

## **EXCERPT FROM PAGE 16 OF CANDIDATE HANDBOOK:**

### **CalAPA Submission Guidelines**

#### **REGISTER:**

The CalAPA operates much like other Pearson tests:

- You will register for the cycle online, just as you did with CBEST and CSET.
- You will build your portfolio: text, examples, videos, annotations, etc. all on the Pearson online portfolio.

#### **SUBMISSION DEADLINE:**

You may submit at any point after registration and building of your online portfolio; however, your ***FINAL SUBMISSION DEADLINE*** is ***noted in Canvas***

#### **SUBMISSION EVIDENCE:**

As proof of submission, you will upload a screenshot of your submission confirmation.

#### **SCORE REPORTING:**

After assessment, your scores will be reported back to Alliant International University and will be uploaded to your Canvas gradebook.

### **CalAPA Retake Policy Guidelines**

You must pass each CalAPA Cycle.

If you would like to retake a CalAPA leadership cycle, you need to re-register, pay all applicable fees, and complete and upload a new submission for scoring.

Candidates must wait to receive scores from the earlier submission before registering to retake a cycle.

**When a cycle is retaken, the previous submission is not considered during scoring. The new submission is scored in its entirety without reference to the previously submitted assessment materials.**

All work must be completed according to the cycle instructions in use during the program year of the retake and will be scored according to the rubrics in use at the time of submission.

In most cases, retakes must include new evidence that has not previously been submitted for scoring. However, revised or edited versions of previously submitted materials may be part of the retake submission, as indicated by the examples listed in the table below.

If a passing score is not received, Candidates will be placed in Advanced Mentoring for additional mentoring and guidance.