

## **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.*