Confidentiality and Security of edTPA Candidate Materials and Assessment Data

This information, prepared by Pearson and Stanford University, describes the policies and procedures related to the confidentiality and security of candidate edTPA submissions and assessment data for each phase of the process:

Pre-Submission of Assessment Materials for Scoring
Transfer, Upload, and Storage of the Assessment Materials
Post-Submission and Scoring

Pre-Submission of Assessment Materials for Scoring
Prior to candidate submission of edTPA assessment materials for scoring, the Pearson edTPA website provides information for candidates and faculty reviewers related to the creation, review and handling of candidate assessment materials, including video recordings. These include:

- Guidelines for Video Confidentiality for Candidates
- Guidelines for Video Confidentiality for Faculty

These guidelines address the need to maintain confidentiality of video participants and direct candidates to obtain appropriate permission from parents/guardians for students who appear in video recordings and from adults who appear in video recordings. In order to assist candidates in obtaining the appropriate releases, the Pearson edTPA website includes information describing the nature of the assessment and how assessment materials may be used. A sample release form is also provided for reference. Candidates should consult with their program for other specific information that may be required to include in the release form.

Authorized Access
Prior to submitting assessment materials for scoring, candidates may request authorized faculty reviewers at their institution to provide feedback on their edTPA materials (including video recordings) prior to submission. Candidates should follow their campus directions for receiving feedback. Faculty at institutions that are using the Pearson ePortflio system’s feedback feature may provide feedback directly within this system. Some institutions may use other platforms or systems to support edTPA on their campus. Candidates should follow their campus directions for receiving feedback. In the Pearson ePortfolio system faculty do not have access to candidate edTPA materials unless authorized by a candidate. Once the candidate submits the assessment materials to Pearson for scoring, neither the candidate nor authorized faculty have access to the candidate’s submitted materials in the Pearson ePortfolio system.

Authorized faculty are required to abide by Guidelines for Video Confidentiality for Faculty, which prohibit the sharing, copying, or posting of candidate video recordings in any way.

Attestations
When candidates are ready to submit their assessment materials to Pearson for scoring, they are presented with candidate attestations, which include requiring confirmation that they have obtained the necessary video releases and that they have not posted and will not
post the video recordings in any location other than the Pearson ePortfolio system, an approved integrated edTPA Platform Provider system, or another secure system designated by the candidate’s institution to support edTPA.

**Transfer, Upload, and Storage of the Assessment Materials**

Candidate assessment materials, including video recordings, enter the Pearson ePortfolio system in one of two ways:

- Transfer from an approved, integrated edTPA Platform Provider system. Candidates who have registered on the Pearson edTPA website and are working in one of the approved integrated edTPA Platform Provider systems authorize the transfer of their assessment materials to the Pearson ePortfolio system.

- Uploading by candidate directly into the Pearson ePortfolio system.

Transmission of assessment materials via the methods described above is protected using industry standard encryption practices.

**Storage**

The assessment materials are stored by Pearson in secure repositories and areas accessible only to authorized users via unique, secure log-in credentials for specific actions and for limited periods of time.

**Access**

By using industry-standard security software (encrypted protocols and encrypted and expiring tokens), the system ensures that access to view the stored assessment materials/videos is granted only to authorized users.

- Authorized Pearson users may include scorers, scorer supervisors, scorer trainers, scoring support personnel, and personnel required to conduct quality control.

- Authorized Stanford personnel associated with assessment development may view candidates’ edTPA materials for the purposes of selection of scorer training materials and scorer training activities.

**Post-Submission and Scoring**

**Access**

- Authorized Pearson users may include scorers, scorer supervisors, scorer trainers, scoring support personnel, and personnel required to conduct quality control.

- Authorized Stanford personnel associated with assessment development may view candidates’ edTPA materials for the purposes of selection of scorer training materials and scorer training activities.

Authorized scorers access the candidate assessment materials, including video recordings, through Pearson’s password-protected secure Pearson Scoring System. Candidate assessment materials are available only for the period in which scoring is occurring. Scorer access to the Pearson Scoring System is disabled after the scorer’s activities are completed.
Access to edTPA Data: January–August 2013

- Candidate field test scores will be reported to the institution the candidate is enrolled in as indicated by the candidate during registration for the field test after each scoring session. At the completion of the field test, a field test roster report and a field test summary report of aggregate data will be made available to IHEs for candidates enrolled at the institution indicated by the candidate during registration for the field test. Summary statistics by state and nation will be available to all institutions. Individual institution and candidate data will not be publicly available.

- A field test roster report and/or summary report of aggregate data will be available to participating states for candidates associated with the state. Participating states will receive aggregated information and may also receive individual information, depending on state policy. Summary statistics by state and nation will be made available to participating states.

- Data will be available to the authorized edTPA reporting contact at institutions and states via Pearson’s secure reporting site that requires unique username and password access.

- Stanford University does not receive individual candidate information or scores.

Other Uses of Candidate Materials

- edTPA assessment materials, without candidate or other identifying information, may be used for edTPA program development and implementation, including scorer training.

- Prior to submitting their assessment materials to Pearson for scoring, edTPA candidates will be asked to consent to or opt out of use of their assessment materials to support continued program improvement activities conducted by Stanford University and Pearson, such as future validity and reliability studies of the edTPA.

- Candidate materials, including video recordings, will not be shown in any public venue nor made available in a non-secure way.

- Candidate materials, including video recordings, will not be used for marketing purposes or as exemplars for marketing purposes.
Guidelines for Video Confidentiality for Candidates

Before you record and submit your video-recordings, you must:

1. Review the Video Recording Permissions document for additional information including a sample release form provided for your reference. Check with your preparation program for other specific information that may be required to include in the release form.

2. Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.

To protect confidentiality, please remove your name and use pseudonyms or general references (e.g., “the district”) for your state, school, district, and cooperating teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or institutions. During video recording, use students’ first names only.

In order to protect the privacy of all individuals who appear in the video recording:

You may

- Store/upload your video recording only through the Pearson ePortfolio system, an approved integrated edTPA Platform Provider system, or another secure system designated by your institution to support edTPA;
- Prior to submission, allow authorized faculty at your institutions to view your video recording for the purpose of providing formative feedback through the Pearson ePortfolio system, an approved integrated edTPA Platform Provider system or a secure system designated by your institution to support edTPA.

You may not

- Store/upload your video to a system that has not been designated as a secure system to support edTPA at your institution;
- Share or post the video online (e.g., YouTube) or in any public posting;
- Use the video recording for any purpose that is not within the parameters of the release forms you received for students or adults who appear in your video.
Guidelines for Video Confidentiality for Faculty

Candidate Video Recordings

If a candidate permits an authorized faculty member to review his or her video recording, the faculty reviewer must treat the video recording as a confidential assessment record.

Faculty Members may not

- Store/upload a candidate video to a system that has not been designated as a secure system to support edTPA at your institution;
- Share or post the video online (e.g., YouTube) or in any public posting;
- Show any candidate video to or share with any other individual, institution, or entity unless permission is granted by the candidate and is within the parameters of the release forms the candidate has received for students or adults who appear in the video.