

## TPEP Artifacts and Evidence FAQ

### **Do I need to collect artifacts for EVERY component in the Danielson Framework?**

No, most people will submit evidence only for Domain 4. If you are on Focused, you will only need to submit artifacts if you chose a non-observable Professional Goal and your Student Growth data (3 or 6)

Here's how it works:

Domains 2 & 3 are the "observable" domains. Your evaluator will collect evidence for these components during your observations. However, you can always add more evidence after your observation if you feel that your level of performance would be higher with that evidence.

Domain 1 is an "unobservable" domain, but most of this evidence is collected on the district's Formal Lesson Plan template. Just like Domains 2 & 3, you can always add more evidence if you feel that your level of performance would be higher with that evidence.

Domain 4 is traditionally an "unobservable" domain and this is where you may need to collect artifacts. This domain has 6 components: Reflecting on teaching, Maintaining accurate records, Communicating with families, Participating in a professional learning community, Growing and developing professionally, and Showing professionalism. Washington State TPEP language and the PEA TPEP Letter of Agreement clearly state that employees "will be observed in performance of professional duties", which means collaboration, committee work and numerous other non-classroom observable opportunities exist in lieu of solely submitting artifacts for Domain 4.

### **Do I need to write a reflection for each artifact?**

No. At the end of the process (around the beginning of April), take a look at the artifacts you have collected over the year and choose enough pieces to show your level of performance for each component in Domain 4.

After you've chosen your artifacts for a component you'll fill out **one reflection form per component** for Domain 4 -- this will be 6 reflections total. The revised reflection form can be found on the TPEP Schoology Group Resource page. Here's a video showing how to find this form: <https://youtu.be/giVsdCYN1ok>

If you've chosen to submit your evidence with a binder then you'll put the reflection for each component on top of the artifact(s) for that component.

### **How do I fill out the reflection form if I'm using eVal?**

If you're using eVal then you have two choices for your reflection. You can fill out the reflection form and then upload it to eVal with your other artifacts. Here's a video showing how to upload if you choose this option: <https://youtu.be/dvu6MM3HpU4>

The other option is to answer the question from the reflection form in the "Reflection" box at the bottom of the page when you upload your artifact. You do not need to fill out all of the questions in eVal when you upload your artifacts. Here's a video showing how to upload artifacts if you choose this option: <https://youtu.be/EDcmR3CWMLs>

### **This doesn't sound like what we've had to do in the past. Has the process changed?**

Yes. In the first year teachers were asked to fill out a reflection for each piece of evidence. This isn't the case anymore. To streamline the process, teachers are now asked to do one reflection for all of their artifacts in each of the Domain 4 components for Comprehensive, and for the professional goal component if applicable for someone on Focused