Tips for Using the TeachScape Framework for Teaching Proficiency System

**(FFTPS)**

Use the tips below to stay on track towards successful completion of the observer training.

1. Become familiar with the systems and the structure of the Framework for Teaching Proficiency System.
2. Complete the system check on any and all computers you will be using to access the system.
3. Pace yourself so you minimize feeling overwhelmed. Create a timeline for completion and keep track of the components when completed.
4. Understand the rubric language of Domains 2 and 3. Make a hard copy and highlight critical words for each domain.
5. Avoid rushing through the components just to complete them. Make sure you understand and can apply the information.
6. Be sure to “Log out” of the system after every work session.
7. Keep meticulous notes. These can be very useful later in taking the test.

Use the tips below to stay on track towards successful completion of the certification process.

1. Allocate 4-5 hours of dedicated time to complete each test portion because each part of the test needs to be completed in one sitting. However, if you do get interrupted, you have a maximum of 6 hours to complete each part of the test before the system times out.
2. Prepare and organize rubrics, notes, look-fors etc. prior to beginning the test.
3. Use headphones to avoid distracting sounds and to help you clearly what is being said on the video.
4. Pause the video to complete the collecting of your evidence.
5. Immediately report technical issues to TeachScape
6. Go back and, review the material before re-taking if you are unsuccessful in passing Stage 1 or 2. It may help to work with a college or colleagues for one or more sessions.

With your table group review the tips on the previous page. Engage in discussions about other strategies that you have found particularly effective when working on the observer training or in the certification process.

**Additional Group Tips: “ A Work In Progress”**