

North Carolina Principal Portfolio Assessment (NCPA) Task 2 Evidence Chart

This chart provides a list of all required work products for **NCPA Task 2**, as well as a description of supported file types for submission. Your NCPA work products must conform to the artifact, document, category, and commentary specifications for each task. Candidates are required to submit all artifacts, commentary, and relevant documents **without any information** that would identify them (e.g., candidate name), their school or district, individual students, staff, and others who were part of task completion.

Note that your evidence cannot contain hyperlinks to required uploads. Any web content you wish to include as part of your evidence must be submitted as a document file, which must conform to the file type requirements listed below.

Please refer to the NCPA Candidate Assessment Handbook for detailed requirements pertaining to the intent and content requirements of each file.

NCPA Task 2 Evidence Chart: Instructional Leadership for a Professional Learning Culture

Part	Work Product / Evidence	Specifications (if required)	# of Files	Acceptable File Types*
Part A	Confidentiality and Anonymity	Template provided	1	.doc; .docx; .odt; .pdf
Part B	Artifact #1 - Description of the Priority Area and the Group	Max 2 single-spaced pages (no more than 1,000 words)	1	.doc; .docx; .odt; .pdf
Part C	Artifact #2 - Description of the Group Learning Experiences and Results	Max 5 single-spaced pages (no more than 2,500 words)	1	.doc; .docx; .odt; .pdf

Part	Work Product / Evidence	Specifications (if required)	# of Files	Acceptable File Types*
Part D	Artifact #3 - Findings, Feedback, and Recommendations	Max 3 single-spaced pages (no more than 1,500 words)	1	.doc; .docx; .odt; .pdf
Part E	Category Documents 1) Background Data 2) Teacher List 3) Protocols 4) Agendas and Minutes 5) Other Materials 6) Feedback and Summary	Separate file(s) for each of these 6 file categories	6	.doc; .docx; .odt; .pdf
Part F	Commentary	Max 2 single-spaced pages (no more than 1,000 words)	1	.doc; .docx; .odt; .pdf

*The maximum size for any individual file is 500 megabytes (MB). There is no limit on the number of MB uploaded for an entire task. The success of an upload through any application depends heavily on the type of network, the file size, and the network capacity at upload time.

Note:

Scorers are not required to read artifacts and commentary that either exceed or do not meet the requirements. Submissions that fall far short of the required word length are likely to lack sufficient information and detail, which would adversely affect how the scorers evaluate the work products and thus the candidate’s potential score.

If any submitted materials do not meet the Submission Requirements listed on the program website, a condition code may be applied during the scoring process instead of a numerical score. If a condition code is applied to **any indicator**, the entire task will be unscorable. If your complete submission, or portions thereof, cannot be scored due to failure to meet Submission Requirements, no refund will be issued and no portion of your assessment fee can be applied to the cost of any future NCPA registration or associated services.

Please consult the [program website](#) to review submission requirements, passing standards, and other policies related to submitting and scoring of NCPA Tasks.