2017-18 Level of Overall Effectiveness (LOE) Nullification User Guide
Updated Oct. 22, 2018

Once all required components for the educator’s evaluation have been imported by the department and district, the level of overall effectiveness (LOE) will calculate in TNCompass. On the educator’s evaluation page, the system will display the scoring methodology that resulted in the highest scale score used to assign the LOE. The administrator* finalizing the evaluation should enter his/her electronic signature (PIN) to acknowledge that the evaluation has been reviewed. After an administrator has acknowledged the evaluation, the educator should enter his/her PIN to finalize the evaluation. All nullifications and related PIN signatures should be finalized no later than 5 p.m. CT on Nov. 30, 2018.

For the 2017-18 academic year, educators with 2017-18 TNReady data included in the calculation of their LOE have the option to nullify the 2017-18 LOE score. Guidance related to decision-making around nullification can be found here: Level of Overall Effectiveness (LOE) Nullification Guidance

*In this user guide, administrator is defined as current or previous year principal, assistant principal, superintendent, superintendent designee, or other role that has been granted the evaluation edit permission within TNCompass.
Administrator

Locating an Educator

- Select *Educators* from the home page.

- Locate the educator by using the search filters. Search by any combination:
  - Educator type
  - First name
  - Last name
  - License number
  - SSN
TNCompass will retain search criteria entered even after leaving the page. Please remember to clear search or enter new search criteria when searching for a different educator.

The options to open an evaluation record are dependent on the roles and permissions.

- Click the educator's name or the evaluation record to open the evaluation.
• If the current academic year evaluation record is displayed, click *View all evaluation(s)*.

• Click the desired academic year from the *Select Evaluation to View* window.
View the Level of Overall Effectiveness

The Level of Overall Effectiveness score will display:

- Category / Option
- Score Status
- 3/4/5 Override Rule Applied
- 4/5 Trump Rule Applied
- LOE Scale Score
- LOE Score
- LOE Override

- Click the information icon next to the Level of Overall Effectiveness label to see the scoring options available for the educator's Category / Option.
• The system will display the score calculation options.
• The selected option will have a label with a yellow star and *Selected Option*.

### Level of Effectiveness Details

<table>
<thead>
<tr>
<th>Category/Option</th>
<th>LOE score calculated</th>
<th>LOE score calculated</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4/5 Override Rule Applied</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>4/5 Trump Rule Applied</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>L.O.E. Scale Score</td>
<td>343.65</td>
<td>335.50</td>
</tr>
<tr>
<td>L.O.E. Score</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Components</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observation Rubric</td>
<td>55%</td>
<td>50%</td>
</tr>
<tr>
<td>Achievement Measure</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td>Growth Measure</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Individual Growth (Single-year)</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Individual Growth (Multi-year)</td>
<td>20%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Adding Administrator Electronic Signature

• Scroll to the bottom of the evaluation page.
• Enter PIN (click *Show PIN* to recover PIN).
• Click *Complete Form*. 

### Pin Signature

Educator's Signature

Administrator's Signature

Enter Administrator PIN below and click "Complete Form" to confirm.

Show PIN

Complete Form
The **Administrator's Signature** will be displayed with the date and time entered.

Educator Unavailable to Sign Evaluation
An Administrator can indicate if an educator is unavailable to enter an electronic signature for the evaluation.

- Click *Educator is unavailable to complete form.*
Select a reason the educator declined or is unavailable to sign the evaluation.
If Other is selected as the reason, enter a reason description.
Enter PIN (click Show PIN to recover PIN).
Click Save.

The system will display:
- The name of the person completing the form on behalf of the educator.
- The date and time the signature was entered.
- The reason the person completed the form on behalf of the educator.
Educator

Locating an Evaluation

- Click *My Educator Profile*.

- Click *View all evaluation(s)*.
Select the desired academic year.

View the Level of Overall Effectiveness
The Level of Overall Effectiveness score will display:

- Category / Option
- Score Status
- 3/4/5 Override Rule Applied
- 4/5 Trump Rule Applied
- LOE Scale Score
- LOE Score
- LOE Override
Click the information icon next to the Level of Effectiveness label to see the scoring options available for the educator’s Category / Option.

The system will display the score calculation options.

The selected option will have a label with a yellow star and Selected Option.
Educator Electronically Sign Evaluation
The **PIN Signature** section is located at the bottom of the evaluation page.
- Enter **PIN** (click **Show PIN** to recover PIN).
- Click **Complete Form**.

The **Educator Signature** will display:
- The educator’s name indicating completion.
- The date and time the educator entered his/her signature.

Educator Electronically Sign Evaluation and Nullify Level of Overall Effectiveness Score
The **PIN Signature** section is located at the bottom of the evaluation page.
- To nullify the 2017-2018 LOE score, click the checkbox next to the statement, **By checking this box, I am acknowledging that I am nullifying the 2017-2018 LOE score.**
- Enter **PIN** (Click **Show PIN** to recover PIN).
- Click **Complete Form**.
The Educator's Signature will display:

- Statement indicating the LOE score was nullified by the educator.
- The educator's name indicating completion.
- The date and time the educator entered his/her signature.

- A red asterisk will display next to each score component to indicate the score was nullified by the educator.
- A message indicating the educator has nullified the LOE score at the top of the evaluation record.
- **Nullified** will display next the LOE Score.

- The Professional Development Points section of the Licensure page will display a message indicating the 2017-2018 LOE was nullified and the points are awarded from the prior year LOE score.
Administrator Edit

Removing Nullification with Administrative Edit

- Select Educators from the home page.

- Locate the educator by using the search filters. Search by any combination:
  - Educator type
  - First name
  - Last name
  - License number
  - SSN
TNCompass will retain search criteria entered even after leaving the page. Please remember to clear search or enter new search criteria when searching for a different educator.

The options to open an evaluation record are dependent on the roles and permissions.

- Click the educator's name or the evaluation record to open the evaluation.

- If the current academic year evaluation record is displayed, click *View all evaluation(s)*.
• Click the desired academic year from the Select Evaluation to View window.
• Click Administrative Edit.

- Check the box labeled Nullify 2017-2018 Level of Effectiveness scores.
- Attach supporting evidence and enter a description.
- Enter PIN (click Show PIN to recover PIN).
- Click Apply Administrative Edit.

For documentation purposes, please attach supporting evidence followed by a rationale for the historical edit. Then, enter your PIN and click “Apply Administrative Edit.”

LOE Nullification

Please note that this will alter the Evaluation PDPs awarded for this academic year to match that of last year and may affect licensing requirements.

Supporting Evidence:

Please describe the circumstances that warrant this historical data edit (minimum 25 characters).

PIN: Show PIN

By entering this PIN, I signify that any score override has been verified for accuracy and that the educator has been notified of any changes to his or her record. I understand that changes to component scores may result in a change to an educator’s level of effectiveness (LOE) for a given year. The district assumes responsibility for all resulting impacts from this edit and can provide proof of these scores upon request.

Apply Administrative Edit