

Teacher Education Accreditation Council Claim Committee – Written Summary Guide

Writing Requirements: All summaries must have Times New Roman 12 point font with 1.00 inch margins and single spaced.

1. Claims and Rationale
 - a. Claims – Statement of the claim (consistent with all relevant claims in the program’s literature).
 - i. Arguments to support the links between the claims and the components of *Quality Principle I*:
 - 1.1 Subject Matter
 - 1.2 Pedagogy
 - 1.3 Caring teaching skills
 - b. Rationale of Assessment – Rationale for the assessments, justifying that they are reasonably and credibly linked to goals, claims, and program requirements
2. Method of Assessment
 - a. Assessments used for the evidence
 - b. Detailed description of the assessments
 - c. Criteria for achievement or success
 - d. Published information about the reliability and validity of the assessments
 - e. Arguments for the content validity of the assessments
 - f. Sampling procedure and procurement of evidence
3. Results
 - a. Results of the investigation into the reliability and validity of the assessments
 - i. Evidence of stability and consistency of the measures
 - ii. Evidence of relationship, convergence, triangulation with other measures or evidence
 - b. Results of the assessments
 - i. Presentation of findings: issues
 - ii. Significant digits
 1. Range of the instrument and variance
 2. Disaggregation
 3. Accurate table headings
 4. Sensitivity to insignificant differences
 5. Full disclosure of available evidence
4. Discussion and Plan
 - a. Discussion
 - i. Meaning of the results: Were the claims supported?
 - ii. Implications of the results for the program’s design
 - b. Plan
 - i. Steps to be taken: Modifications to the program, quality control system, new investigations based on the results and evidence of student learning
5. References
 - a. List any works cited
 - b. Use APA style – See APA websites in Resources section of TEAC website