

CAEP EPP Evidence File Template for Qualitative Evidence or Documentation

(CAEP Accreditation Handbook, March 2016, CAEP Standards and Evidence, p. 11)

Evidence Summary

Relationship of Data to Standard Component

- Purpose of qualitative evidence or documentation and what it purports to measure
- How are data/evidence aligned to the specified CAEP Standard Component?

Participants

- Describe individuals participating in qualitative assessment or represented in documentation
- If appropriate, include N= and response rate; explain response rate in terms of being adequate or low; the extent to which it is representative of the candidates from each of the programs utilizing the instrument or the stakeholders represented in the documentation (representativeness)

Methods

- For qualitative data, discuss the methods used to implement the instrument and how the data are collected
 - Discuss the number of administrations of data included in the report
- For documentation, describe the source of information and when or how it was developed (e.g., minutes from partnership meetings or policies developed and approved, etc.) and
 - Discuss the number of meetings held and when they were held

Data Analysis

- For qualitative data, include analysis regarding data trends and/or comparison to other data collected related to Standard Component
 - Are statements or conclusions supported by the data provided (below)?
- As appropriate, organize the narrative for this section by sections of the assessment instrument or categories of licensure exam, etc.
- For documentation, this section may or may not be appropriate to include; it might be easier to discuss the analysis of the documentation as part of the Methods section

Findings & Action Planned or Taken Based on Findings

- Are statements or conclusions supported by data and are they directly related to the various aspects of the Standard Component?
- Given the findings, describe any actions taken
- If the findings, point to any areas for improvement, describe actions taken or detailed plans of how the EPP plans to address the area for improvement(s)

Overarching Case for How All Data Provides Evidence of Standard Component

(Note: This section of the evidence files for each component of a Standard can be used to form the

overarching response for how the EPP is meeting the specified CAEP Standard, which are prompts in the main Self-Study Report.)

- Provide examples and summarize how data results demonstrates that the Standard Component is met

Data

- Present data disaggregated by program, as appropriate or possible
- When possible or as appropriate, organize data in charts by aspects of CAEP Standard Component (e.g., InTASC Categories, InTASC Standards, Professional Standards of Practice, Ethics, Relevant Laws and Policies, etc.)
- For documentation, extract and highlight items from the documentation that provide evidence of alignment to the specified CAEP Standard Component

Note: In addition to developing evidence files that “focus on making the case that standards are met” (CAEP Accreditation Handbook, p.11), for EPP developed assessments, there are also a series of form questions that need to be addressed.