**CAEP Standard [x.x] [Title such as Professional Dispositions, etc.] [Insert tags to standard components (CAEP x.x, x.x, x.x; Cross Cutting Theme: xxx)]**(This Evidence File Template was adapted from CAEP Consolidated Handbook, 2020, Building a case that a standard is met, p. 15-16.)

1. **Case for Meeting Standard Component**

* State the PURPOSE of the assessment or other type of instrument(s)
* State what the assessment or other type of instrument(s) purports to measure
* Document how the assessment or other type of instrument(s) provide required, sufficient, and/or appropriate evidence for the specified CAEP Standard Component
* Summarize what the EPP has achieved with respect to the standard component or required evidence for the component as supported by information conveyed through the Data Analysis and Findings sections

2. **Data Sources & Methods**

* Describe the data sources such as providing/referencing a copy of the instrument, noting when the assessment or other type of instrument is implemented, and method(s) used for collecting data
* Discuss the number of administrations of data included in the report

2.a. **Evidence of Data Credibility**

* Provide evidence of data credibility in relation to the Evaluation Framework for EPP-Created Assessments (CAEP Consolidated Handbook, 2020, Appendix A) and/or accepted practices related to examining validity, reliability, and fairness
	+ If observation data are being reported discuss who are the evaluators

2.b. **Participants**

* Describe participants or individuals data collected from, including number of participants (N=x)
* Note response rate (i.e., total number in population divided by the number of participants data actually collected from)
	+ Explain response rate in terms of being high, adequate or low
	+ Explain the extent to which it is representative of the target population (e.g., candidates from each of the programs utilizing the instrument or range of school partners, etc.)

3. **Data Analysis**

* Include analysis regarding data trends and/or comparison to other data collected related to Standard Component
	+ Are statements or conclusions provided in the Findings, Implications, & Use of Data section supported by the analysis presented in this section?
* As appropriate, organize the narrative for this section administrations, and then by sections of assessment instrument or categories of licensure exam, etc.

4. **Findings, Implications, & Use of Data**

* Document findings and conclusions supported by data reports and data analysis sections
* Document how findings and conclusions directly relate to the various aspects of the Standard Component
* If the findings/conclusions, point to an area(s) for improvement, describe any actions taken to date AND/OR describe actions planned including action steps, who will be responsible for implementation, and timeline

5. **Data**

* Present data organized by data administrations
* Present data disaggregated by program
* Organize data by aspects of CAEP Standard Component (e.g., InTASC Categories, InTASC Standards, Professional Standards of Practice, Ethics, Relevant Laws and Policies, etc.)