Required Observation Forms:

- Observation form for each of the four observations (including a blank form to add additional observation).
  - Announced Observation #1 Form
  - Unannounced Observation #1 Form
  - Announced Observation #2 Form
  - Unannounced Observation #2 Form
  - Blank Observation Form

Massachusetts Department of Elementary & Secondary Education

Candidate Assessment of Performance (CAP): Observation

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CAP Obeva t ion Announced Obeva t ion #1

	Observation # 1	How	Unannounced
	Supeviing Pac t i t ione		
men t	:1.A.4: Well S t uc t ued Leon; 2.B.1: Safe Leaning Envionmen		

ation Details

t	e:	Time (t a	
t en t t ive:			

Whole Goup ☐ Small Goup

** Observations must collect and document evidence for at least the focus elements. Focus elements are highlighted.*

*** Evidence included is indicative of performance relative to each element. It may include evidence that demonstrates one or more of the dimensions (quality, consistency, scope) of an element are being met or that performance is not yet at the expected threshold.*

Massachusetts Department of Elementary & Secondary Education

Candidate Assessment of Performance (CAP): Observation

CAP Observation Form: Announced Observation #2

What	Observation # 2	How	Announced
Who:	Program Supervisor		
Focus Element	1.B.2: Adjustments to Practice; 2.A.3: Mee		

Pre-Observation Conference

Observation Details							
Date:				Time (start)			
Content Objective:			Topic/Lesson				
☐	Whole Group	☐	Small Group	☐	One-on-One	☐	Other

Active Evidence Collection occurred during the observation and is synthesized and categorized below.

** Observations must collect and document evidence for at least the focus elements. Focus elements are highlighted.*

*** Evidence included is indicative of performance relative to each element. It may include evidence that demonstrates one or more of the dimensions (quality, consistency, scope) of an element are being met or that performance is not yet at the expected threshold.*

Massachusetts Department of Elementary & Secondary Education

Candidate Assessment of Performance (CAP): Observation Form

Observation #2 – Announced or Unannounced Observation #2

What	Observation # 2	How	Unannounced
Who:	Supervising Practitioner & Program Supervisor		
Focus Element	1.B.2: Adjustment to Practice Assessment		

Observation Details			
Date:		Time (start)	
Content Objective:		Topic/Lesson	

☐

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