



Principal Certification Program Assessments & Benchmarks

Assessments to Measure Candidates' Progress

The MSEL program has established assessments to measure candidate progress as per [19 TAC §228.40\(a\)](#). These are embedded in coursework throughout the program in the form of assignments to document candidate preparation for the principal as instructional leadership certificate. These are tied to the standards and documented through the Program Assessment Report (PAR) each academic year:

Assessment Standards	Course & Assignment	Assignment Overview
School Culture §241.15 (b); TExES 268 Framework Domain I; §149 Standard 4	EDCT 6301 School Culture Improving School Culture: Vision and Collective Teacher Efficacy	The purpose of the assessment is for candidates to demonstrate the ability to perform a deep dive into the vision and mission, as well as the collective teacher efficacy on campus in order to understand the importance of creating shared values that extend beyond a focus on academic achievement. Desravines, Aquino, & Fenton (2016) stated, "School culture is the essential foundation on which effective schools are built" (p. 99).
Leading Learning §241.15 (c); TExES 268 Framework Domain II; §149 Standard 1	EDCT 6302 Instructional Leadership Identification of an Instructional Challenge	The purpose of the assessment is for candidates to demonstrate the ability to conduct a root-cause analysis to identify the root causes of the current state of student achievement as identified in the data dig for the purpose of improving student performance.
Human Capital §241.15 (d); TExES 268 Framework Domain III; §149 Standard 2	EDCT 6303 Human Resource Management Designing a Comprehensive Professional Development Plan	The purpose of this assessment is for candidates to design a comprehensive professional development plan for their campus by synthesizing the work completed in this course: identifying areas of need from multiple data sets, prioritizing those needs, and conducting research to aid in implementing professional development that is centered upon best practices in the field. Professional development is the strategy that campus leaders must focus upon to strengthen teachers' skills and knowledge and to engage teachers to focus on student needs. Principals must model for teachers how to problem-solve and work together as a team in order for ALL students to attain success. Utilizing professional development effectively and efficiently will benefit teachers and overshadow the mundane stigma that teachers often associate with professional development.
Executive Leadership §241.15 (e); TExES 268 Framework Domain IV; §149 Standard 3	EDCT 6304 Executive Supervision The Leadership Challenge	The purpose of this assessment is for candidates to complete a Leadership Inventory. It is important to know leadership strengths, as well as be in touch with possible areas of weakness. Leadership is not about personality. It's about practice. John Maxwell stated, "A leader is one who knows the way, goes the way, and shows the way."



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		As a campus principal, candidates will need to know what key personal leadership skills look like and how to apply them to practice. The leadership skill set will influence teacher professional growth, student success, and most certainly growth as a professional leader in the educational arena.
Strategic Operations 241.15 (f); TExES 268 Framework Domain V; §149 Standard 5	EDG 6341 Role of the Principal Strategic Action Plan	<p>The purpose of this assessment is for candidates to focus on the goal setting and action planning components of the planning and management of operations duties of a campus principal. Candidates will demonstrate their knowledge and synthesis of the information garnered from various resources to complete a Strategic Action Plan.</p> <p>Each school year will vary, and each will bring about the opportunity for growth. As a principal, candidates will be required to routinely conduct a deep dive analysis of the school's practices and assessment of culture. Each will be faced with many change initiatives as a campus leader, but all must learn to prioritize and be mindful not to tackle too many initiatives at once. If candidates utilize the holistic view of the diagnosis process, they will be able to identify the changes needed to improve student learning.</p>
Ethics, Equity, & Diversity 241.15 (g); TExES 268 Framework Domain VI	EDCT 6304 Executive Supervision Ethics & the Principal	The purpose of the assessment is for candidates to explore the role of a principal's ethical duties in depth. Candidates will consider the principal's role in promoting the success of all students by integrating ethical and legal codes with the TExES Principal Domain VI, Competency 011 and its descriptive statements. As a leader of a campus, it is extremely important to demonstrate a respect for the rights of others and to act responsibly.

Benchmarks to Measure Mastery of Standards

The MSEL program has established benchmarks to ensure that candidates are prepared to receive a standard certificate as per [19 TAC §228.40\(a\)](#). Upon approval to the program, candidates are given an MSEL Pre-Program Benchmark to ascertain knowledge prior to starting the program.

MSEL Pre-Program Benchmark

<https://forms.gle/5ZKR99bVgorXnx9v5>

Candidates are given a Digital Literacy Benchmark which establishes a baseline for their knowledge in informational technology and allows the program to provide prescribed digital learning curriculum, which is covered in the Data Analysis course.

Digital Literacy Benchmark

Northstar Information Literacy

<https://www.digitalliteracyassessment.org>



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For each EDCT course, candidates are given a Pre-Course Benchmark and a Post-Course Benchmark to gauge learning and assess preparation for the standard principal as instructional leader certificate.

EDCT 6301 School Culture for Principals Pre-Course Benchmark

<https://forms.gle/mBV3myjMLnJr5J95A>

EDCT 6301 School Culture for Principals Post-Course Benchmark

<https://forms.gle/AhFmdpPXXQU3Hs2D7>

EDCT 6302 Instructional Leadership Pre-Course Benchmark

<https://forms.gle/wLWu5jXrGb9Qnwp3A>

EDCT 6302 Instructional Leadership Post-Course Benchmark

<https://forms.gle/CCvSuyYkLn6kpZCR9>

EDCT 6303 Human Resource Management for Principals Pre-Course Benchmark

<https://forms.gle/ES1DoWe2Rd2nAruC8>

EDCT 6303 Human Resource Management for Principals Post-Course Benchmark

<https://forms.gle/F537Sz8KdNo3QxaS6>

EDCT 6304 Instructional Leadership Pre-Course Benchmark

<https://forms.gle/DAMHtNc2xGNsE1wR9>

EDCT 6304 Instructional Leadership Post-Course Benchmark

<https://forms.gle/GB4THjNRzE9EtAB68>

At the end of the program, candidates are given a Post-Program Benchmark to assess knowledge gained during the program and an End-of-Program Survey to complete which provides the EPP with feedback on program effectiveness and candidate contact information.

MSEL Post-Program Benchmark

<https://forms.gle/kYCdiB34LKmvs5mH9>

End of Program Survey

<https://forms.gle/KrzW4sfCytEGsipe8>

Texas Principal as Instructional Leader Certification Test Approval Process

As per [19 TAC §228.40\(b\)\(d\)](#), the EPP is responsible for ensuring that each candidate is adequately prepared to pass the content exams for certification and will determine the readiness to take the exams. Therefore, there are several criteria that must be met for approval to take the 268 and 368.

Principal as Instructional Leader (PAIL) 268

These are the steps that must be completed before a candidate will be approved by ASU to attempt the 268 PAIL TExES exam. ([Candidate Checklist](#) provided.)



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- Complete the MSEL Pre-Program Assessment and upload a PDF in the Educational Leadership Organization in Blackboard.
- Complete the Digital Literacy Assessment and upload PDF of results in the Educational Leadership Organization in Blackboard
- Successfully complete EDG 6341 Role of the Principal with an A or B.
- Accept the invitation to the 240 Tutoring Program during EDG 6341, attempt a Diagnostic Test, follow the personalized study plan, and work through the 240 Tutoring Checklist.
- Successfully complete EDCT 6304 Executive Supervision. (It is highly suggested that candidates receive an A or B in this course.)
- Complete the 240 Tutoring Checklist and score an 80% or higher on a 268 Practice Exam. *Note: For 240 Tutoring, a 90% or higher is required to qualify for the 240 Tutoring Guarantee.
- Upload completed 240 Tutoring Checklist and a copy of the Practice Exam results in the Educational Leadership Org and email Dr. Tia Agan to request permission to register for the 268.
- At that time, Dr. Agan will send Mr. Thinh Nguyen (Certification Specialist) permission for approval to take 268.
- Mr. Nguyen will verify that the EPP Fee has been paid, the service record has been submitted, and the candidate holds a valid Texas teacher certification.
- Upon meeting those criteria, Mr. Nguyen will submit approval to Pearson, and he will send the candidate an email with registration details. (It is highly suggested that candidates register & take the 268 within 30 days of approval.)
- If the candidate does not pass the 268, Dr. Agan will enroll them into the free Principal Certification Remediation course where the candidate will work through remediation modules before approval to attempt the 268 again.

Performance Assessment for School Leaders (PASL) 368

Throughout the program, candidates will be given a variety of assignments that are similar to the activities of the PASL tasks for practice. Candidates should work to complete their tasks with their campus administrator and collaborative teams throughout the program with the goal of refining and completing the tasks during the practicum semester. These are the steps that must be completed before a candidate will be approved by ASU to submit their PASL tasks.

- Successfully complete EDCT 6301 School Culture, EDCT 6302 Instructional Leadership, and EDCT 6303 Human Resources with an A or B.
- Apply for the EDCT 6349 Practicum for Principal Certification.
- Upon enrollment in EDCT 6349, Dr. Agan will send Mr. Thinh Nguyen (Certification Specialist) permission for approval to submit the PASL tasks.
- Mr. Nguyen will verify that the EPP fee has been paid, the service record has been submitted, and the candidate holds a valid Texas teacher certification.
- Upon meeting those criteria, Mr. Nguyen will submit approval to ETS, and he will send the candidate an email with registration details.
- It is highly suggested that candidates register and submit their 368 PASL tasks by the ETS deadline for that semester.
- If the candidate does not submit during the practicum, it is their responsibility to notify Dr. Agan and to continue to work on their tasks.
- If the candidate does not pass, they must contact Dr. Agan as soon as the scores post and refine their work according to the ETS feedback and resubmit during the same submission window by the [ETS deadline](#) for that semester.



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Texas Principal as Instructional Leader Certification Remediation Procedures

Principal as Instructional Leader (PAIL) 268 Remediation

If the cumulative score falls below the designated passing score for 268, candidates are eligible to re-test (*a maximum of 5 times*). There are several steps that candidates must complete for remediation before approval by ASU to take an additional attempt.

1. Contact Dr. Agan as soon as the scores post to schedule a zoom to review scores.
2. Dr. Agan will enroll the candidate into the free Principal Certification Remediation course that has study materials and activities to complete.
3. Dr. Agan will provide an individualized plan for remediation based on a review of the Pearson Score Report to determine which domains and competencies should be studied and in what order.
4. Follow the remediation plan by working on the domains one at a time, reading Elaine Wilmore's strategies, and studying the questions and rationales in the 268 Preparation Manual for each of the domains.
5. Re-read Elaine Wilmore's *Passing the Instructional Leader TExES Exam, 3rd Edition* starting with Chapter 4, Chapter 16, Chapter 17, & Chapter 18.
6. After studying and working through the remediation plan and completing the activities in the remediation course, attempt the [Pearson Interactive 268 Practice Exam](#).
7. In the Principal Certification Remediation Course, upload evidence of a score of 80% or higher on the Pearson Interactive 268 Practice Exam.
8. At that time, Dr. Agan will send Mr. Thinh Nguyen permission for re-approval to take 268.
9. Mr. Nguyen will submit approval to Pearson, and he will send the candidate an email with registration details.
10. The candidate must register & take the 268 *within 60 days* of approval.

Performance Assessment for School Leaders (PASL) 368 Remediation

If the cumulative assessment score falls below the designated passing score for PASL 368, candidates are eligible to resubmit one or more tasks during the same submission window. [Resubmitting PASL](#) There are several steps that must be completed:

1. Contact Dr. Agan as soon as the scores post to schedule a zoom to review scores.
2. Review ETS Score Report, and determine which tasks should be refined and resubmitted.
3. Register for the PASL Resubmission by the deadline. [PASL Deadlines](#)
4. Pay the \$75 fee per task.
5. Start with one task, and review the task requirements. Respond thoroughly to each prompt and answer everything that is asked in each question and give thorough and detailed responses. Provide all required artifacts.
6. Ask a colleague to review the written commentary with a critical eye for detail and clarity by providing the corresponding rubric- as per the [PASL Handbook](#) p. 13-14.
7. After completing refinement of one task, work on the next task (if resubmitting more than one).
8. Ensure that all permission forms are secured.
9. Resubmit by the ETS deadline for that semester. (Candidates MUST resubmit during the same semester or they will be ineligible for resubmission and must submit their entire PASL Tasks in the next submission window.)
10. Inform Dr. Agan as soon as resubmitted.
11. Contact Dr. Agan as soon as resubmission scores are posted.

Principal Certification Recommendation Steps

In order to be recommended for certification, candidates must follow the steps provided by the Certification



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Specialist. [Certification Recommendation Checklist](#)