

Checklist for Getting Ready to Submit edTPA to Pearson

This checklist is designed to help you be successful on the edTPA. Remember in order to receive a score on the edTPA, all files must be completed, uploaded, and relate to your learning segment. Videos of dancing bears, empty commentaries, or missing tasks, will result in your portfolio being flagged as unscorable and you will have to pay and re-upload a second time!

Registering for the exam:

_____ Go to <http://www.edtpa.com> and read the candidate policies, submission deadlines, and privacy policies

_____ Register with Pearson <http://www.edtpa.com> (You will need to pay your registration fee at this time)
Remember you are choosing K-12 Physical Education **National** (not Washington)

_____ When registering, double check that **ALL** information is correct, especially your Social Security number!

_____ After registering, click the “Choose a Portfolio Platform System” link in the Pearson System. Select “edTPA Integrated Platform Provider” to indicate that you are using Tk20 to transfer your edTPA files into the Pearson system.

Proofreading Your Work:

_____ Use the document “Understanding Rubric Progressions” to self-score your edTPA, making sure to look at all evidence outlined in each rubric—Double check your work against the criteria for a 5 on each rubric and make revisions before uploading to TK20

_____ Ask for peer and/or faculty feedback (faculty can ask guiding questions regarding your work, but may **NOT** tell you what to write, change, submit, etc.)

_____ Make sure your name and the name of the school is not on lesson plans

_____ Double check font and margins (Arial 11-point, 1-inch margins) in all documents

_____ Proofread EVERY document.

☐ Use paragraphs to be sure you have answered **every** section of **every** prompt

_____ Proofread again. Really, read it out loud to someone or copy and paste your answers to each prompt into Google Translate and have your computer read it back to you.

_____ Make sure that there are no student names (use pseudonym’s) on all artifacts and commentaries.

_____ Get out the edTPA Checklist from your seminar materials (also on Blackboard in Lessons tab)

_____ Start with task one and make sure that every file is named as required

_____ Save all files as PDF (this will maintain the formatting of all of your documents when it is uploaded—not a requirement, but very helpful)

_____ Double check that your video is audible and in the right format (see checklist)

_____ Double check the time of all videos to make sure you meet the requirements for each task (tasks 2 & 3)

_____ Make sure **all** video clips are compressed under 500 MB each—250 MB is best!

Uploading to TK20 by Wednesday of Week 14:

_____ Upload your permission slips from the target class to TK20 as an artifact (this will not go to Pearson, but will be stored on TK20 if needed in the future)

_____ Follow the TK20 edTPA Guide

(<http://www.brockport.edu/oat/docs/Updated%20edTPA%20Student%20Guide.pdf>) to assist you in uploading your documents

_____ **SAVE YOUR WORK** before exiting the edTPA portfolio!

_____ Upload your files to TK20 and submit to Pearson at least 48 hours **PRIOR** to the deadline—files take up to 48 hours to be accepted by edTPA upon submission—submit early to guarantee you have met the deadline!

_____ Take a screen shot (PrtScn button on keyboard) of your uploaded files—to confirm that all files have been uploaded)

_____ Get your authorization key when prompted from Pearson <http://www.edtpa.com>

_____ When submitting to Pearson, you will be asked whether you want to share your scores with your university. **SELECT YES!**

_____ Press the “Submit to Pearson” button. **DO NOT** press “Submit for Internal Review”

_____ If you receive condition or failure codes after submitting—**do not panic!** Use the TK20 edTPA Guide to help you solve this issue. More information regarding the condition codes can be found here: [edTPA Submission Requirements](#)

You may also contact Keith Nobles via email at: knobles@brockport.edu