

Performance Assessment (Observation) Details

Candidate performance assessment (observation) takes place. SEI observes candidate conducting a live delivery of a course. Candidate must be able to demonstrate satisfactory competency in all performance objectives associated with the course delivery. The SEI will use a checklist of competencies to rate the performance of the candidate instructor. Certification will be granted at the sole discretion of the SEI. Feedback must be provided in writing

After successful completion of the Instructor Training for the Implementing Goal-Driven Software Measurement course, each candidate instructor is required to complete a performance assessment (observation). An observer will assess the candidate while teaching an Agreement Partner-delivered offering of an Implementing Goal-Driven Software Measurement course. The observation process may be modified at the discretion of the SEI. Candidate instructors must be successfully observed within 12 months of successfully completing Instructor Training for the Implementing Goal-Driven Software Measurement course.

Agreement Partner proposes the location and date of the course offering and reimburses the SEI for daily effort and actual travel expenses when the SEI-authorized observer performs the observation. The observer will provide the candidate with feedback at the conclusion of the observation and provide the required information to the SEI for the candidate package. The SEI will notify the candidate of certification status as an instructor for the Implementing Goal-Driven Software Measurement course and furnish a certificate when certified. For unsatisfactory observations, the SEI will provide the candidate with feedback and, if necessary, steps for remediation. Any additional SEI support for remedial work will be billed in accordance with Appendix C of the License Agreement.

Alternative Performance Assessment Program: The performance assessment of the candidate instructor of the *Implementing Goal-Driven Software Measurement* course is based on a video of presentations of one stand-alone instructional module and one exercise (set up and out-briefing) submitted by candidates of their actual instructional performance during the first offering of the course. The video is reviewed by SEI subject matter experts to evaluate the instructor's performance based on the competencies expected from an SEI-Certified Instructor of the *Implementing Goal-Driven Software Measurement* course. In addition to the video, the candidate must also complete and submit the written Video Release Form and identify the last two SEI classes that he has taught so the SEI can examine the student evaluation forms for those classes.

How to Qualifying for the **Alternative Performance Assessment Program:**

- An employee of an existing Partner who is licensed in other SEI technologies.
- Successfully complete the required *Implementing Goal-Driven Software Measurement Instructor Training* course.
- Letter/email requesting to participate in the Alternative Performance Assessment program.
- Recommendation from the Instructor of the *Implementing Goal-Driven Software Measurement Instructor Training* class.
- Name and date of the last two SEI courses taught

The SEI will provide a final decision on the Alternative Performance Assessment Programs to the candidate no later than 30 days after reception of the candidate's packet at the SEI.

Alternate Performance Assessment Program

The Alternate Performance Assessment Program will allow the candidate to demonstrate their capability to perform the presentation and facilitation tasks required of an *Implementing Goal-Driven Software Measurement* Instructor. These instructions are to assist the candidate in the preparation and submittal of a videotape of one complete module and one exercise (set up and out-briefing) of their actual instructional performance during the first offering of the course.

The SEI will review the submitted video and provide a pass/fail score no later than 30-days from reception at the SEI.) Scoring of modules will follow the guidelines in the *Implementing Goal-Driven Software Measurement Candidate Evaluation* form.

Instructions

Video captured must be taken from the first offering of the *Implementing Goal-Driven Software Measurement* course and submitted to the SEI within 10 business days.

Videotape must be of one complete module and one exercise (set up and out-briefing). The module and exercise to be videotaped will be specified by SEI.

Tapes/CD/DVD: Videos may be submitted in any of the following formats:

- VHS 1/2" tape or VHS-C in PAL or NTSC format.
- CD in either MPEG-1 or AVI formats.
- DVD must be supplied on DVD-R media

Please submit your video with your name, address, and phone number affixed.

Videotaping:

- Ensure sufficient lighting and space where you will be videotaping.
- Presentation: Tape the complete module specified by the SEI
- Out-briefing: the video must contain
 - presentation of the slides setting-up the exercise
 - a close-up of the completed worksheets (results) of the exercise
 - the out-briefing by class participants
 - and a critique of the completed worksheets of the exercise pointing out the correct application of the methodology and the areas of potential improvement

Each class participant must sign a Video Release form. A copy of the form that is attached. Include this form in the packet you return to the SEI.

8. If steps #1-7 are performed satisfactorily, then certification is granted by the SEI.

