

## CAP Event: Unannounced Observation & Debrief

### Brief Description

**Unannounced Observation and Debrief:** During an unannounced observation, the Teacher Candidate, the Program Supervisor and/or the Supervising Practitioner conduct an unannounced observation and debrief observations using evidence collected.

### DESE Description

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

- Complete unannounced observation. Required: [\*Observation Forms\*](#) (*Appendix D*)
- 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](#)