

CAP Event: Announced Observation & Debrief

Brief Description

Announced Observation and Debrief: During an announced observation, the Teacher Candidate, the Program Supervisor and/or the Supervising Practitioner hold a pre-conference, conduct an announced observation, and debrief observation using evidence collected.

DESE Description

Announced Observation and Debrief: During an announced observation, the Teacher Candidate, the Program Supervisor and/or the Supervising Practitioner (see program specific forms regarding who will participate):

- Hold a Pre-Conference. The pre-conference can be an important opportunity to build rapport with the teacher candidate, establish a coaching relationship, and begin to collect evidence for the upcoming observation: Resource: *Model Observation Protocol: [Pre-Conference Planning Form](#)* (*Appendix D*)
- Conduct an announced observation and actively collect evidence. Active evidence collection should capture both teacher and student behavior/actions. Active evidence collection does not include making judgments or inferences during the observation; this occurs after when the assessors is analyzing and synthesizing the evidence. Evidence should reflect exactly what happens in the classroom. Evidence collected should include a balance of both summary statements as well as direct quotes. Required: [Observation Forms](#) (*Appendix D*)
- Debrief observation. After an observation, assessors review evidence collected and begin to analyze it as a measure of candidate

performance and then strategically plan for a post-conference in which candidates are provided with targeted feedback. The primary purpose of the post-conference is to provide candidates feedback about their performance during the observation. After categorizing evidence according to the elements, assessors should work to identify specific areas of strength (reinforcement) and areas for improvement (refinement). *Resource:* [Post-Conference Planning Form](#)