

Appropriate Use of TPA Materials

All Education Specialist Candidates must abide by CTC and Department Policies governing the use of TPA Materials.

Policies Related to Video Recording:

- 1) Video Consent must be obtained from all individuals featured in the video recording. Candidates are responsible for uploading signed video consent forms to CANVAS **before** recording lessons.
- 2) All video consent forms must be uploaded to CANVAS and available to CTC if requested.
- 3) **TPA Videos MUST NOT be displayed on any public websites**, including personal websites, social media, YouTube™, or Facebook™.
- 4) Candidates submit the videos to CANVAS only for the purpose of meeting course requirements.
- 5) CalTPA video recordings must be kept under secure conditions and not shared with anyone, including peers, other than the university supervisor and/or designated university faculty.
- 6) Video recordings may not be used for any purpose that is not within the parameters of the signed consent forms for all individuals featured in the video.

Policies Related to Original Work:

- 1) All work submitted for the TPA **must be the original and sole work of the candidate**, including written narratives, completed templates, video recordings, and/or any other evidence.
- 2) All references in the submission that have sources from published text, the Internet, or any other source, including other educators, **must be cited, INCLUDING the use of AI.**
- 3) **PLAGIARISM CHECKS WILL BE RUN ON ALL SUBMISSIONS.**
- 4) SJSU and Department of Special Education AI Policies must be followed for CalTPA Submissions. **All submission must be the original work of the candidate.**
- 5) Candidates must have primary responsibility for teaching the students/class during the one lesson or the learning segment profiled in this submission.
- 6) Any video clip(s) submitted must show the candidate teaching the students/class profiled in this submission.
- 7) Any student work included in the documentation must be that of the candidate's students, and **completed during the learning segment documented in the submission.**

Policies Related to Reproducing TPA Materials

- 1) Candidates are not permitted to reproduce any of the CalTPA program materials for commercial purposes.
- 2) Candidates are not permitted to publicly display or post any of the CalTPA Program materials.

Your signature below indicates that you have read and will comply with the policies regarding appropriate use of TPA Materials.

Candidate Name:

Candidate Signature:

Date:

Submit this signed form to your fieldwork CANVAS course by the assigned due date each semester of fieldwork.