**edTPA Retakes for Spring 2016**

Using the SCALE Guidelines for edTPA Retake Decision-making and Support, the Fieldwork Committee will use the following edTPA retake procedure for Spring 2016.

**Step 1:** The Director of Field Placement will contact the candidate and the appropriate faculty to discuss the student’s edTPA rubric scores and options for retakes. Both conferences will be scheduled on the same day.

**Step 2:** Pre-Conference without the Teacher Candidate

- Faculty to be included:
  - Site Chair
  - University Supervisor
  - Director of Field Placement
  - Faculty Advisor

**Faculty Guidance:**
- Conduct an edTPA performance review.
- Determine if a single task or a whole retake submission must be completed.
- Identify the course retake and timeline.

**Step 3:** Performance Review Conference with the Candidate

- Faculty to be included:
  - Site Chair
  - University Supervisor
  - Director of Field Placement
  - Faculty Advisor

**Faculty Guidance:**
- Conduct an edTPA performance review.
- Determine if a single task or a whole retake submission must be completed.
- Advise on an extended/additional placement, as needed, with appropriate timeline.
- The Director of Field Placement will register student for special topics course, as needed.

**Cost of Retake:** Students will need to pay the edTPA portfolio resubmission fee.

**Extended/Additional Placement:**

- EDUC390 or EDUC699 Special Topics Course: edTPA Portfolio Resubmission for variable credit
  - **Single Submission:** 1 Credit Hour (15-35 classroom hours)
    - $100 special fee (to cover supervisor travel and CT hosting stipend)
  - **Full Submission:** 3 Credit Hours (36-60 classroom hours)
    - $200 special fee (to cover supervisor travel and CT hosting stipend)

**Note:** A student may resubmit the portfolio without Mercer support and will not need a placement.

**Supervisor:**

- The University Supervisor will continue as the supervisor to provide support for any retake.
- The edTPA Coordinators will advise, as needed.

The Fieldwork Committee will continue to work on course proposals for retakes to be submitted to both Graduate and Undergraduate Curriculum Committees for faculty consideration in fall 2015. The Committee will establish forms for an edTPA performance review and retake procedures. The assessed special fees will be reviewed and adjusted, as needed.

The Committee suggests that training be offered for any faculty involved in the conferences.