

## Sample Evidence Chart (Elementary Mathematics)

The Field Test Final Evidence Chart will include:

- Final response length guidelines
- Final file names

Task 1: Artifacts and Commentary					
Files to Submit	Template Provided	Supported File Types	File Name	Response Length	Additional Information
Context Form	Yes	.doc; .docx; .odt.; pdf	EM_Context_Inf_template.	Completed form should not exceed <b>2 pages</b>	None
Lesson Plans and Instructional Materials	No	.doc; .docx; .odt; .pdf;	EM_Lesson_1, EM_Lesson_2, EM_Lesson_3; etc.  *submit 1 file per lesson	Lesson plans, plus no more than 5 additional pages of KEY instructional materials, assessment tools/procedures per lesson plan.	Label each lesson plan separately (EM_Lesson_1_, EM_Lesson_2, etc).
Planning Commentary	yes	.doc; .docx; .odt.; pdf	EM_Planning_Comm_template	No more than <b>9</b> pages, including the prompts.	Arial 11-point type. Single spaced with 1" margins on all sides

Task 2: Artifacts and Commentary Specifications					
Files to Submit	Template Provided	Supported File Types	File Name	Response Length	Additional Information
Video clips	no	flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v, 3gp	EM_Lesson_1_Clip_1 ( and, if necessary), EM_Lesson_1_Clip_2	<b>1 or 2</b> video clips. Total running time should be no more than 15 minutes.	Clip(s) should include: <ul style="list-style-type: none"> <li>• Interactions between you and your students that are visible and clearly heard.</li> <li>• Either the whole class or a targeted group of students.</li> </ul> Before you record your video, ensure that you have the appropriate permission from the parents/guardians of your students and from adults that appear on the video.
Instruction Commentary	yes	.doc; .docx; .odt.; pdf;	EM_Instruction_Comm_template	No more than <b>4</b> pages of commentary, including the prompts.	If needed, include up to 2 pages of transcription of writing on the board/overhead or walls that students are using in a clip but which cannot be seen in the video.  Arial 11-point type. Single spaced with 1" margins on all sides

Task 3: Artifacts and Commentary Specifications					
Files to Submit	Template Provided	Supported File Types	File Name	Response Length	Additional Information
Student Work Samples and Feedback evidence	no	For Written feedback not written on the work samples: .doc; .docx; .odt.; pdf  For Audio feedback: flv, asf, wmv, qt, mov, mpg, avi, mp3, wav, mp4, wma  For video feedback: flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v	EM_Work_Sample_1; EM_Work_Sample_2; and EM_Work_Sample_3.  Where the # represents the Student who created the work Sample.		Use correction fluid, tape, or a felt-tip marker to mask or <b>remove students' names, your name, and the name of the school before copying/scanning the work samples</b> If your students use transitional spelling, and/or the writing is illegible please write a translation directly on the work sample.
Feedback Evidence (if not written on the work samples)	no	For Written feedback not written on the work samples: .doc; .docx; .odt.; pdf  For Audio feedback: flv, asf, wmv, qt, mov, mpg, avi, mp3, wav, mp4, wma, 3gp  For video feedback: flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v, 3gp	Match the evidence to the student work samples by labeling the file with the corresponding work sample number, e.g., EM_Work_Sample_3_Feedback		If feedback is submitted as a video recordings from the Instruction Task, provide the time stamp reference in the appropriate prompt within the Assessment commentary.
Assessment Commentary	Yes	.doc; .docx; .odt.; pdf	EM_Assessment_Comm_template	No more than <b>8</b> pages, including the prompts.	Include the evaluation criteria and clarification of directions/prompts for the chosen assessment (if not clear from the student work samples) and attach (2 pages max) to the end of the Assessment Commentary.  Arial 11-point type. Single spaced with 1" margins on all sides

Task 4: Artifacts and Commentary Specifications					
Files to Submit	Template Provided	Supported File Types	File Name	Response Length	Additional Information
Analyzing Teaching Commentary	yes	.doc; .docx; .odt.; pdf	EM_AT_Comm_template	No more than <b>2</b> pages of commentary, including the prompts.	Include examples from notes you recorded throughout the learning segment, when responding these commentary prompts.  Arial 11-point type. Single spaced with 1" margins on all sides