practicum setting.

* **Embed the teacher candidate’s name directly into the survey**. All forms are provided in an editable format. It is recommended that the candidate replace all references to “my teacher” with their name (e.g. “Ms. Nguyen,” or whatever name the students use to refer to the candidate). This way it is clear to students that the survey is asking them about the work with the candidate and results are not conflated by the influence of the supervising practitioner as the official teacher.
* **Use visual rating scales.** To collect data from students who may be non- or emergent readers, candidates may consider creating a visual rating scale (e.g. smiley faces or other representative images) for their students. The survey questions or discussion prompts could be read verbally to students who then select their choice using the visual cues. If pursuing this option, candidates should maintain the same 4-point rating scale used in the surveys to maintain fidelity.
* **If possible, have the supervising practitioner administer the survey**. To the extent that is feasible, it is recommended that someone other than the candidate proctor administration of the survey for students in grades 3-5 and 6-12. This helps to ensure that students can ask any necessary questions and will not be influenced by the presence of the individual about whom they are being asked to provide feedback. This is not best practice for K-2 students, where it is recommended that the candidate engage the students directly in conversation using the K-2 Discussion Prompts. The supervising practitioner or another individual may attend and take notes.
* **Administer the survey in the latter half of the practicum experience**. Collecting feedback in this period will allow students to have enough experience with the candidate before being asked to provide feedback. The survey should be conducted prior to the Summative Assessment and with enough time for the candidate to reflect on and adjust practice based on the feedback.