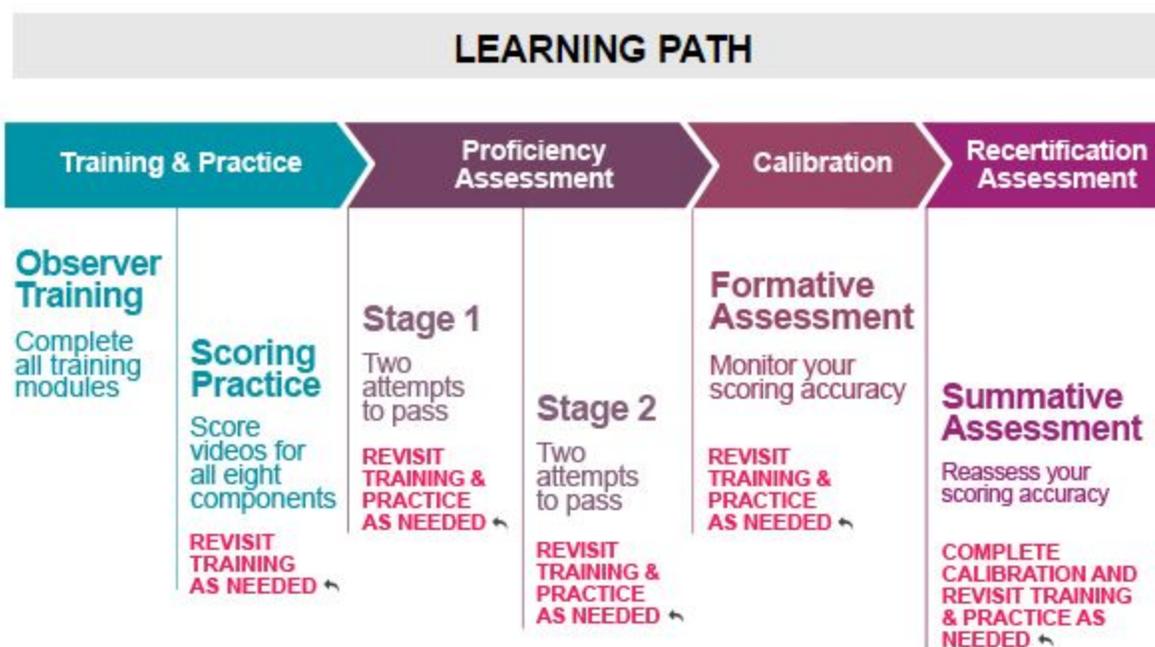


Focus Recertification for Evaluators/ Observers of Teachers

Purpose & Requirements

The online Focus system of training, certification, calibration, and recertification on the Danielson Framework for Teaching strengthens observer consistency, inter-rater reliability, and unbiased observable evidence collection. Calibration and the Recertification Assessment are designed to address the issue that scoring accuracy may fluctuate over time. Calibration is a formative tool through which observers can use feedback to improve their scoring accuracy. The Recertification Assessment, however, is a summative assessment. Emphasis is given to scoring accuracy for recertification because this skill is expected to shift more over time than the foundational knowledge of the Framework.



DPI requires evaluators of teachers:

- pass the Focus certification assessment before conducting observations and evaluations of teachers.
- Complete calibration activities every 6 months between certification assessments.
- pass the recertification assessment every 4 years after the initial achievement of certification.

Documentation should be maintained locally by the district and evaluator of completion of certification, calibration, and recertification in the event that an educator were to dispute evaluation scores. Districts and charters may wish to consult their local legal counsel.

Exemption due to a technical issue with the platform: Evaluators who completed initial certification prior to 2013 may not be able to complete recertification in the platform. If Teachscape Technical Support responds to a set-up request with the indication that initial certification must be re-completed, disregard. DPI does not require the re-completion of the initial certification process. DPI does not require the recertification assessment for evaluators in this situation until a technical resolution is found. These evaluators must continue to complete calibration activities.

Access to the Recertification Assessment - District Set Up

Who needs to recertify in which semesters of which years?

Based on the 4-year recertification requirement, observer/evaluators who:

completed certification	should complete recertification
in the fall of 2012 or spring of 2013	by June 30, 2017
summer or fall of 2013	by December 31, 2017
Spring of 2014	By June 30, 2018

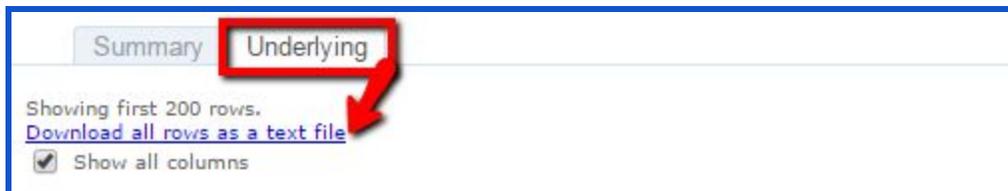
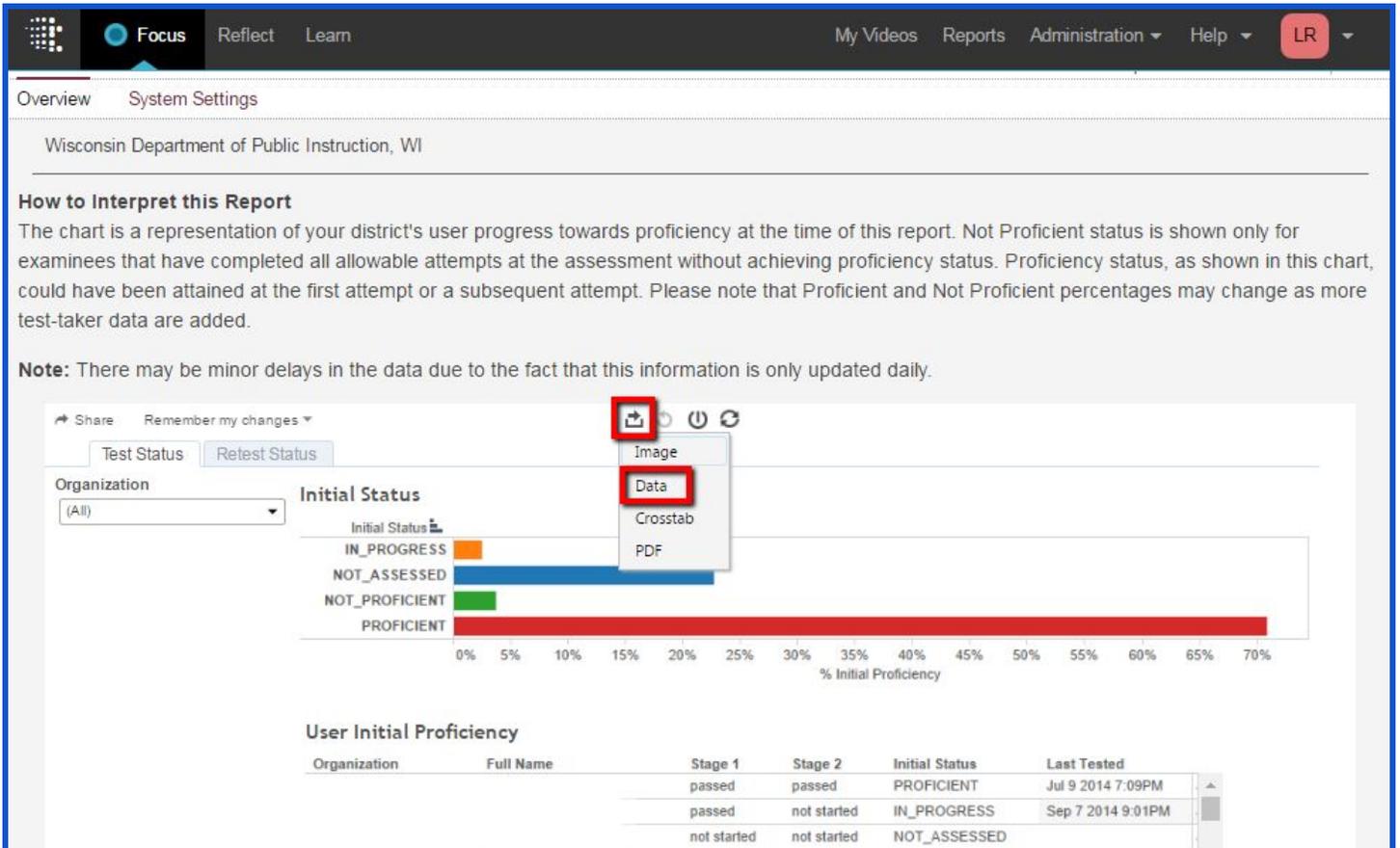
To determine the schedule for evaluators who need to complete the recertification assessment:

- If the initial certification assessment was completed within your district or charter:
 - the user(s) with Focus Administration rights at the district level in the platform can run a Test Performance report
 1. Login
 2. Click on "Focus"
 3. Select "Customer Admin"
 4. Make sure you are on the Overview/Reports view
 5. Click on "Test Performance"

The screenshot shows the Focus platform interface. The top navigation bar includes 'Focus', 'Reflect', and 'Learn'. The user is logged in as 'Customer Admin'. The main content area shows the 'Overview' tab selected. A search bar for 'Observer's Name' is visible. The 'Reports' section is expanded, showing three categories: 'Scoring Practice', 'Proficiency Test', and 'Recertification'. The 'Test Performance' option under 'Proficiency Test' is highlighted with a red box and arrow labeled '5.'. Other steps are indicated by red boxes and arrows: '1. www.login.teachscape.com' points to the login URL, '2.' points to the 'Focus' button, '3.' points to the 'Customer Admin' user selection, and '4.' points to the 'Overview' tab.

This report can be exported to a spreadsheet.

1. Click next to "Initial Status"
2. Click the download icon at top of report
3. Select "Data" from the pop-up
4. Upon load of the exported data in a separate window, click the "Underlying" tab at the top
5. Select the "Show all columns" checkbox
6. Click "Download all rows as a text file"



- If the observer/evaluator did not complete certification within your district/charter, a copy of the Focus certificate should have been obtained upon hire. If there is no record locally, the observer/evaluator may contact Technical Support (pgsupport@frontlineed.com or 1-888-479-7600 7am - 5pm CT, M-F) to request a copy.

June 20, 2017 - Frontline Education has resolved the platform issue that was preventing the setup of the recertification assessment for observers who certified in a different account/district. Districts/Charters may now contact Technical Support and also have those accounts setup.

Request Recertification Access in Specific Accounts

The district/charter EE Coordinator must be the person to email a request to Technical Support (pgsupport@frontlineed.com) including the name(s) and email address(es) of the account(s) to have “the recertification assessment added to the Focus Observer account”.

Access to the Recertification Assessment - User

See [Accessing and Preparing for the Recertification Assessment](#)

Structure of the Recertification Assessment

Time to Complete

The Recertification Assessment should take about 2.5 hours to complete, but there is only a 6-hour window once it’s started to complete it. It must be completed in one sitting. The Recertification Assessment is to be taken independently, **not** in a collaborative environment or manner.

If recertification is not achieved, evaluators may take the test again after a 14-day waiting period. It is recommended that users use that time to revisit Observer Training and Scoring Practice as needed. If recertification is not achieved in 2 attempts, the district/charter EE Coordinator must contact Technical Support to have the assessment reset within the account.

Contents

The Recertification Assessment consists of four videos that are approximately 15 minutes in length. Videos are of classrooms from the observer’s selected grade span within the system. The assessment is similar to the video scoring portion of the initial Proficiency Assessment. There are no multiple choice items.

Recertification Criteria

To achieve recertification, a minimum score of 60 points out of a total 96 must be received. Users may receive full, partial, or no credit for each component score.

- Full credit: User score is in exact agreement with the master score
- Partial credit: User score is adjacent to the master score, meaning that it is one level higher or lower than the master score
- No credit: User score is discrepant with the master score, meaning that it is two or more levels higher or lower than the master score

Results will be available immediately upon completion of the assessment.

Resources for Preparation to Complete the Recertification Assessment

This information has been created as a separate resource for easy print, email, or URL/digital distribution to evaluators/observers.

[Preparing for Focus Recertification for Evaluators/Observers of Teachers](#)