Level of Overall Effectiveness (LOE) and Evaluation Completion
Administrator and Educator Signatures and LOE
Nullification Option

For the 2020-21 academic year, educators have the option to nullify the 2020-21 LOE score. Information on LOE calculations may be found [here](#). Additional information on the impact of nullification on tenure may be found [here](#).

As per State Board of Education policy 5.201:

- Educators who choose to nullify their LOE score for the 2020-21 school year may use their most recently available LOE score for the purposes of determining observation pacing for the 2021-22 school year only.

- Educators who receive an LOE score for the 2020-21 school year shall receive the maximum number of professional development points (PDPs) available to educators at the assigned school for the 2020-21 school year only, regardless of whether an educator chooses to nullify their 2020-21 LOE score. PDPs for these educators shall be assigned as follows:
  (a) Educators employed in a non-Priority or non-focus school for the 2020-21 school year shall receive 20 PDPs.
  (b) Educators employed in a Priority or Focus school for the 2020-21 school year shall receive 25 PDPs.

Once all required components for the educator’s evaluation have been imported by the department and district, the Level of Overall Effectiveness (LOE) score will calculate in TNCompass. On the educator’s evaluation page, the system will display the scoring method 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 the evaluation has been reviewed. After an administrator has acknowledged the evaluation, the educator should enter his/her PIN to finalize the evaluation. At the point of finalization, the educator will have the opportunity to select nullification prior to adding his/her PIN. The following guidance and screenshots outline the process of evaluation finalization, including the option of nullification.

In this user guide, administrator is defined as current or previous year Principal, Assistant Principal, Superintendent, Superintendent Designee, or any other role that has been granted the Evaluation Edit permission within TNCompass.
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Administrator

Locating an Educator in TNCompass

- Select Educators from the home page.

- Locate the educator by using the search filters. Search by any combination of the search criteria shown.

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 depend 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*.

Adding Administrator Electronic Signature

- Scroll to the bottom of the evaluation page.
- Enter PIN (click **Show PIN** to recover PIN).
- Click **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 if 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.

![Signature Example]

- Educator's Signature
  - Educator unavailable to provide signature.
  - Principal, Paul (0000000000) completed form on Thursday, August 30, 2018 2:19 PM.
  - Reason: Educator is unable to complete (on leave, etc.)

- Administrator's Signature
  - Principal, Paul (0000000000) completed form on Thursday, August 30, 2018 2:05 PM.
Educator
Locating an Evaluation

- Click **My Educator Profile**.

- Click **View all evaluation(s)**.

- Select the desired academic year.
Viewing 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

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>LOE Override</th>
<th>LOE Score</th>
<th>Score Status</th>
<th>3/4/5 Override Rule Applied</th>
<th>4/5 Trump Rule Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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LOE Scale Score: 4.00
LOE Score: 4.00
• 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’s Signature** will display:

- The educator’s name indicating completion.
- The date and time the educator entered his/her signature.

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**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 2020-2021 LOE score, click the checkbox next to the statement: **By checking this box, I am acknowledging that I am nullifying the 2020-2021 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 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 2020-2021 LOE was nullified, and the points have been awarded.
Administrator

Removing Nullification with Administrative Edit

- Select **Educators** from the home page.

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.

![Educators](image1)

• If the current academic year evaluation record is displayed, click **View all evaluation(s)**.

![Mary Teacher](image2)

• Click the desired academic year from the **Select Evaluation to View** window.

![Select Evaluation to View](image3)

• Click **Administrative Edit**.
• Remove the nullification by unchecking the box.
• Add supporting documentation and complete the text box describing the circumstances for the historical edit.
• Enter the PIN (click Show PIN to recover PIN).
• Click Apply Administrative Edit.