CAEP EPP Evidence File Template for Quantitative Evidence
(CAEP Accreditation Handbook, March 2016, CAEP Standards and Evidence, p. 11)

Evidence Summary

Relationship of Data to Standard Component
- Purpose of assessment and what it purports to measure
- Are data and evidence aligned to the specified CAEP Standard Component?

Participants
- 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 (representativeness)

Methods
- Discuss the use of the instrument in terms of when it is implemented and how data are collected
- Discuss the number of administrations of data included in the report

Data Analysis
- 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 assessment instrument or categories of licensure exam, etc.

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
• 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.)

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 assessment, there are also a series of form questions that need to be addressed.