



Using the Pearson ePortfolio System

Candidate Guide for NCPPA

Prepare Your Assessment

After registering for a task, you will be able to upload evidence for that task. Your Task Summary page contains the tools you need to upload files and provides a dashboard view of your progress.

1. Read the handbook.
[Candidate Assessment Handbook](#)

2. Upload your work.
Complete all parts by uploading your work products.

3. Submit your task.
When you have indicated that each part is "ready to submit," submit your task for scoring.
[When should I submit?](#)

Task Summary

0 of 6 Parts Ready to Submit

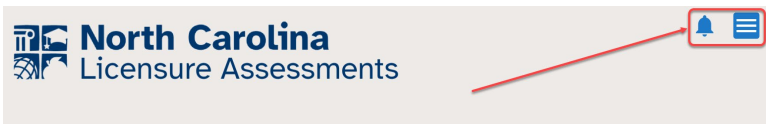
Task 1 assesses the capacity of school leadership candidates to develop a vision of high-quality student achievement and a plan for improving student learning in a priority academic area. You will provide three artifacts, documents that support your artifacts, and commentary in narrative form in response to a series of prompts about the development of your leadership skills while completing this task.

Start	Part A: Confidentiality and Anonymity	Not Started
Start	Part B: Artifact #1 - Priority Area and Its Context	Not Started
Start	Part C: Artifact #2 - The Plan for Action Strategies	Not Started
Start	Part D: Artifact #3 - Findings, Feedback, and Recommendations	Not Started
Start	Part E: Category Documents	Not Started
Start	Part F: Commentary	Not Started

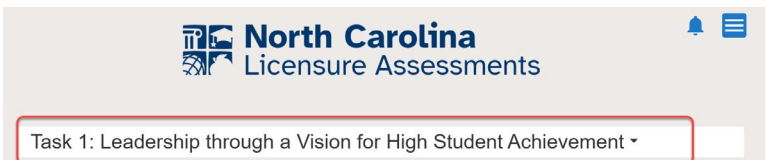
Your Task Summary Page

Your Task Summary page provides the following information:

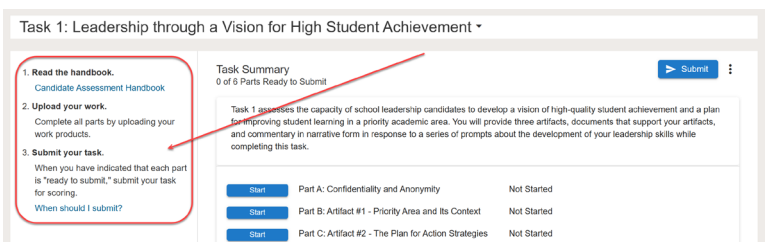
An area to review system messages and to navigate to basic account features such as Help, to access system tutorials, and Contact Us, for Customer Support.



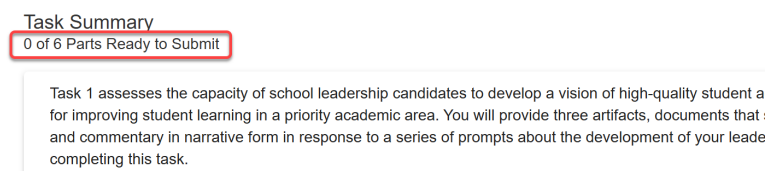
Task(s) for which you are registered.



Instructions for completing a task, including links to the Candidate Assessment Handbook and other resources if available.



Progress indicator, reflecting how much of the task you have completed.

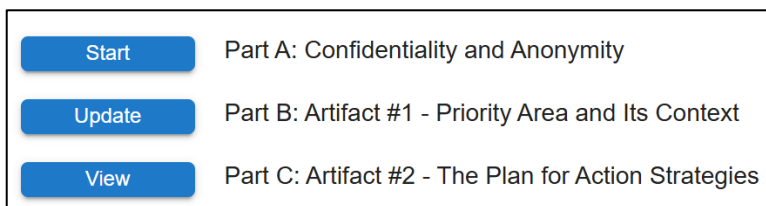


Buttons to navigate to each part, where you will upload evidence. The button labels change as follows:

Start before you have uploaded any evidence

Update when you have uploaded at least one file, but have not reviewed or marked it ready to submit

View when you have uploaded files and marked them ready to submit



Part Requirements

Each **task** is composed of multiple **parts**. Click the Start button next to any part to begin work on that part.

The interface shows a 'Task Summary' section with the text '0 of 6 Parts Ready to Submit'. A blue 'Submit' button is in the top right. Below, a task description states: 'Task 1 assesses the capacity of school leadership candidates to develop a vision of high-quality student achievement and a plan for improving student learning in a priority academic area. You will provide three artifacts, documents that support your artifacts, and commentary in narrative form in response to a series of prompts about the development of your leadership skills while completing this task.' At the bottom, 'Part A: Confidentiality and Anonymity' is listed with a 'Not Started' status and a blue 'Start' button. A red arrow points from the task description to the 'Start' button.

To complete the task, you must upload one or more files in response to each part's requirements. The requirements for each part are described in the Candidate Assessment Handbook.

Templates

Templates are provided for certain parts in the NCPA. To access and use a template:

1. Click the link for Step 1 in the instructions panel to open the template for this part.
2. Save a copy of the template file to a folder on your local drive where you can work on the file until you're ready to upload it.
3. Follow the directions in the documents to prepare your work.

The interface for 'Part A: Confidentiality and Anonymity' shows a list of instructions on the left and a large 'Upload file' button in the center. The instructions are: 1. Review required uploads. (with links for Confidentiality, Anonymity, and Collaboration Form, and Evidence Chart), 2. Upload file. (Upload 1 file.), 3. Review file(s). (View the file to verify that it is as intended for this task and part adheres to all Submission Requirements.), and 4. Indicate completion. (Check 'Ready to Submit' when you have completed all work for this part.). A red arrow points from the 'Evidence Chart' link to the 'Upload file' button. A red box with the text 'Access any templates here.' is overlaid on the instructions. On the right, there are 'Ready to Submit' and 'Not Ready' buttons, and a three-dot menu icon.

Uploading and Reviewing Files

1. Click the Upload File button, and locate the file on your local drive.

1. Review required uploads.
[Confidentiality, Anonymity, and Collaboration Form](#)
[Evidence Chart](#)

2. Upload file.
Upload 1 file.

3. Review file(s).
View the file to verify that it is as intended for this task and part and that it adheres to all Submission Requirements.

4. Indicate completion.
Check "Ready to Submit" when you have completed all work for this part.

Part A: Confidentiality and Anonymity

Ready to Submit

Not Ready

Upload file

The time required to complete the upload process will vary depending on file size and your network speed.

2. Some parts require that you assign labels to your uploaded files. You will be prompted to select labels during the upload process.

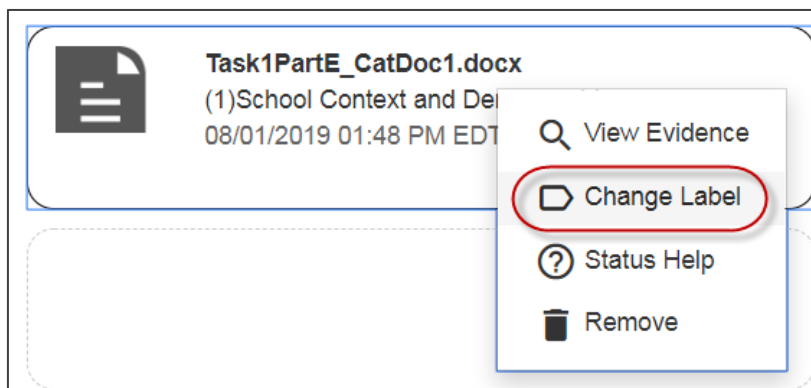
Step 1: Select Label... X

Please select labels for Task1PartE.docx
Please do not navigate away from this page.

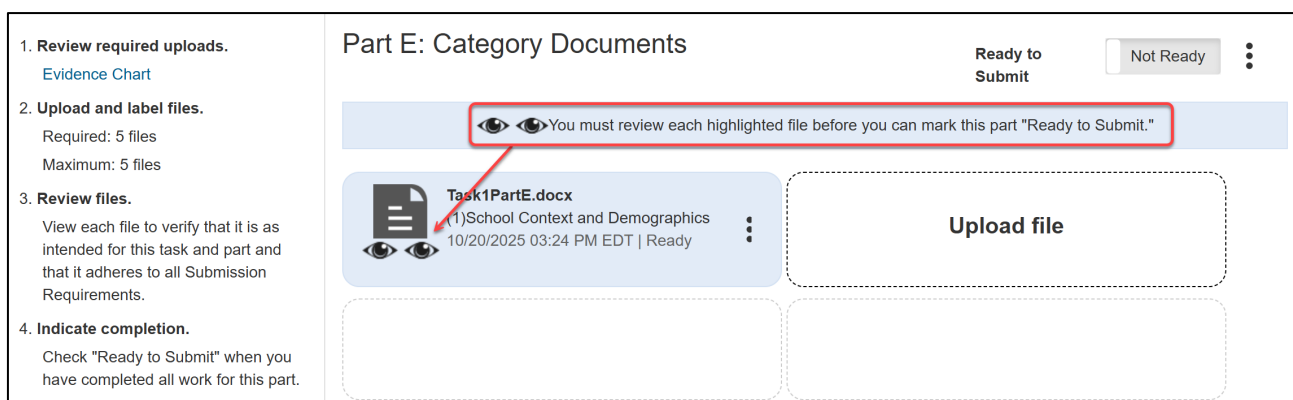
Category

(1) School Context and Demographics
(2) School Mission and Improvement Plan
(3) School and District Priorities
(4) Data Collection Forms
(5) Feedback

Note that you will be able to change the label after the file is uploaded.

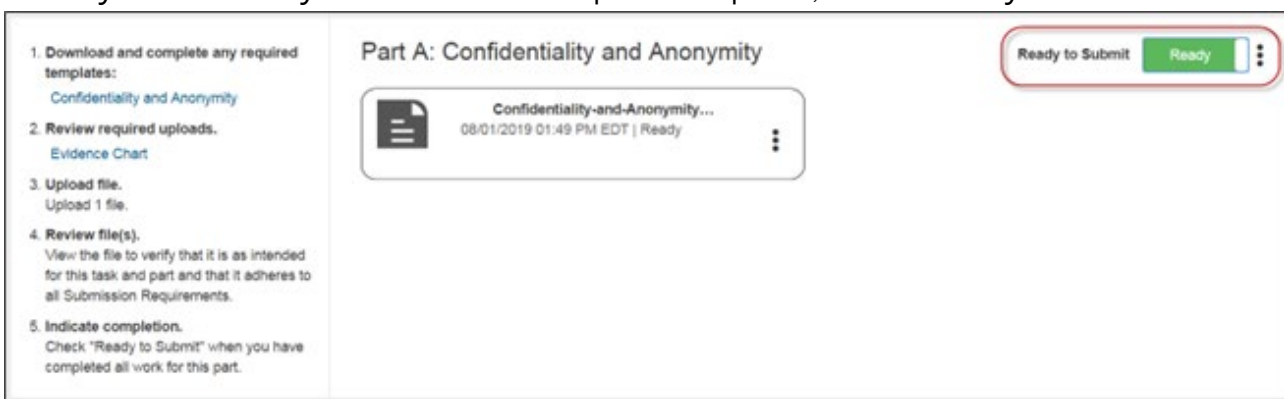


3. Review each file. Open and review every page of each document and play the entire length of each audio and video file to ensure they comply with submission requirements.



Note: When reviewing your video files, play the entire video to ensure that the video plays as intended with a single audio track that can be clearly heard by a scorer. Review “Recommended Equipment, Video Formats, and Settings” on the [program website](#) for information about what to do if your video has multiple audio tracks.

4. When you consider your evidence for a part complete, check Ready to Submit.



If you later decide you want to make additional updates to the part, you can uncheck Ready to Submit any time prior to submitting your work for scoring.

Ensure Your Submission Is Scorable

A fully scorable task is one that can be reviewed by a scorer and have scores assigned to all rubrics. Before you submit your work, review the [Submission Requirements](#) and confirm that all of your submitted materials meet these requirements for a scorable task.

Documents. Ensure that you review every page of each document. Confirm that the document in the system is complete and conforms to the directions in the assessment guide and the guidelines in the [Submission Requirements](#).

Videos. When reviewing your video files, play each file completely.

If the audio is not completely clear throughout, video captioning may be used as a method to provide a transcript of any audio track that may be difficult to hear or understand. As with written transcripts, the use of video captioning is permitted only to clarify for a scorer what is being said in the video recording and cannot be used to enhance the video recording with additional content.

Your videos should use a single audio track. If you used multiple microphones and multiple audio tracks were created when recording the video, review “[Recommended Equipment, Video Formats, and Settings](#)” for information about what to do if your video has multiple audio tracks.

Audio files. Be sure to listen to any audio files that you uploaded. Play each file completely and ensure the audio is clear throughout.

Submit Your Task

Note: Be sure to allow yourself adequate time before your planned submission date to upload and review your files in the ePortfolio system and to complete the submission process for scoring.

Readiness Checklist

Before submitting, make sure your submission is complete and ready for scoring. Have you:

- ✓ Signed in to the Pearson ePortfolio system?
- ✓ Stored a copy of all evidence in a secure local location?
- ✓ Uploaded all of the required files into the system?
- ✓ Reviewed all evidence within the system?

- ✓ Reviewed the [Submission Requirements](#) and confirmed that all files meet these requirements for scorable work that can be reviewed by a scorer and have scores assigned to all rubrics?
- ✓ Marked all parts as Ready to Submit?

Your Task Summary page should look like the following example. Note that the Task Summary progress indicator reflects that each part for the entire task has been marked Ready to Submit. If your task has any part that is not marked Ready to Submit, then the Submit button will be disabled.



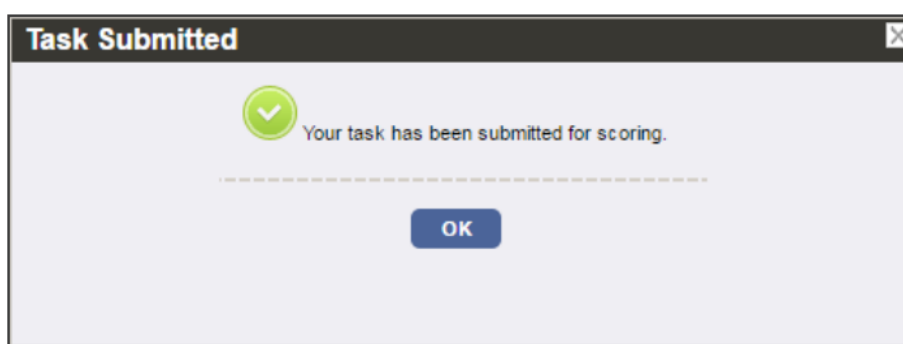
If you are ready to proceed, click Submit.

Submission Agreements

When you click the Submit button, the system will require you to consent to a set of Submission Agreements. These agreements are available for your review before you submit your task on [the program website](#).

After you have completed those steps, you may then submit your task for scoring.

The system will confirm that your task has been submitted.



Remember: After you have submitted your task, you will no longer have access to your files within the ePortfolio system.