

NATIONAL COUNCIL FOR THE SOCIAL STUDIES (NCSS)

Option B: Instructions on Completing Specialized Professional Association (SPA) Program Review Template/ Form

Educator preparation providers (EPP) have widely used outcome assessments aligned to standards developed by specialized professional associations (SPAs) to monitor progress of candidates and evaluate programs. The purpose is to ensure that candidates are capable of applying content and pedagogical knowledge and provide evidence for CAEP [Component 1.3](#) (Initial Level Programs) or CAEP [Component A.1.2](#) (Advanced Level Programs). Programs selecting the SPA Program Review with National Recognition Option B may use a maximum of eight key assessments to provide evidence that SPA standards are met. There is no minimum requirement. The assessments must be required of all candidates enrolled in the program. A program is free to select from EPP-wide assessments and must include the following (not in any specific order):

- (1) state licensure exam data (content knowledge);
- (2) evidence demonstrating candidates' content knowledge (additional assessment on content knowledge);
- (3) evidence demonstrating candidates' pedagogical content knowledge and skills; and
- (4) evidence demonstrating candidates' impact on student learning

In their entirety, the assessments and data should demonstrate that candidates have mastered the SPA standards.

Which Programs Should Submit NCSS SPA Reports?

If a provider offers programs that are designed to prepare and recommend licensure for middle and secondary school teachers in comprehensive social studies and/or the individual disciplines of history, geography, civics and government, economics, and psychology and are pursuing National Recognition as part of CAEP accreditation should respond to these guidelines should respond to these guidelines.

How to Complete the Program Report Template/Form:

SPA Program Review is conducted through CAEP's Accreditation Information Management System ([AIMS](#)). A program would request a shell or template through AIMS using institutional login information. Instructions on how to request shells are provided on the CAEP [website](#).

Cover Sheet (Must be completed for initial, revised, and response to conditions reports)

Complete the entire section: Numbers 1-16.

* *Question 16. State Licensure requirement for national recognition:*

NCSS requires 80% of the program completers who have taken the test to pass the applicable state licensure test for the content field, if the state has a testing requirement. Test information and data must be reported in Section IV. Identify whether your state requires such a test.

- Yes
- No

Section I. Context

Provide general information on the program as specified by the directions for this section. Each question that requires a narrative has a specific character limit.

Note that the table for Candidate Information (#5) is filled out online. This information must be provided for initial, revised, and response to conditions reports.

The Faculty Information (#6) is provided during initial review. It includes all faculty in the AIMS Manage Faculty Information view, then pertinent faculty information is imported into each program report. There is one attachment required, a program of study for the program being submitted.

Section II. List of Assessments

Using the chart included in this report form, indicate the name, type, and administration point for each of the assessments documented in this report. (Note that Section IV of the report form lists examples of assessments that may be appropriate for each type of assessment that must be documented in the program report.)

Section III. Relationship of Assessments to Standards

Using the chart included in this report form, indicate which of the assessments listed in Section II provide evidence of meeting specific program standards.

**When submitting a revised or response to conditions report, if a new assessment replaces one submitted in the initial review report to meet a SPA standard, Section III must be completed.*

Section IV. Evidence for Meeting Standards

Follow the directions provided in Section IV of the template to develop information on the 6-8 key assessments. The key assessments should be required of all candidates. Assessments and scoring guides and data charts should be aligned with the SPA standards. This means that the concepts in the SPA standards should be apparent in the assessments and in the scoring guides to the same depth, breadth, and specificity as in the SPA standards. Data tables should also be aligned with the SPA standards. The data should be presented, in general, at the same level they are collected. For example, if a rubric collects data on 10 elements [each relating to specific SPA standard(s)], then the data chart should report the data on each of the elements rather than reporting a cumulative score.

For each assessment, attach one document that includes (1) a two-page narrative and (2) assessment documentation. The narrative includes the following:

- a. A brief description of the assessment and its use in the program (one sentence may be sufficient);

- b. A description of how this assessment specifically aligns with the standards it is cited for in Section III. Cite SPA standards by number, title, and/or standard wording.
- c. A brief analysis of the data findings; and
- d. An interpretation of how that data provides evidence for meeting standards, indicating the specific SPA standards by number, title, and/or standard wording;

The assessment documentation will include the following:

- e. The assessment tool itself or a rich description of the assessment (often the directions given to candidates);
- f. The scoring guide for the assessment; and
- g. Charts that provide candidate data derived from the assessment.

Note:

- a. One assessment is preferably presented as one file;
- b. There is a limit of 20 attachments

Attachment size can be no larger than 2 MB

Section V. Use of Assessment Results to Improve Candidate and Program Performance

Describe how faculty are using the data from assessments to improve candidate performance and the program, as it relates to content knowledge; pedagogical and professional knowledge, skills, and dispositions; and student learning.

***Section VI. For Revised and Response to Conditions Reports Only**

Describe what changes or additions have been made in the report to address the raised in the original recognition report. List the sections of the report you are resubmitting and the changes that have been made.

Specific instructions for preparing a Revised Report are available on the CAEP website at <http://caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur/guidelines-for-submitting-revised-spa-pr>.

Specific instructions for preparing a Response to Conditions Report are available at <http://caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur/guidelines-for-submitting-response-to-co>.

General Guidelines on Documentation

1. Attachments: Sections I and IV include attachments. In Section IV, each attachment should be no longer than the equivalent of seventeen text pages. A program report can include no more than a total of 20 attachments. A single attachment cannot be larger than 2 MB. The files for each attachment should be prepared as Word, Word Perfect, Excel, or PDF documents. AIMS accepts documents that have been created in the newest version of Word and saved with a ".docx" extension.

2. Character limits: Character limits have been set based on one page being equivalent to 4000 characters. Character counts include spaces, punctuation, numbers, etc.

3. Formatting instructions:

Note that text boxes in Sections I, II, V, and VI are html-based and will not accept any formatting such as bullets, tables, charts, etc. Be sure that your responses are text-only. If you do need to include a table or a graph in a response to a question, then you must separate that into a unique file and attach in Section I. This restriction does not apply to the documentation for Section IV, since these documents are all uploaded as attachments.

NOTE: CAEP staff may require programs to revise reports that do not follow directions on the template regarding format, page limits, and number of attachments. Please note that hyperlinks embedded in report documentation will not be read by reviewers and cannot be used as a means of providing additional information.

Resources on the CAEP website: CAEP has multiple resources on their website to help programs prepare SPA reports. These are all available at <http://www.caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur>

Specific Guidelines for NCSS Review

NCSS National Recognition Decision Rules:

The National Council for the Social Studies has not prioritized its Standards, nor has it set minimal expectations for achievement of “national recognition”. However, it must be pointed out that each of Standards 1.1 through 1.10, as well as Standards 2.1 through 2.5, if applicable, specify four evidence requirements: content knowledge, assessment of candidate knowledge of content, licensure testing, and performance evidence. Standards 3.1 and 3.2 have only programmatic evidence requirements. Please note that the NCSS recognizes programs and assesses the quality of reported candidate success, but it does not assess the success of individual candidates.

The NCSS expects the following of all institutional reports:

Standards 1.1 through 1.10 and 3.1 and 3.2 must be completed satisfactorily by all programs. However, licensure testing evidence is only required where state licensure examinations have sub-tests applicable to Standards 1.1 through 1.10. For instance, the PRAXIS II: Social Studies Content examination contains five sub-tests applicable to Standards 1.1 through 1.10. State licensure examination sub-tests may relate to only about half of the ten thematic standards. Each program is expected to demonstrate content, candidate knowledge, and performance evidence for Standards 1.1 through 1.10. Standards 3.1 and 3.2 expect only programmatic evidence.

In addition, programs that qualify candidates for specialty licenses within the social studies must complete Standards 2.1 through 2.5, showing content, candidate knowledge, licensure testing, and performance evidence as appropriate to the specialty emphasis for which it offers state licensure.

**NATIONAL COUNCIL FOR THE SOCIAL STUDIES
Decision Rules Chart**

Standards	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10	2.1	2.2	2.3	2.4	2.5	3.1	3.2
Evidence:																	
Content	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	1	1
Assessment of Content Learning	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	X	X
If PRAXIS	1	1	1	1	1	1	1	X	X	1	2	2	2	2	2	X	X
If State	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	X	X
Licensure Test																	
Planning	4	4	4	4	4	4	4	4	4	4	2	2	2	2	2	X	X
Performance	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	X	X
Assessment	4	4	4	4	4	4	4	4	4	4	2	2	2	2	2	X	X

- 1 = Required
- 2 = Required, if part of specialty state license in social studies
- 3 = Required, if part of state licensure test
- 4 = May not necessarily be described standard-by-standard
- X = NOT required

Additional assessment types required by NCSS:

Other specific information required by NCSS only:

Will NCSS accept course grades as one of the assessments?

All SPAs will accept course grades as one of the 6 to 8 key assessments. Instructions for documenting course grades have been standardized for all SPAs. These instructions are available on the CAEP website at <http://caepnet.org/accreditation/caep-accreditation/program-review-options/grade-policy>

Other resources are available on the NCSS website at: <http://www.ncss.org/CAEP/>.